

# **PARENT-SWIMMER-COACH RELATIONSHIP**

To have a successful program, there must be complete understanding and cooperation among parents, swimmers, and the coach. The progress your swimmer makes depends to a great extent on this triangular relationship. It is with this in mind that we ask you to consider this section carefully.

## **GUIDELINES FOR PARENTS**

You have done a great deal to raise your child. You create the environment in which he or she is growing up. Your child is a product of your values, the structure you have provided, and the model you have been. Human nature, however, is such that a person loses some of his/her ability to remain detached and objective in matters concerning his/her child. The following guidelines will help you keep your child's development in the proper perspective.

1. Every individual learns at a different rate and responds differently to the various methods of presenting skills. The slower learner obviously takes more time to learn, and this requires more patience on the part of the parents and coaches, who must remember that his or her ultimate swimming potential may be as great as or greater than that of the faster learner.
2. When an athlete first comes out for the team and starts practicing, it is possible for him to worsen rather than improve. In the case of younger or starting swimmers, this is likely due to the emphasis placed on stroke technique. It takes a great deal of the swimmer's attention to master these skills. These new sets of habits are the basis for later improvement.
3. Plateaus can occur at one time or another in every swimmer's career. Plateaus can occur both in competition and in training. A plateau signifies the swimmer has mastered lower-order skills, but they are not yet sufficiently automatic to leave the attention free to attack newer, higher-order skills. It is important to explain to the athlete that plateaus occur in all fields of physical learning. The more successful athletes are those who work through this momentary delay in improvement, and go on to achieve greater performance and approach their personal potential.

4. 10 & Unders are the most inconsistent swimmers and this can be frustrating for parent, coach, and swimmer alike! We must be patient and permit these youngsters to learn to love the sport.
5. Parents must realize that slow development of competitive drive at an early age is normal and perhaps more desirable than precocious or forced early development. It is important that everyone learn to compete and develop some competitive spirit. It is also important for children to learn to adapt to *reasonable levels of emotional stress*. The small disappointments they must learn to handle as youngsters prepares them for the larger ones they are certain to experience as adults.
6. **IT IS THE COACH'S JOB, NOT THE PARENTS', TO OFFER CONSTRUCTIVE CRITICISM OF A SWIMMER'S PERFORMANCE.** It is the parents' job to supply the love, recognition, and encouragement necessary to help the young athletes feel good about themselves.
7. Parents' attitudes and models often dictate those of their children. A child might not be consciously aware of what is taking place while subconsciously absorbing powerful messages about their parents' desires. **For example, be enthusiastic about taking your child to practices and meets - don't look at these functions as chores.**
8. The etymology of the word "competitive" goes back to two Latin words, *com* and *petere*, which means together to strive. Avoid "playing" your child against his or her nearest competitors, thereby creating vendettas within the team and swimming community. Close competition provides two great services for the athlete: it brings out the best in him or her and shows where improvement is needed.
9. The communication between coach and swimmer is very important. It is imperative that the Coach have the swimmer's full attention during practice. It is for this reason that we ask that parents not interfere with practice. In general, it is best for parents to refrain from making stroke corrections or trying to coach their swimmer. When parents interfere with opinions as to how the swimmer should swim, it causes considerable confusion as to whom the swimmer should listen to and respect. If you differ with something, please confer with the Coach privately.

10. Remember, particularly in the case of the younger swimmers, that attitude of the parents in regard to their outlook on the sport has an important effect on the child. In swimming, as in life, nobody can "win" or succeed all the time - there will always be some disappointment. Every youngster can gain from his/her experience, whether or not he or she ever wins a single race. The important thing is to keep on striving to do better next time. **The secret is not to produce great swimmers, but, rather, to produce great people who swim.**

### COACH'S RESPONSIBILITIES

The Coach's job is to supervise the entire competitive swim program. The Coach is dedicated to providing a program for youngsters that will enable them to learn the value of striving to improve themselves. Therefore, the Coach must be in total control of matters affecting training and competition.

1. The Coach is responsible for placing youngsters in practice groups. This is based on the age or ability level of each individual. When it is in the best interest of a swimmer, he or she will be placed in a more challenging training group by the Coach.
2. Sole responsibility for stroke instruction and the training regimen rests with the Coach. Each group's practices are geared to the goals of that group.
3. At meets, the Coach will conduct and supervise warm-up procedures for the team. After each race, the Coach will offer constructive criticism regarding the swimmer's performance. (It is the parent's job to offer love and understanding regardless of his youngster's performance.) The building of a relay team is the sole responsibility of the Coach.

The Coach is constantly updating and improving our program at Carteret Currents. It is the youngster's and parent's responsibility to make the most out of the excellent opportunity this program provides for success in swimming.

## **PARENT COMMUNICATION**

An important link in the swimmer-coach-parent triangle is the **parent-coach communication line**. Parents are kept informed of club activities through email. If there is a concern, comment, or suggestion you would like to discuss with the Coach, please contact him. It is very important that you let the Coach know if there is anything he can do to aid your swimmer in his/her full enjoyment of the sport. Do not be part of the rumor mill. If you have questions please discuss with the Coach privately. When you question the Coach's decision or criticize him with your child present, you only confuse the child between two authority figures. This can cause dissension within the team.

