

**PLYMOUTH CANTON  
CRUISERS  
TEAM HANDBOOK**



Orig. 9/1/2005  
Revised 4/03/2008  
Revised 2-12-09, SHK, pg 31

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Welcome Swim Team Families:

We are very excited to have you as part of the family of the Plymouth Canton Cruisers (PCC) Swim Club. This handbook will explain to you who the Plymouth Canton Cruisers are and describe the way the club operates on a day to day basis. Its purpose is to answer questions swimmers and their parent(s) may have about the Club, as well as what is expected of them as members.

The Plymouth Canton Cruisers team was founded in 1976 as a developmental program for high school swimming, and has evolved over the years to be a community based program with swimmers ranging in age from 5 to 18. The Plymouth Canton Cruisers are now are a USA Swimming Age Group Swimming Club that strives to take each swimmer to their highest possible level of swimming.

The PCC organization strives to be not only the finest competitive swim team in the state of Michigan, but also to build well-rounded, healthy young people. With the help and support of the parents, we will continue to build on the level of success we have achieved for many years.

If you should have any questions or concerns, please contact the coaching staff or the board members. Board members' names and numbers are listed in the appendix at the back of this handbook.

Thank You,

Plymouth Canton Cruisers  
Coaching Staff and Parent Board Members

## **PLYMOUTH CANTON CRUISERS PHILOSOPHY**

The Plymouth Canton Cruisers (PCC) is a year-round competitive swim program, where a positive and supportive environment is established to help improve stroke skills, and sets goals for each individual in the program. The coaching staff will guide, teach, and develop young people and parents to reach the best of their ability through hard work and dedication, while allowing them to experiment, learn, and grow in the process. We will build good people and good swimmers through constant attention to teaching and training.

## **PLYMOUTH CANTON CRUISERS VISION**

The Plymouth-Canton Cruisers are united in our commitment to be a continually growing, championship program, providing the atmosphere in which to develop the finest athletes and leaders.

## **PLYMOUTH CANTON CRUISERS MISSION**

The Plymouth-Canton Cruisers empower each of our athletes to achieve success by inspiring courage, instilling discipline, and promoting team unity. It is expected that our athletes, coaches and parents are dedicated to the fulfillment of these core values.

## **PURPOSE OF PLYMOUTH CANTON CRUISERS**

The purpose of the Club shall include the following:

1. To develop an aquatics organization that both serves and reflects the greater Plymouth Canton community and its diversity, and is concerned with the development of all of its competitive members regardless of ability, socioeconomic status, race, religion, creed, ancestry or handicap.
2. To provide an opportunity for all children eligible for membership to engage in a wholesome, lifetime sport, and recreational activity.
3. To promote physical fitness and good patterns of physical development and to encourage proper conditioning and health habits.
4. To promote opportunities for social, emotional, educational development, and to encourage peer and family participation.
5. To promote and develop good sportsmanship, leadership, ethics, and values within the context and limits of a competitive swimming program.
6. To promote the involvement in age-group swimming programs and provide an opportunity for members to compete in organized swimming competitions throughout the local, state, and national levels when applicable.
7. To develop and encourage the swimming goals and achievements of all its members as determined by their level of ability.
8. To cooperate with and assist local school systems and recreation programs in the area as it relates to swimming.
9. To train and teach swimmers at all levels with a goal of personal improvement and development.
10. HAVE FUN and help develop a love for a life-long sport!

## TEAM STRUCTURE

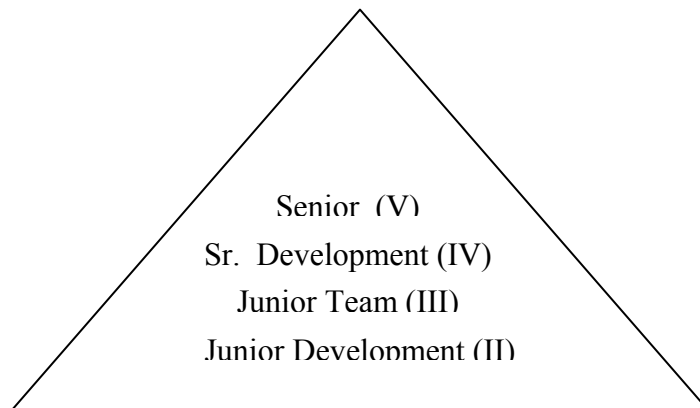
As with any program, things will evolve and change over time. Below is a generalized list of categories the Plymouth Canton Cruisers will try to maintain and the various objectives and requirements for each. It is up to the coaching staff to coordinate the groups and determine where each swimmer is placed so as to maximize the teaching and learning environment of all team members.