## **SWIMMER COMMUNICATION**

Swimmers will learn a great deal from their coach in regular practice sessions. They will participate in dry land exercises, on-deck instruction, as well as water workouts. If the swimmer has any questions or concerns, please address the Coach directly.

## **SWIMMER CODE OF CONDUCT**

Carteret Currents swimmers represent not only themselves, but their team. Due to competition, Carteret Currents swimmers travel to many other facilities, many times on team trips. Each swimmer is asked to sign a Code of Conduct form with several basic rules for behavior while representing the team in practice and competition.

## **TEAM PRACTICE STRUCTURE**

The Coach will prepare or confirm a schedule each month for each age group and ability level. Pool practice time has been acquired at the Sports Center in Morehead City and the Cape Carteret Aquatic and Wellness Center.

Please call or email the coach or (other families) if unsure of the practice schedule or location.

Practice time to be determined and announced.

## TRAINING RULES

1. Maintenance of a lifestyle that will allow proper sleep, rest, and nutrition for maximum performance is expected of every Carteret Currents swimmer.
2. Attend practice! No swimmer leaves practice early without the Coach's permission.
3. Swimmers are encouraged to interact with one another at practice, but once the Coach has asked for everyone's attention, all swimmers must stop what they are doing and give the Coach their undivided attention. Do not talk while the Coach is speaking.
4. If a swimmer knows ahead of time that he/she will miss a workout, please notify the Coach.
5. Swimmers are to begin the workout together. Once the warm-up has been given, swimmers are to get into the pool promptly. Swim caps, suits, and goggles are to be adjusted before workout begins.
6. During practice, and especially in warm-ups, there will not be any stopping on the walls or walking on the bottom of the pool.
7. All swimmers are to start from the wall and finish on the wall on every set. **PERFECT PRACTICE MAKES PERFECT.**
8. Lane ropes are the responsibility of all swimmers, not just a select few. Please help the Coach put in and take out the lane ropes when asked.
9. Pull buoys and kick boards need to be returned to their area after workout. This is every swimmer's responsibility unless the coach designates differently.
10. **NO SWIMMING IS ALLOWED IN THE POOL UNTIL THE COACH ARRIVES ON THE POOL DECK AND GIVES PERMISSION FOR SWIMMERS TO ENTER THE WATER.**
11. Swimmers should report for swim meet warm-up fifteen minutes ahead of time, dressed to swim and ready for the Coach's instructions.
12. Swimmers are asked to wait for parents or rides beside the pool. There is a limited amount of space at the front door of the club. All bags and books should also be kept beside the pool.
13. Any individual who chooses not to follow team rules can be suspended from the swim team for a period of time to be determined by the Coach.

# **THE ORGANIZATIONAL STRUCTURE OF SWIMMING**

## **INTERNATIONAL**

The international governing body for the rules and regulations of competitive swimming is FINA (Federation Internationale de Nation Amateur). They govern the World Championships, Olympics, etc. This is so that World and Olympic Records can be set under a universal set of rules. USAS Long Course competitions follow FINA guidelines.

## **UNITED STATES**

USA Swimming is the ruling body governing competitive swimming in this country. The USAS headquarters is in Colorado Springs. USAS sets the rules for both long course and short course competitions, which are presented in a handbook published annually in January. USAS is divided into Local Swim Committees (LSC) across the country. USAS provides a number of services to LSCs from coaching clinics, to a wide variety of information and support, some of which is available by fax and by electronic bulletin board service.

Address: USA Swimming, Inc.  
One Olympic Plaza  
Colorado Springs, CO 80918

Phone: 719-866-4578

Member Services Fax: 719-866-4050

Web Address: [www.usaswimming.org](http://www.usaswimming.org)

## **NORTH CAROLINA**

North Carolina Swimming is our Local Swimming Committee. It is made up of amateur athletes, parents, coaches, and other interested parties. It has its own set of rules within the USAS guidelines. It also publishes a handbook, which is updated from time to time. NCS sends delegates to USAS meetings.

## **LOCAL SWIM CLUBS**

Swim clubs in North Carolina vary in size from less than 30 to over 300 swimmers. Each club must become a member of USAS. This automatically gives them membership in North Carolina Swimming. Each club is given up to three votes according to the number of registered swimmers on the team. Carteret Currents has two votes, which are cast by assigned representatives of the Carteret Currents swim organization, at semi-annual meetings. Among other activities, these regular meetings determine the meet schedule for all NCS sanctioned meets for the long and short course seasons.

## **USAS REGISTRATION**

All Carteret Currents swimmers, new and returning, are required to be registered with USAS. Annual membership is for one calendar year. Non-members applying for membership on or after September 1 will be issued a membership card valid through December 31st of the following year.

Athlete membership forms may be obtained from the LSC registration chairman, or from the Coach. The form must be fully completed and signed by the swimmer or parent/guardian if the swimmer is under 18. A yearly fee of \$50.00 per swimmer is assessed. USAS membership fees help to support both NCS and USAS activities, and provide regular newsletters to all swimmers with news of interest from the swimming world. Checks must be made out to Carteret Currents, and the Carteret Currents treasurer submits payment to NCS, who in turn registers swimmers with USAS. Normally, the USAS registration is required as a part of the application fee, due from all swimmers at the start of the season. All athletes must also submit a photo copy of their birth certificate with the application form and fee.