### I) Team Levels

The Plymouth Canton Cruisers will use a "progressive" age group program designed to develop the child physically, mentally and emotionally in a systematic fashion. A well-defined, long-term approach of gradually increasing degrees of commitment is essential to reach peak performance levels during a swimmer's physiological prime. The emphasis in the early stages of participation must be placed on developing technical skills and a love for the sport. In the later years, a more demanding physical and psychological challenge must be introduced to the training program. In this respect, "too much too soon" is more often the cause of failure to achieve maximum potential in senior swimming than in the reverse situation.

In addition to emphasizing long-term rather than short-term results, it is also important that we establish training groups of swimmers who are compatible in respect to abilities, commitment levels and goals. Unfortunately, this is not always the most convenient approach to take, but it is always the most productive.

At each level, the goals and objectives are specific and directed toward meeting the needs of the swimmer. The long term goal of personal achievement is always in mind. As each child is different, he/she will progress at his/her own rate. The coaching staff recognizes this fact by making team assignments based on a swimmer's physical, mental, and emotional level of development.





**PLYMOUTH CANTON CRUISERS  
TRAINING GROUP GUIDELINES**

<b>Recommendations</b>	<b>Junior Development</b>	<b>Junior</b>	<b>Senior Development</b>	<b>Senior</b>
<b>Ages</b>	6-10	8-12	9-14	13+
<b>Required Practice Attendance</b>	2x week	2x week	3 x week	3x week
<b>Recommended Practice Attendance</b>	2-3x week	3x week	4-5x week	5-6x week
<b>Required Meet Attendance</b>	1 USS Meet per Season	1 USS Meet per Season	1 USS Meet per Season	1 USS Meet per Season
<b>Practice Length</b>	1.25 hours	1.5 hours	1.75 hours	2 hours
<b>Season Length</b>	9 months	9 months	10-11 months	11 months
<b>Daily Yardage(per practice)</b>	1,000-2,000 yds	2,000-4,000 yds	3,500-5,500 yds	4,500-7,000 yds
<b>AM Practices(ie doubles)</b>	NO	NO	NO (Yes in summer) Depending on age	NO (yes in summer)
<b>Weekend Practices</b>	YES	YES	YES	YES
<b>Basic Goals</b>	Learn the fundamentals Of swimming	Increase knowledge of training concepts	Increase personal Responsibility	Refinement of Skills, goals
<b>AREAS OF DEVELOPMENT</b>	starts, turns, kick, 4 Strokes legally Pace clock reading	Legal IM swim Refine skills Understanding swim sets and times	Goal setting, race strategy, DPS Negative Split swimming	Swim focused as Activity choice
<b>Competitive Performance</b>	Dual Meets B/C meets Districts	Dual Meets ABC Meets Districts/Junior Olympics	ABC Meets Junior Olympics States/Zones	Junior Olympics States/Zones Sectionals/US Open
<b>Training Categories</b>	Drills and Kick Light aerobic training	Refined drills Larger Aerobic Training Introduce speed and racing	Building training fundamentals, Aerobic Training w/ emphasis on increased training speed	Heart Rate training, Lactic testing, Test sets, Race specifics
<b>Biomechanical Progressions</b>	Legal in all 4 strokes	All times faster than Jr. Dev. Group	Race speeds with proper technique	Race pacing, and specific race training
<b>Physical</b>	Can complete practices, swim continuous for 5 min.	Complete a 10 min. straight swim, some flexibility and body weight exercises	Swim 1000yd. continuous swim, begin dry land training	Complete a full workout Timed 2000yd. Swim More intense dry land Proper nutrition
<b>Required Training Gear</b>		Fins	Fins, Pull Buoys, Strokemaker Paddles	Fins, Pull Buoys, Strokemaker Paddles

**Plymouth Canton Cruisers Team Placement Criteria and Considerations**

1. Level of commitment
2. Practice attendance
3. Training ability
4. Stroke and skill development
5. Level of maturity and personal responsibility
6. Age and previous experience
7. Meet performance and best times

8. Space availability
9. Satisfactorily completes placement test/tryout (if new to team)

## **TRAINING SESSIONS**

Training sessions are the most important aspect of competitive swimming. Training is the largest way to make continued improvements in the sport as it is with any activity you might participate in. Therefore, it is important that each swimmer attend as many practices as possible in order to maximize their talents and receive the full benefits of the program. It is extremely important that you try and make the desired number of practices based on the requirements of your group and level. Pool availability is our most limiting factor so please try to take full advantage of the pool time.

### **I) Short Course (Fall/Winter)**

The Fall/Winter season begins in early September and ends approximately the end of March. The first two weeks of the season are dedicated to stroke mechanics and allowing new members to experiment with the program. Over the next months yardage is gradually increased to provide the swimmers with a solid aerobic base. During the course of the entire season technique will be emphasized and taught. As the season comes to a conclusion a tapering phase happens. This is where yardage is slowly decreased to allow the muscles to recover and rest for the championship meet(s). Starts, turns, and proper finishes are also taught throughout the season. Younger swimmers and the beginner level groups will follow a similar pattern but will have a higher ratio of technique to work out in the practices.

### **II) Long Course (Spring/Summer)**

The Spring/Summer session is from early April to the beginning of August. Once school ends in June, swimmers in certain groups will have the ability to practice two times a day. The first practice (morning) will be considered the primary practice consisting of kicking, pulling, main sets, etc. This practice is held at a 50 meter pool at Eastern Michigan University. The second practice of the day will consist of technique and recovery, and is conducted at the local high schools in a 25 yard pool. Because of the shorter season, it is important to make the two practices (with coach's approval) to help achieve the same pattern as the Fall/Winter season.

The goal of each season and level is to increase the swimmers knowledge and skills in the sport of swimming. This includes stroke technique, starts, turns, finishes, pacing, sprinting, endurance, breath control, arm and leg strength, and meet experience.

### **III) Practice and Attendance Policies**

The following guidelines are to inform parents and swimmers of the coaches' policies regarding practice. They are designed to provide the best possible practice environment for all.

1. PCC is a competitive swim team, and as such, swimmers are expected to maintain minimum participation levels and encouraged to meet recommended levels (both for practices and meets) as described in the chart on page 6. Failure to meet minimum participation consistently over the course of a season (e.g. Short Course Season, Long Course Season) could result in a review by the by the PCC Coaching Staff or PCC Board of Directors.
2. If the review finds that the swimmer is consistently unwilling or unable to meet minimum participation requirements in the future, the PCC Board reserves the right to place the

swimmer at the end of the waitlist prior to the beginning of the next open registration period.

3. Individual coaches may request attendance commitments greater than those listed above; however, the board will use the chart above as its guideline in decision making.
4. As a general rule, the fewest possible interruptions in the training schedule will produce the greatest amount of success. The Club does, however, encourage all swimmers (especially under 14 years old) to participate in other activities to explore which they might like best.
5. Former swimmers that take a full or partial season break from Plymouth Canton Cruisers will be grouped with along with the category of siblings at the front of the team "wait list" when considering a return to the team.
6. For the swimmer's protection, they should arrive at the appropriate pool no earlier or later than 15 minutes prior to their workout time. They should also be picked up no later than 15 minutes after the scheduled practice end time.
7. Swimmers should plan to stay the entire practice. Notify the appropriate coach prior to the start of practice if you will need to leave early.
8. Plymouth Canton Cruisers has an obligation to act as guest while using a school or city facility. Every member of the Club needs to do everything possible to respect this privilege. Any damages to school or city property may result in financial liability of the swimmers and their parents and possible termination of team membership.
9. Parents should refrain from communicating with the swimmers or coaches during a practice. If you would like to speak with a particular coach please try to schedule a time before or after practice times to meet (or correspond via e-mail). Parents may observe practice from the bleachers. If smaller children are attending practice, please keep them close and quiet at all times. Do not try to communicate with any swimmer during practice. This can be extremely disruptive.
10. All swimmers should use the bathroom before practice begins. If needed during practice, swimmers should use the restroom before or after sets. Too many people getting out of the pool during a set causes disruption for the rest of the swimmers in the pool.

#### **IV) Illness or Injury**

If a swimmer is ill or has an injury, please notify their coach(s) so appropriate training modifications can be made, via e-mail.

#### **V) Swimmer's Training Responsibilities**

Swimmers need to come to practice ready to participate. They need to bring all necessary training gear to each practice. The coaches will notify each swimmer what gear will be needed in order to make it through the practice at each of the various levels. Make sure that your gear is in working order, labeled with the swimmer's name if possible, and have spares readily available.

#### **VI) Swimmer's Code of Conduct**

At all club functions, whether practices, meets, or social gatherings, we expect each swimmer to behave in such a way that their actions reflect positively on the team. Particular actions that could lead to suspensions or terminations of membership as determined by the Board and Head Coach include but are not limited to:

1. Swearing or verbal assaults
2. Physical assaults
3. Abuse of facilities or equipment not owned by the swimmer
4. Consistently stopping or horse-playing during practice sets that disrupts other swimmers from completing their practice.

5. Disrespectful behavior towards coaches, swimmers, officials, or anyone else affiliated with Plymouth Canton Cruisers or USA Swimming.