Non-athlete membership is also available for \$50.00. All deck officials at swim meets are required to obtain non-athlete memberships. They receive the current NC swimming handbook and newsletter.

## **INSURANCE**

USA Swimming provides a limited amount of accident medical insurance to registered year-round athletes. These athletes are covered if they sustain a bodily injury during participation in or traveling to, a competition, meet, practice, or any event officially sponsored by USA Swimming.

A limited amount of liability insurance is extended to all athletes and non-athletes registered as members of USAS. For more information about the USAS Insurance Plan, please contact the coach. They can provide you with a copy of the USAS Insurance Program Summary.

## **OFFICIATING**

Conducting a USAS sanctioned swim meet requires volunteer time from many individuals. It takes a minimum of 13 certified officials to conduct a meet. Each competition must have a referee, a starter, one or more safety marshals, an operator for the timing system, two stroke and turn judges, a clerk of course official, two scorers, a recorder of records, an announcer, and one relay takeoff judge per lane. The Carteret Currents Swim Team encourages its adult members to become USAS officials. There are a lot of different jobs to be done. If the jobs sound a little intimidating, don't worry. There are lots of "old hands" around to help out, and there are regularly scheduled clinics to introduce you to some of the basic requirements for various officiating duties.

## **VOLUNTEERS**

They make a difference! The Carteret Currents are in need of more volunteer involvement. From carpooling swimmers to practice to helping with fundraising, there is a job for everyone. Please let the Coach or team officers know that you want to be involved.

# **SWIMMER CLASSIFICATION AND THE AGE GROUP JUNIOR OLYMPIC PROGRAM**

## **AGE GROUP CLASSIFICATIONS**

There are several age groups in USA Swimming: 10 & Under, 11-12, 13-14, 15-16, 17-18, Junior and Senior. Junior designates 18 and under while Senior designates open competition. Also, in North Carolina, the 15-18 age group is used at many meets.

The Senior Age Group includes any age USAS registered swimmer who has achieved the prescribed qualifying time for an event.

Age on the first day of a meet will govern the swimmer's age for the entire meet. Within each age group there are different ability levels, or classifications (B, BB, A, AA, AAA, AAAA and reportable Top-16). Time standards for each age group are established each year by USAS. There are unofficial 8 & Under time standards used by some North Carolina Swim Clubs, but parents should be aware that these standards are unofficial. The Carteret Currents coaching staff discourages use of 8 & Under standards. While it is important that young swimmers learn to establish goals, the coaches prefer that swimmers at this age concentrate on learning basic skills, while having fun. There will be plenty of time for time standards.

## **MEET CLASSIFICATIONS**

There are different types of meet classifications. Some meets are "qualified" and to participate in the meet a swimmer may be required to have achieved a specific qualifying standard for some or all of the events in the meet. Other meets, such as qualifiers (where swimmers will be attempting to achieve a qualifying time) require that the swimmer does *not* have a qualifying time in the events they enter. This system of qualification permits fair, yet challenging competition on all levels.

All sanctioned age groups meet (other than dual, tri, quad, and closed league meets) will be classified as "A", "BB & Faster", & "B/C", "Senior Circuit" or "Senior Developmental". There are also some higher-classified meets where out-of-state entrants are invited and/or results of previous years indicate that faster standards are desirable.

**"A" COMPETITION:** An "A" swimmer is one who has achieved an "A" time in two of the five strokes in a given age group, regardless of the length of the event or the size of the pool (25 yards, 25 meters, or 50 meters). Stroke groups are Freestyle, Backstroke, Breaststroke, Butterfly, and Individual Medley or "IM".

An "A" swimmer may compete in all "A" meets and may enter events in an "A" meet in which s/he has not made the "A" time unless otherwise stated in the meet information. S/he may not enter a "B" meet in any event. **EXCEPTION:** For the North Carolina State Championships entries are restricted to those swimmers who have achieved "A" standards or better for 14 & Under with respect to both stroke and distance for each event.

**"BB & FASTER" COMPETITION:** A "BB" swimmer is one who has made an "A" time in only one stroke, or no strokes, while participating in a particular age group. **NOTE:** "A" times achieved in 50 yard or meter events are not used to determine a swimmer's classification except in the 10 & Under age group. **EXCEPTION:** A "BB" swimmer with "A" times only at the 50 yard/meter distance of a given stroke or the 11-12 IM may compete in events of that stroke at the longer distances of 100 or more yards/meter in "BB" meets. A swimmer shall not swim a stroke in which s/he has attained an "AA" time, even if entry was made prior to meeting the "AA" time.

A "BB" swimmer with an "A" time in one stroke may enter "A" meets to compete in that "A" stroke regardless of the length of the event. **Option:** A "BB" swimmer with one "A" stroke may elect to compete in "A" meets only and may swim in any event as an "A" swimmer. Once a "BB" swimmer elects to enter a "BB" stroke in an "A" meet, he is not eligible to compete in a "BB" meet in any event in that age group.

Relays in "A" meets may be made up of both "A" and "B" swimmers. If relays are included in "B" meets, all entrants must be "B" swimmers and may not swim a stroke in which they have achieved an "A" or "AA" time standard.

**"B/C" COMPETITION:** "B/C" meets follow the same general qualification rules as the "BB" meets, where the swimmer may have achieved no more than one "BB" time in any stroke.