If a swimmer displays any of the above behaviors, at the discretion of the coaches, the swimmer may receive a verbal warning, a time out, and/or parents may be contacted. Excessive displays of this behavior will be brought to the Board of Directors for a determination of action.

At registration time, swimmers will be asked to sign the registration form acknowledging that they will review and abide by this code of conduct. Parents will be asked to initial indicating that they will oversee this process.

There are also general rules of safety that should be followed by swimmers at all times. They include the following:

1. No running on deck; No glass bottles on deck
2. Slip/jump into the pool during practice and warm-ups; no diving
3. Wear shoes while walking around
4. No playing on bleachers or diving boards
5. No horse-playing or rough-housing in the pool, on deck, or in the locker rooms
6. No dunking people underwater or pushing them into the pool

## **PARENT INFORMATION**

### **I) Responsibilities**

1. Make sure your swimmer is at practice to have the opportunity for improvement.
2. Pick up your swimmer in a timely fashion after practice (within 15 minutes).
3. Turn in meet information on or before the due date.
4. Get to know your child's coach(s). Find out what you can to help your child set goals to succeed.
5. Check the website frequently as practice or meet times or sessions may change with short notice. E-mails will also be sent out periodically notifying parents of meets, and other general information.
6. Be prepared to help with activities of the Club, be it social, board involvement, working at meets, etc...

***ONE OF THE BIGGEST WAYS TO MAKE THE CLUB SUCCESSFUL IS YOUR WILLINGNESS TO VOLUNTEER YOUR TIME!!***

### **II) Communication**

The Plymouth Canton Cruisers have instituted several ways to communicate with swimmers and parents. The internet website, [www.cruiserswimming.com](http://www.cruiserswimming.com) contains the vast majority of club information, including practice schedules; meet information and entries, top times, coaching notes, parental information, etc... It is advised that you bookmark this site and visit it daily in order to stay current with club information.

A periodic newsletter will also be written and distributed via e-mail and posted on the website. This is an important recap of past items, and future club events. There will also be emails sent out on a regular basis to serve as a reminder for such things as meet entries, practice changes, and any other information deemed appropriate. You will be asked to provide one or more email addresses at registration in order to receive newsletters and urgent bulletins. Please remember

to update your email information as changes occur, by emailing the Head Coach, whose address is listed in the appendix.

The current Board Members may also be contacted by phone or e-mail. Their contact information will be listed in the appendix and website.

### **III) Issues with Coaching Staff**

One of the traditional swim team communication gaps is that some parents seem to feel more comfortable discussing their disagreements over coaching philosophy or style with other parents rather than taking them directly to the coach. Problems are unlikely to be resolved when handled in that fashion. Often this approach results in additional problems. Listed below are some parent guidelines for raising issues with a coach:

1. Try to keep in mind that you and the coach both have the best interest of your child at heart. If you trust that the coach's goals match yours, even though his/her approach may be different, you are more likely to enjoy good rapport and a constructive dialogue.
2. Keep in mind that the coach must balance your perspective of what is best for your child with the needs of the team or a training group. On occasion, an individual child's interest may need to be subordinate to the interests of the group. In the long run, however, the benefits of membership in the group compensate for occasional short term inconveniences.
3. If your child swims for an associate coach, always discuss the matter first with that coach, following the same guidelines and preconceptions noted above. If the associate coach cannot satisfactorily resolve your concern, then ask that the head coach join the dialogue as a third party.
4. If you can not resolve the problem through discussion with the coach(es), the Board President should be contacted and the issue can be brought before the Board of Directors, if necessary.
5. If another parent uses you as a sounding board for complaints about the coach's performance or policies, listen empathetically, but encourage the other parent to speak directly to the coach. He/she is the only one who can resolve the problem.

### **IV) Volunteerism**

In order for the Club to continue to grow and be successful it is necessary to have everyone involved. It will therefore be necessary to have each member of the program volunteer some portion of time back to the program. This can be done in a variety of ways. There are many opportunities to get involved. Working at meets, which is the major source of club income, is a great way to get started! Chairing or co-chairing a committee, becoming a parent representative on the Board, helping to organize social events or service projects for the swimmers, or making a food donation to our swim meet hospitality committee, are just a few examples of ways to participate.

The team hosts meets throughout the year that requires the involvement of all parents. In fairness to all families, it is expected that each family work, at a minimum, 2 to 3 sessions (pending membership levels) during a meet, or a \$50 fee will be assessed for each work session

missed. Working a meet is not optional. It is a necessary and mandatory part of being involved with this team and keeping it successful.

## **V) Parental Code of Conduct**

As a parent or legal guardian of a child involved in the Plymouth Canton Cruiser (PCC) swim team, there is a level of interaction between a parent, coach and meet official that must be maintained in order for all parties to make the most of your child's swimming experience. Below is listed a Parenting Code of Conduct that you will agree to by signing your child up to swim with PCC. This Code of Conduct must be adhered to. Failure to follow this Code of Conduct could lead up to dismissal from the team pending a Board of Directors review.

- No one is allowed on deck during a meet unless working said meet(s).
- Making physical contact with any swimmer, coach, official, Michigan or U.S. Swimming representative on deck or outside of the pool will be forbidden.
- Taunting or threatening any swimmer, coach, official, Michigan or U.S. Swimming representative is forbidden.
- Going into the locker/dressing room to confront or obstruct access to a swimmer, coach, official, Michigan or U.S. Swimming representative is prohibited.
- Using profane and/or vulgar language or mannerisms is prohibited.
- Throwing any objects onto the pool deck, into the pool or at another person is prohibited.
- Defacing or damaging property belonging to any individual, team, association or pool is forbidden.
- Being involved in any activity that would warrant the summoning of a law enforcement official is prohibited.
- There will be no drinking, smoking, chewing tobacco or use of illegal substances at any team function; and local laws for these items must be followed.

## **VI) Resources**

USA Swimming and Michigan Swimming have websites that contain useful information for parents. The Michigan Swimming website, [www.uss-michigan.com](http://www.uss-michigan.com) has information about qualification times for various championship meets, a database for all swimmer's times in the state of Michigan, and other Michigan relevant swimming information. The USA Swimming website, [www.usaswimming.org](http://www.usaswimming.org), has information more at the national levels, but has parent resource information and article links that may be helpful to parents. These websites can also be accessed from the Link button on the Cruiser website.

## **VII) Ten Commandments for Parents**

### **The Ten Commandments For Parents of Athletic Children**

Reprinted from The Young Athlete by Bill Burgess included in "The Swim Parents Newsletter"

- I. Make sure your child knows that - win or lose, scared or heroic – you love him/her, appreciate their efforts, and are not disappointed in them. This will allow them to do their best without a fear of failure. Be the person in their life they can look to for constant positive reinforcement.
- II. Try your best to be completely honest about your child's athletic ability, his/hers competitive attitude, their sportsmanship, and their actual skill level.

- III. Be helpful, but don't coach him/her on the way to the pool or on the way back, or at breakfast, and so on. It's tough not to, but it's a lot tougher for the child to be inundated with advice, pep talks and often critical instruction.
- IV. Teach them to enjoy the thrill of competition, to be "out there trying," to be working to improve his/her swimming skills and attitudes. Help him/her to develop the feel for competing, for trying hard, for having fun.
- V. Try not to re-live your athletic life through your child in a way that creates pressure. Don't pressure your child because of your pride. Athletic children need their parents so you must not withdraw. Just remember there is a thinking, feeling, sensitive free spirit out there in that uniform who needs a lot of understanding, especially when his world turns bad. If he/she is comfortable with you – win or lose – he/she is on their way to maximum achievement and enjoyment.
- VI. Don't compete with the coach. If the coach becomes an authority figure, it will run from enchantment to disenchantment, etc., with your athlete.
- VII. Don't compare the skill, courage, or attitudes of your child with other members of the team, at least within his/her hearing.
- VIII. Get to know the coach so that you can be assured that his/her philosophy, attitudes, ethics, and knowledge are such that you are happy to have your child under his/her leadership.
- IX. Always remember that children tend to exaggerate, both when praised and when criticized. Temper your reaction and investigate before over-reacting.
- X. Make a point of understanding courage, and the fact that it is relative. Some of us can climb mountains, and are afraid to fight. Some of us will fight, but turn to jelly if a bee approaches. Everyone is frightened in certain areas. Explain that courage is not the absence of fear, but a means of doing something in spite of fear of discomfort.

## BOARD OF DIRECTORS/OFFICERS

The administrative functions of the Club are overseen by the Officers (Executive Committee) and Board of Directors. The Executive Committee consists of the President, Vice-President, Secretary, Assistant Secretary, Treasurer, and Assistant Treasurer. The Board of Directors consists of the President, Head Coach, five members-at-large. The PCC Board of Directors and Executive Committee contact information are published in the Appendix section of this handbook and on the website.