## **"SENIOR CIRCUIT/SENIOR DEVELOPMENTAL" MEETS:**

Senior Circuit swimmers are those who have achieved two 13-14 "AA" or better standards. The Developmental swimmers are those ages 13 and above who have not achieved two 13-14 "AA" times. Often the Developmental meets are held in the afternoon sessions of Senior Circuit meets, although they are sometimes scheduled separately.

## **CARTERET CURRENTS MEET ENTRY PROCEDURES**

Meets are the culmination of all the hard work swimmers put into their sport day after day, and looked forward to by coaches, parents, and swimmers alike. The Carteret Currents have a specific meet entry procedure that will be outlined here. This procedure ensures the timely completion of team entries into meets, thus lowering the risk of the team being shut out of important meets.

Meet entries are delivered either by the coach to the swimmers on the pool deck or via email. You will receive an individual entry form (one for each of your swimmers) that contains the meet information and deadline for the entry. You will fill out the name of the swimmer, age (on the 1<sup>st</sup> day of the meet), and indicate what days of the meet you will attend. Return the form, with the entry fees (check preferred), to the coach by the stated deadline for that particular meet. If you have any questions regarding this procedure, please ask the coach for clarification.

## **TYPES OF MEETS**

### **DUAL, TRI, OR QUAD MEET**

Occasionally Carteret Currents will compete with one to as many as three other teams in a Dual, Tri, or Quad meet. These meets help promote team unity by allowing swimmers to meet fellow teammates that they might not ordinarily see due to different practice schedules and meet classifications. Typically these meets will be open to all swimmers from each participating swim club, with no specified qualifying standard.

## **INVITATIONAL MEETS**

Carteret Currents swimmers will participate in several invitational meets sponsored by Local Swim Clubs in North Carolina. At Invitational Meets, the sponsoring clubs decide which clubs they wish to invite, and what the qualifying standard will be for meet entry.

## **STATE CHAMPIONSHIPS (JOs)**

At the end of each short course (fall and winter) and long course (summer) swim season, "A/AA" meets are recognized as the North Carolina State Championship. It is an exciting climax to the season for all qualified age groups. Locations are listed on your meet calendar. The long course championship is usually held in late July or early August.

## **ALL-STAR/ZONE CHAMPIONSHIPS**

These meets include the best swimmers in all age groups from teams in North Carolina. The All-Star Short Course Meet held in April/May is for 10 & Under boys and girls through 15-18 swimmers. The Zone Long Course Meet is for 11-12 boys and girls through 15-18 Senior swimmers. These swimmers have traveled to Norfolk, VA, Dallas, TX, Florida, etc. These meets have a selection process that is announced before each Age Group Championship and actual selection of the team is made following the Championship meet. Swimmers selected will then make up an NCS Team and represent the State in a meet location determined by the LSC you are representing.

## **SOUTHERN AGE GROUP REGIONAL CHAMPIONSHIPS**

For Age Group swimmers 14 and under this meet is the culmination of the short course season. To qualify, all swimmers must have achieved a "AA" time standard for each stroke and distance.

## **SENIOR REGIONAL CHAMPIONSHIPS**

This meet will be the culmination of the season for many Senior swimmers. Qualifying time standards or Region cuts, as they are called, must be achieved prior to participating in this meet. Others who qualify go on to the Junior National or National Championships.

## **USAS JUNIOR CHAMPIONSHIPS**

One of the higher levels of achievement Carteret Currents swimmers strive for is participation in the Junior Nationals. Swimmers meeting qualifying time standards for this meet travel to different locations throughout the country to compete against the best young swimmers in the nations.

## **PHILLIPS 66/USAS NATIONAL CHAMPIONSHIPS**

This is the highest level of annual competition for our Senior swimmers. Those who meet the national time standards compete against the best swimmers in America. By their performance in this meet, swimmers may qualify for US teams that compete in international competition.

## **OUT OF TOWN MEETS**

Trips to meets in other cities become an important aspect of a swimmer's career while advancing through the age group ranks.

1. Parents are responsible for arranging transportation and lodging for away meets.
2. If your swimmer is riding with someone else to the meet, a medical release and emergency telephone number should be given to the parent/driver in case emergency medical treatment is required.

### **IS IT NECESSARY TO STAY IN A HOTEL FOR AN OUT OF TOWN MEET?**

No. That is entirely up to the individual family. Whether you stay in a hotel or commute is your choice. If the distance is long, or you have to be at the pool for an early warm-up, you may find it much less tiring over a two or three day meet to stay in a hotel that is close by.

## **QUESTIONS AND ANSWERS ABOUT SWIMMING**

### **1. What is the North Carolina Scratch Rule that I hear announced at swim meets?**

When preliminary results are announced at "A" meets, what you are hearing is a list of swimmers qualifying for a consolation final or final race following preliminaries. Swimmers have thirty minutes after the announcement to notify the meet referee that s/he intends not to compete in the finals.

### **2. What happens if you don't show up for a final, but did not "scratch"?**

Any swimmer who qualifies for a consolation or final race in an individual event who fails to compete in that race shall be barred from further competition for the remainder of the meet, unless he has "scratched" as above, or the Referee is notified and accepts proof of injury or illness, or if s/he determines that circumstances were beyond the control of the swimmer.