### Duties and Responsibilities

- **President-** The President shall preside at all meetings of the membership and of the Board of Directors, shall perform such other duties as may be determined by the Board of Directors, and shall perform and discharge such other duties as generally devolved upon a chief executive officer.
- **Vice-President-** The Vice-President shall perform all duties incumbent upon the President during the absence or disability of the President, and perform such other duties as may be prescribed by the Board of Directors.
- **Secretary-** The Secretary shall have the custody and care of the corporate records of the Club, shall attend all meetings of the members and of the Board of Directors, shall keep a true and complete record of the proceedings of all such meetings, shall file and take charge of all papers and documents belonging to the Club, shall keep a list of members, and shall perform such duties as may be prescribed by the Board of Directors.

- **Assistant Secretary-** In the absence of the Secretary, the assistant shall have all the authority and duties of the Secretary.
- **Treasurer-** The Treasurer shall keep correct and complete records showing accurately at all times the financial condition of the Club, shall be the legal custodian of all monies and other valuables which may from time to time come into the possession of the Club, shall furnish at meetings of the Board of Directors and membership, or whenever requested by the Board of Directors, a statement of the financial condition of the Club, and shall perform such other duties as the Board of Directors may prescribe.
- **Assistant Treasurer-** In the absence of the Treasurer, the assistant shall have all the duties and authority if the Treasurer.

## Committees

The Board of Directors shall also have the authority to establish committees as may be necessary to promote the interests and activities of the Club. Such committees may be comprised of both Directors/Officers and other regular members. Each committee will be under general supervision of a Board member, whose duty it is to make sure the committee is functioning properly. Some of these committees may include the following:

- Communications/Website
- Merchandising
- Meet Organization
- By laws and regulations
- Records and Awards
- Social\*

*\* The social committee will plan events such as a Pizza Party around the Holidays, and an awards banquet, which is typically held at the beginning of April to honor fall and winter session swimmers. Other social outings will be planned depending upon the number of parents willing to help plan and organize the events.*

## REGISTRATION/FINANCIAL

Registration typically takes place at the home pool approximately two weeks prior to the start of the next session. The exact times and locations will be posted on the website.

### I) Policies

- a) Payment in full is expected at the time of registration to hold your spot. No exceptions will be made. After registration, individuals on the wait list will be contacted if openings exist.
- b) There is a \$5.00 non-resident fee for individuals not living in the Plymouth-Canton school district. A late fee charge of \$25.00 will be assessed one week after the start of the session for any accounts not current (i.e. returned checks). If a member has not registered or paid within 14 calendar days after the start of a session, they will no longer be considered a member of the club. Any penalties for mandatory meet volunteer sessions missed will be due by the time of registration.
- c) Individuals participating in high school-based swimming programs will have their fees adjusted as needed. Middle school swimmers will not.
- d) Refunds will be given only for the following 2 reasons\*:
  - 1) Coach recommendation that a swimmer isn't ready for competitive swimming, and
  - 2) Proof of medical condition from a doctor prohibiting swimming. No refund will be given however, for the USA Registration fee explained below.

*\*After the date that the PCC registration committee states, checks will be cashed and there will be no refunds except for the above two reasons.*
- e) There will be no vacation discounts. PCC will not prorate for the summer session due to vacations.
- f) If a swimmer is not registered with the team, they cannot swim at any USS meets as a member of PCC. They can swim "Unattached" if they are USS registered.
- g) A prepared letter will be sent to those people who fail to pay the registration fee and still send their swimmer to practice.

### II) USA Swimming Registration

Each Plymouth Canton Cruisers swimmer must also be registered with USA Swimming. The membership period runs from January 1<sup>st</sup> to December 31<sup>st</sup> of each year. If you begin your membership after September 1<sup>st</sup>, however, it will continue until December 31<sup>st</sup> of the FOLLOWING year. USA Swimming membership allows the swimmer to participate in USA sanctioned swim meets, including State, Regional, and National Championships if qualifying times are obtained. USA Swimming membership also provides both liability and secondary medical insurance coverage for each swimmer and the club membership provides liability insurance coverage for approved insured activities.

Each member will have a membership card, which indicates their USA Swimming membership number. Your number is your six digit birthday (MM/DD/YY), the first three letters of your first

name, your middle initial, and the first four letters of your last name. For example, Abigail M. Williams with a birth date of 09/24/85 would have the membership number: 092485ABIMWILL. This number is extremely important. Make sure that it is correct and accurate because all information pertaining to your son or daughter's swimming participation will be based on this identification. Entry times for meets and recognition by USA Swimming for mailing purposes are examples of how it is used. This will also help in prevention of duplicate numbers in the database.

Each USA registered swimmer will receive a membership card and each family will receive a USA Swimming subscription to "Splash" magazine.

### **III) Fundraising**

The primary fundraiser for the team is the annual USS Swimming Meet we host in May at Eastern Michigan University. The team earns money by hosting the meet, and all families are required to work the meet as the proceeds help offset registration fees for all swimmers.

# COMPETITION

## I) Why compete?

The Plymouth Canton Cruisers engage in a multi-level competition program with United States Swimming that, like our training program, attempts to provide challenging, yet success-oriented competitive situations for swimmers of all ages and abilities. The following policies outline our philosophy:

1. We emphasize competition with oneself. Winning ribbons, medals, or trophies is not our main goal. Even if the swimmer finishes first, but has swum poorly in comparison to his/her own past performances, he/she is encouraged to do better. The individual's improvement is our primary objective.
2. Sportsmanlike behavior is of equal importance to improved performance. All the coaches teach swimmers how to behave like a champion when the swimmer has both a "personal best" or a "below average" swim. Respect for officials, congratulations to other competitors, encouragement to teammates, determined effort, and mature attitudes are examples of behaviors praised and rewarded by the Club coaching staff.
3. A swimmer is praised for improving his/her stroke or time. It is the coach's job to offer constructive criticism of a swimmer's performance. It is the parent's responsibility to provide love and encouragement that bolster the swimmer's confidence along the way.
4. Simply put, this is why we practice! Participation in meets will act as occasional progress reports, and each swimmer will be able to set his/her goals for the upcoming practices. These meets will give purpose to an overall individual training commitment for each child.

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

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

## II) Competitive Strokes

The four competitive strokes are (1) Butterfly, (2) Backstroke, (3) Breaststroke and (4) Freestyle. Events are held in all of the competitive strokes at varying distances depending on the age-group of the swimmer. In addition, there is a combination of the strokes swum by one swimmer called the individual medley (which follows the order of butterfly, backstroke, breaststroke, and freestyle). Other swimming events include relays, which are a group of four swimmers who either all swim freestyle (freestyle relay) or each swim one of the competitive strokes in the order of backstroke, breaststroke, butterfly and freestyle (medley relay).

### III) Levels of Achievement

There are five different age group classifications recognized by United States Swimming (the governing body of the sport): 8-Under, 10-Under, 11-12, 13-14, and Open (typically those aged 15 and above, but can include those of any age with qualifying time). Not all age group classifications are offered at every swim meet. The swimmer's age on the first day of a meet will govern the swimmers age for the entire meet.

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

In some cases, a swimmer may be in a different class in each stroke. An example: a "C" breaststroke time, a "B" freestyle time, and a "AA" backstroke time. Some swim meets set certain qualification standards. In order to swim in a certain classification, a swimmer must have achieved the qualifying time for that particular classification. Meet packets will often designate the appropriate qualifying time for a respective event.

### IV) Types of Swim Meets

- A. Dual Meets - Occasionally, PCC will compete with one other team in a dual meet. These meets help promote team unity, but usually limit the number of events swimmers might be able to compete in.
- B. Inter-Squad Meets – In order to give novice level swimmers the opportunity to compete, the team may periodically offer an inter-squad meet where the swimmers will compete with their teammates and establish times for certain events.
- C. USA Meets - USA Swimming is an organization which governs and encourages amateur competitive swimming in the U.S. Michigan Swimming administers USA programs and swim meets in the state of Michigan. USA sanctioned meets are typically held somewhere in southeast Michigan and draw swimmers from a number of clubs all over the state. Teams will choose which meets they wish to attend. There are several types of USA meets:
  - 1. **Qualification Meets** - These meets have some type of qualification time standard(s) that a swimmer must meet in order to enter the meet. Our state swimming body, Michigan Swimming, Inc. will indicate those each year. Meets such as Junior Olympics and District Championships would be examples. Most of the USA meets throughout the season are either AB or ABC qualification meets, where the respective qualification time must be met for the swimmer to enter.
  - 2. **State Championships** - At the end of each short course (winter) and long course (summer) season, a State Championship meet is sanctioned by Michigan Swimming, the governing body of swimming in the state of Michigan. Michigan swimming sets the qualifying time standards for these championship meets. Generally, the standards fall between the national "A" and "AA" time standards. There are two championships held each season: the Age Group Championship for swimmers 12-Under and 13 and over.
  - 3. **Zone Championships** - After the state championships are held in the summer, a swimmer may qualify to participate in the Central Zone Championships by

swimming a national "AAA" time. This is an all-star meet where swimmers compete as a member of the Michigan Zone team competing against other states from the mid-west.

4. **USA Swimming Sectional/Junior National Championships** - One of the highest levels of achievement PCC swimmers strive for is the participation in the Junior National Championships. United States Swimming sponsors this event.
  