### **3. Do alternates for Championship or Consolation Heats need to scratch, too?**

First and second alternates will be announced along with the final qualifiers. These alternates will not be penalized if unavailable to swim in the finals.

### **4. What about regular, pre-seeded events at meets? Is there a penalty for not swimming at a meet you are entered in?**

Swimmers not reporting for or competing in an individual timed final event or preliminary heat will not be penalized. Your coach should notify the host team official if you do not show up. However, you are still responsible for entry fees.

### **5. What about scratches from deck-seeded events?**

Any swimmer entered in an individual event that is seeded on the deck who has checked in for that event, must swim in the event unless he notifies the clerk of course before the seeding for that event has begun that he wishes to scratch. Failure to scratch prior to seeding and not swimming the event will result in his being barred from the next individual event in which he is entered on that day or the next meet day, whichever is first.

**6. What does JO's stand for?**

It stands for Junior Olympics--a common term for the State Championship Meet.

**7. How do you qualify for JO's?**

Swimmers who are 14 & Under must have equaled or bettered the qualifying standard set by NCS, usually between "A-AA" times. Swimmers 15 and older require an "AA" qualifying time.

**8. I hear that there are fines for swimming at JO's and not making the required time standards. Is this true?**

There is currently a \$25 fine per event charged for any swimmer competing in JO's that does not swim the time standard and cannot show proof that he swam the qualifying time in a previous sanctioned USAS meet. Times from high school regional and state championship meets are not considered valid for proof of time unless the meet has been sanctioned by USA Swimming.

**9. How are swimmers picked for the North Carolina Select Team (All Stars)?**

The North Carolina Select Team is chosen in April following short course season. It is a long course meet against the All Star Virginia team. Selection is based on short course times at JO's Age Group and Senior Regions, and Junior Championships and Senior Nationals. The top eight to ten swimmers in each age group and sex are selected to form this team. The team is composed of 10 & Under, 11-12, 13-14, and Senior swimmers. Swimmers may obtain applications from their coaches.

**10. At JO's I saw charts with points listed for swimmers who were trying to get on the Zone team. How does this work?**

This team is selected at Long Course JO's and is composed of the top swimmers in each age and sex group from 11-12, 13-14, and Seniors. Selection is based on points achieved for any AA and above times swum at JO's. A Top-16 time automatically places you on the team.

**11. When swimmers make it to Regional, Junior Championships, or Senior National meets, do they have to pay their own expenses? Some of these meets involve traveling a long way.**

North Carolina Swimming reimburses any North Carolina swimmer for half his/her airfare to Junior Championships, and full airfare to Senior Nationals. All other travel expenses are the responsibility of the swimmer.

**12. Why do we have to pay entry fees to swim in meets? Who pays for relay events?**

Entry fees include event entry fees, NCS travel fund, and relay entry fees. These fees help to:

subsidize North Carolina Swimming programs;

defray the ever increasing cost of meets incurred by the sponsoring of individual teams;

pay coaching staff for travel expenses.

**13. At the meets we have attended I have seen a lot of officials on deck. What are their jobs?**

There are several different types of officials required to run a sanctioned USAS meet. Typically, a meet requires the following officials:

**The Meet Referee** is in charge of the meet, and is responsible for ensuring that the meet is run properly in accordance with all USAS, NCS, and meet rules.

**The Safety Marshal** is responsible for insuring that all USAS and local safety rules are enforced. At USAS meets, no swimmer may enter the water unless a Safety Marshal is present on deck.

**The Starter** is responsible for correctly and fairly starting each heat of each event. She/he will announce each heat, bring the swimmers to the starting position, and sound the horn that starts the event. The Starter also records

the order of finish, so that in case there is any problem with the electronic timing system, a winner of the heat may be properly declared.

**The Referee** shall signal to the swimmers by a short series of whistles to get ready prior to the start of each heat, followed by one long whistle indicating that they should take and maintain their positions on the starting platform, the deck, or in the water. When the swimmers and officials are ready, the Referee shall signal with an outstretched arm to the Starter that the swimmers are under the Starter's control. Frequently, the Starter and the Referee alternate positions during the course of a meet session.

**The Stroke and Turn Judges** are positioned around the edge of the pool and are responsible for citing stroke violations during a swim. At championship meets there may be as many as 10 to 12 Stroke and Turn Judges monitoring the competition. If they see a violation, such as an illegal touch or turn, or an improper stroke, they will note the violation on a DQ (disqualification) slip and turn it in to the meet referee for approval.

#### **14. There seem to be a lot more than just these officials on deck. Are they also meet officials?**

In addition to sanctioned USAS officials, there is a variety of other positions that are required to run a meet. They are usually all staffed by volunteers from the sponsoring swim club, and include the following:

**The Meet Director**, while not a sanctioned USAS official, is designated by the sponsoring club, and is responsible for the organization for the meet, from the initial publication of the meet information and rental of the facility, through notification of official results after the meet is over.

**The Head Timer** is responsible for insuring that there are enough timers for the session, and will start additional watches at each start in case a timer does not get a good start on his watch. The Head Timer will also arrange for relief timers as required.

**Lane Timers** will take watch times in order to provide backup times for the electronic timing system. Usually, two timers will be used on each lane. One will be responsible for recording the watch times, and the other will be responsible for pushing the backup button for the electronic timing system.

Timers must also insure that the right swimmer is on the blocks by checking with the swimmer to verify their name against the heat card or the timer's lane list.

**The Announcer** will announce all official results after each event is complete, and will record scratches if the event is preliminary.

**The Official Recorder** will verify all times that are printed out from the timing system. If times are being entered manually into the computer, the Official Recorder will note the official time on the heat cards for each swimmer.

**The Clerk of Course** (sometimes known as the Clerk of Chaos) has various duties, depending on how the meet is being run. If the meet is pre-seeded the Clerk of Course will set out the cards for the swimmers to pick up in advance of the event. If the event is deck-seeded, the Clerk of Course will note all scratches, and then seed the swimmers into the correct heats and lanes.

**The Hospitality Staff** provides lunch and refreshments to the coaches, officials, and meet workers at the meet.

**The Computer Operations Staff** is responsible for entering all times into the computer and posting official results.

## **15. How does one become a meet official?**

To become a meet official, one must pass a certified official exam for each position and serve an apprenticeship. NCS sponsors clinics at the start of the fall swimming season to introduce people to the responsibilities of various positions. After attending the clinic, you will be expected to serve an apprenticeship, by working some number of sessions of meets under the direction of a certified official. The certification process must periodically be repeated, and officials have the opportunity to gain advanced certification to work at regional and national level meets.

## **17. Are officials at meets paid for their work? Some of these people put in very long hours?**

Officials receive no pay and are responsible for their own travel and accommodations. Most meet officials get started because it is an interesting way to spend time at the meet, and many have continued to volunteer their services long after their own swimmers have left age group swimming.

**18. Who decides which teams sponsor which meets, and who decides which meets our team will attend?**

Teams who wish to host swim meets must submit bids for the meets, which are then voted on at the House of Delegates meeting. Our Coach prepares the meet schedule in the fall and spring, based on the meets that are available.

**19. Who decides the 8 & Under time standards? Are these used to qualify swimmers for "A" meets or JO's?**

The 8 & Under time standards are NOT official USAS Age Group time standards. The times are determined by North Carolina Swimming. They do not qualify as standards to become "A" swimmers. **The 8 & Under swimmers must achieve 10 & Under times to qualify for JO's or "A" meets.**

## **GLOSSARY OF SWIMMING TERMS**

**Age Group Swim:** All USAS registered swimmers, 18 years of age and under, who have met the qualifying time standard for a specific event(s), are eligible to participate in their age category. Age on the first day of competition shall govern the entire meet.

**Aggregate Time:** Times achieved by four individuals in separate starts which are added together to arrive at a relay time for entry purposes.

**Attached:** An athlete member in good standing who represents a USAS member club in competition after having met the requirements of registration with the LSC and the Corporation or of FINA.

**Clerk of Course:** An area at the meet where swimmers report before their event to be arranged into their heat and lane assignments

**Closed Competition:** Competition open only to the members of one organization or group.

**Composite Time:** A time achieved in a relay event by four members of an organization.

**Consolation:** Competition for the fastest of those who did not qualify for the finals.

**Course:** Designated Distance over which the competition is conducted.  
Long Course: 50 meters (55 yards to be recorded as 50 meters).  
Short Course: 25 yards or 25 meters.

**Deck Seeded Meet:** Meet where all entries are due prior to the first day of meet and swimmers must declare availability to swim prior to the scratch deadlines.

**Draw:** Random selection by chance.

**Dual Meet:** Competition between two clubs.

**Event:** Any race or series of races in a given stroke or distance.

**Final:** Any single race which determines final places and times in an event.

**Finals:** The session of a meet resulting from qualifying rounds (prelims or time trials) held previously to determine the finalists. The finalists compete to determine the winner.

**Heats:** A division of an event in which there are too many swimmers to compete at one time.

**Heat Sheet:** A listing of all swimmers by event number, heat, and lane assignment in the meet. These are available at the beginning of the meet and are usually purchased at a price of \$5 to \$10.

**Initial Distance:** The first portion of a race for which an official time may be recorded but which is not in itself a completed event.

**Invitational Competition:** For those swimmers, organizations, and clubs invited by the host.

**JO's:** Another term for the State Championship meet.

**Lane:** The specific area in which the swimmer is assigned to swim, i.e., lane one, lane two, etc.

**Lane Line:** Continuous floating markers attached to a line stretched from the starting end to the turning end for the purpose of separating each lane.

**Lane Markings:** The guide lines on the bottom of the pool and in the center of the lanes running from the starting end to the turning end.

**Leg:** The part of the relay event that a single team member swims.

**Long Course:** Refers to the late spring and summer season when the swimmers compete in a pool that is 50 meters in length.

**LSC (Local Swimming Committee):** An administrative division of USAS with supervisory responsibilities for a certain geographical area. NCS (North Carolina Swimming) is the LSC for North Carolina.

**Mark:** (Take your) starting position.

**Meet:** A series of events held in one program.

**NGB (National Governing Body):** An organization that is responsible for the conduct of a particular sport. The NGB for swimming is USAS.

**Official Verification Card (OVC):** A three-copy form for certifying a national qualifying time (Junior Nationals and above) made by a swimmer and issued by a verification official of the area in which the meet was held. OVCs shall be issued for any time that equals or betters a national time standard or international trials time standard.

**Open Competition:** Competition which any qualified club, organization, or individual may enter.

**Pentathlon:** A competition between all Carteret Currents swimmers where each swimmer swims each stroke and an individual medley. The score is calculated by comparing the swimmers' times to the National Age Group Time Standards "A" time standards.

**Preliminary (Prelims):** Session of the meet in which the heats are held.

**Program:** The order of events, including starting times and intermissions in a meet or portion thereof (see Session), sequentially listed by class of competition, sex, age, group, distance, and stroke as set forth in meet announcement.

**Qualifying Heats:** Competition in which a number of heats are swam to qualify the fastest swimmers for the finals where final placing for the event will be determined.

**Race:** Any single swimming competition, i.e., preliminary, final, timed final.

**Record Attempt:** Swimming against time to challenge a record, unpaced by other swimmers.

**Referee:** The USAS Official who has the authority over all other officials at the meet. S/he makes all final decisions and sees to the efficient running of the meet.

**Registered:** Enrolled as an athlete member of USAS and an LSC.

**Sanction:** A permit issued by an LSC to conduct a meeting.

**Scissor:** Use of the top of the instep of one foot and the bottom of the other foot in the propulsive part of the kick.

**Scratch:** (From an event) Withdraw an entry from competition.

**Seed:** Distribute the swimmers among the required number of heats and/or lanes, according to their submitted or preliminary times.

**Seeding:** The arrangement of swimmers into heats based upon their entry times. There are two types of seeding:

**Deck-Seeded Events:** Swimmers are called to report to the Clerk of Course for their event on the day of the meet. After scratches are determined, they are then seeded in the proper heats.

**Pre-Seeded Events:** Swimmers are arranged in heats in events according to submitted times and heat sheets are prepared prior to the day of competition.

**Seeding Time:** The time a swimmer uses to enter a meet. This time determines one's position and lane in a particular event.

**Session:** Any portion of a meet distinctly separated from other portions by time or type of competition, i.e., preliminaries and finals, morning and afternoon; Senior and Age Group etc.

**Short Course:** Refers to the fall and winter swim season when the swimmers compete in a pool that is 25 yards in length.

**Split:** A per lap time that coaches often record for teaching the concept of pacing. For instance, a swimmer's times for each 25 yard leg of a 100 yard event would be his/her splits.

**Starter:** The USAS Official at a meet responsible for beginning each heat and calling the next heat to the blocks.

**Stroke Judge:** A certified USAS Official, who determines the legality of swimmers' strokes and disqualifies those who do not conform to USAS rules.

**Stroke Technique:** The proper execution of a stroke that is most efficient in propelling a swimmer through the water.

**Submitted Times:** Those filed with an entry, as having been previously achieved.

**Swimming Venue:** The area located on the sides and ends of the pool, spectator area, team areas within the pool facility (e.g., portion of the building designated for teams and swimmers, or fenced area around an outdoor pool), locker rooms, and such other areas as may be specifically designated by the host club or organization, meet director, or referee.

**Suspension:** Deprivation of all rights of membership in the Corporation.

**Taper:** A period prior to an important meet when swimmers are subjected to less work and more rest to induce peak performance.

**Time of Record:** Official time achieved in an event.

**Time Standards:** Certain qualifying times which have been set up by USAS for all events in all levels of meets to ensure that all competitors are of approximate equal ability in their respective meets.

**Timed Finals:** Competition in which only heats are swam and final placings are determined by the times performed in the heats.

**Time Trials:** An event or series of events where a swimmer may establish an individual time or better a required standard time.

**"Top 16 Time":** A tabulation of the best 16 times in every age group and every event of all USAS competition from the previous season. The short course "Top 16" are published in August and the long course "Top 16" are published in December.

**"Top 16 Consideration Time":** A time which equals or betters the published "Top 16" time. This time is submitted by your coach to USAS to determine if it will qualify as published "Top 16" time.

**Touch Pad:** The part of an electronic timing system that rests in the water at the end of each lane. Swimmers' times are recorded when the pad is touched.

**Unattached:** An athlete member who competes but does not represent a club member of the Corporation. Swimmers who change clubs must remain unattached for a period of 120 days from their last USAS competition.

**USAS:** Abbreviation for USA Swimming, Inc. which is now the governing body for all amateur swimming in the United States.

**USAS Number (USAS#):** The personal registration number of each athlete member in the USA Swimming. The number is developed by using a combination of letters in the swimmer's legal name, and the swimmer's birth date.

**BY-LAWS OF CARTERET CURRENTS SWIMMING, INC.  
(A NON-PROFIT CORPORATION)**

**Article I. Membership**

Section 1. The Carteret Currents Swimming, Inc. will be open to the public.

**Article II. Purpose**

Section 1. The Carteret Currents Swimming, Inc. is organized exclusively for educational, competitive, and recreational purposes.

**Article III. Operational Limitations**

Section 1. Notwithstanding any other provisions of these articles, the corporation shall not carry on any other activities not to be carried on

(a) by a Corporation exempt from Federal Income Tax under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or corresponding provisions of any future United States Internal Revenue Law) or

(b) by a Corporation, contributions to which are deductible under Section 170

(c) (2) of the Internal Revenue code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law.

**Article IV. Legislative or Political Activities**

Section 1. No substantial part of the activities of the corporation shall be carrying on of propaganda or otherwise attempting to influence legislation and the corporation not participate in or intervene in (including publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

**Article V. Inurement of Income**

Section 1. No part of the net earnings of the corporation shall inure to the benefit of, or be distributed to, its members, trustees, officers,

or private persons except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered.

### **Article VI. Governing Body**

Section 1. Board of Directors: The swimming team shall be governed by a Board of Directors consisting of five members, with one of its members designated as Chairperson of the Board of Directors.

Section 2. The Board of Directors shall elect a president to preside over meetings and meet four times each year in the first Week in October, January, March, and June.

Section 3. The Board of Directors shall consist of five members. Elections for the board will occur every two years with each board member serving a two year term. Any person who has served previously in a board member position or in a team officer position is not eligible to be a board member or team officer for the duration of the existence of the team.

Section 4. The function of the Board of Directors shall be:

- A. to establish the Carteret Currents Swimming Team as a corporation.
- B. to meet the requirements for federal and state tax exemption.
- C. to establish a philosophy of the competitive swimming program.
- D. to establish the budgeting procedures and the appropriation of funds.
- E. to execute all contracts for use of facilities and purchase of equipment over \$1000.
- F. to set the team fees.
- G. add as amended.

Section 5. A quorum shall exist when a majority of the Board Members are present.

Section 6.

1. Each person who is or was a director, officer, or employee of the corporation (including the heirs, executors, administrators, or estate of such person) shall be indemnified by the corporation to the full extent permitted by the Nonprofit Corporation Law of the state of North Carolina against any liability cost or expense incurred in the capacity as director, officer, or employee, or arising out of the status as a director, officer, or employee (including serving at the request of the corporation as a director, officer, employee, or agent of another corporation).
2. The corporation may maintain insurance, at its expense, to protect itself and any such person against any such liability, cost, or expense.

**Article VII. Executive Committee**

Section 1. The competitive program as established by the Board of Directors shall be carried out by the Executive Committee.

Section 2. The Executive Committee of four (4) people shall consist of a President, Vice President, Secretary, and Treasurer. The Executive Committee shall be elected by the Board of Directors annually on the first Wednesday in March of each year.

**EXECUTIVE COMMITTEE**

A. **President.** The President shall preside over the Executive Committee and the other club meetings. S/he shall countersign all checks, serve as the representative at the League of Meetings or appoint a substitute, receive all bills or team correspondence, coordinate booster club activities, and meet with the Board of Directors to report on activities of the Executive Committee.

B. **Vice President.** The Vice President shall assist the President and serve in his/her place during any temporary absence.

C. **Secretary.** The Secretary shall keep the records of the local branch activities other than meet results, including the minutes of all meetings, record of attendance, club correspondence and meet information.

D. **Treasurer.** The Treasurer shall collect all dues or other fees payable to the club, have custody of the team accounts of the Executive Committee, make disbursements as directed by the Board of Directors or Executive Committee, keep an account of all receipts and disbursements, give an account at each meeting, and sign all checks for payment of money by the team. The books shall be audited at the end of the term by the Board of Directors.

**Section 3.** Executive Committee members will serve a one-year term. They may be elected for additional terms at the discretion of the Board.

**Section 4.** The function of the Executive Committee shall be to:

- A. Handle the finances of the local branch
- B. Collect fees
- C. Purchase equipment
- D. Pay bills
- E. Keep records
- F. Sponsor fund raising projects
- G. Promote membership
- H. Handle all League and outside meet affairs
- I. Appoint all committee chairpersons
- J. Make rules and regulations for the swim team
- K. Require all swimmers to have some kind of medical insurance
- L. Develop an annual budget with the established procedure and to submit it to the Board of Directors for approval

**Section 5.** Three (3) Executive Committee members must approve any money spent.

**Section 6.** The Board of Directors shall fill the vacancy of any executive office due to resignation other than the President.

**Section 7.** Any officer who resigns must write a formal letter to the Board of Directors.

**Section 8.** Executive officers and committee chairperson shall submit a written report to the Board of Directors for their activities at the end of the season.

### **Article VIII. Coach**

**Section 1.** The duties of the Head Coach shall be to:

- A. Establish a competitive program which meets with the philosophy of the Board of Directors.
- B. Serve as the team representative at all swimming meets or appoint someone to serve if necessary.
- C. Be responsible for the behavior of the swimmers during meets.
- D. Serve as the team representative at the USA Swimming LSC meetings.
- E. Be responsible for all equipment.

### **Article IX. Conduct**

**Section 1.** Not violating standards or exhibiting any immoral standards including, but not limited to, smoking, drinking and stealing.

**Section 2.** The coach shall have in his discretion the right to suspend if the offense is of a serious nature.

### **Article X. Dissolution Clause**

**Section 1.** Under the Dissolution of the Corporation, the Board of Directors shall, after paying or making provisions for the payment of all liabilities of the Corporation, dispose of all assets of the corporation exclusively for the purpose of the corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes shall at the time qualify as an exempt organization or organizations under Section 501© (3) of the Internal Revenue Code of 984 (or corresponding provisions of any future Internal Revenue Law), as the Board of Directors shall determine. Any of such assets not so disposed of

by Circuit Court of the county in which the principal office of the corporation is then located, exclusively for such purpose or to such organization or organizations as said court shall determine, which are organized for such purposes.