5. **Phillips 66/USA Swimming National Championships (Senior Nationals)** - Other than the Olympic Trials and the World Championship Trials, each of which is held every four years, the highest level of competition for our senior swimmers is the USA Swimming National Championships. As with the Junior Nationals, PCC swimmers meeting the national qualifying time standards travel to various cities throughout the U.S. to compete against America's best swimmers. Swimmers can qualify for national teams that represent the U.S. in international competition by their performances at Senior Nationals.

**Championship Meet Qualifying Times:**

- Q1:** Faster than or equal to this time qualifies the swimmer to participate in the State Championship Meet. The standards fall between the national "A" and "AA" time standards.
- Q2:** Faster or equal to this time qualifies the swimmer to participate in the Junior Olympic Meet.
- Q3:** Slower than this time qualifies the swimmer to participate in the District Meet.

## **V) Meet Schedule**

At the beginning of each season, the head coach and Board will determine what meets are available and what meets will best meet the needs of our swimmers for the season. The coaches will be at each of those meets and swimmers will be strongly encouraged to attend those meets with their team. Information about these meets will be distributed via email and website. If a hard copy is needed it can be provided upon request. We understand that situations may arise periodically that might prevent attendance at a competition, but the Plymouth Canton Cruisers has chosen to participate as a team, so it is important to show your support by being visible at the selected competitions.

## **VI) Meet Entries**

To enter a USA meet, an entry form needs to be completed showing the meet name, swimmer's name, birth date, USA Swimming number, event numbers, and seed (entry) times. A copy of this form is available on the Cruiser website under the Meet Icon, and a sample is shown in the appendix. The event numbers are listed in the meet packet. Entry times usually reflect the swimmer's best time for a particular event. If the swimmer has not swam the event before, please check with the coach about the entry time. The team maintains the best times for swimmers who have completed a particular event. Parents will often track their swimmer's times and show them on the meet entry form.

Relays will often be entered by the coaches for the swimmers registered for the meet. Parents will not need to enter those on a meet entry form.

## VII) Everything You Need to Know About Swim Meets

Swim meets are a great family experience! They're a place where the whole family can spend time together. Listed below are some very in-depth guidelines geared to help you through your first couple of swim meets. The level of detail may seem overwhelming, but we hope the specific and detailed information will make your first meets successful and enjoyable. If you have any questions, please ask a coach or contact a parent with swim meet experience(s).

1. Arrive at the pool at least 15 minutes before the scheduled warm-up time begins. This time will be listed in the meet information.
2. Upon arrival, have your swimmer find a place to put their blankets, swim bags and/or sleeping bags. The team usually sits in one place together, so look for some familiar faces or PCC clothing.
3. Find the check-in place and either the swimmer or parent (for younger swimmers) will need to check in.
  - A. This is usually around the area marked "Clerk of Course".
  - B. Check for special posted instructions in the area. Usually circling or highlighting the swimmer's name or "#" by each swimmer's name for each event they are swimming that day constitutes "check in." If the swimmer is not checked in by the check in deadline, the swimmer will not be allowed to swim their event(s). This is done so that the people running the meet know who is actually at the meet.
4. Once "checked in", write each event-number on your swimmer's hand in ink. This helps him/her remember what events he/she is swimming and what event number to listen for (this can also be done prior to the meet as the event numbers are posted in the meet packet).
5. Your swimmer should bring his/her cap and goggles and report to the pool and/or coach for warm-up instructions. It is very important for all swimmers to warm-up with the team. Swimmer's bodies are just like cars on a cold day-he/she needs to get the engine going and warmed-up before he/she can go "all out."
6. After warm-up, your swimmer will go back to the area where they placed their belongings and wait until their next event is called. This is a good time to make sure he/she goes to the bathroom if necessary, gets a drink, or just gets settled in. There will usually be a designated team area for sitting and getting ready to compete.
11. The meet will usually start about 10-15 minutes after warm-ups are over.
12. According to USA Swimming rules (because of insurance purposes), **parents are not allowed on deck** unless they are serving in an official capacity. Similarly, all questions concerning meet results, an officiating call, or the conduct of a meet, should be referred to the coaching staff. They, in turn, will pursue the matter through the proper channels.
13. Heat Sheets. A heat sheet is usually available for sale at the admissions area of the pool. Heat sheets will list all swimmers in each event in order of "seed time". When the team entry is sent in, each swimmer and his/her previous best time in that event is listed. If the swimmer is swimming an event for the first time, he/she will be entered as a "no-time" or "NT". A "no-time" swimmer will most likely swim in one of the first heats of the event. Most events are swam slowest to fastest.

14. Parent Notes: There is usually an admission charge to watch the meet. Also, while there are swimmers on the block, there is no flash photography and everyone should be quiet. The electronic timing and starting system uses a strobe flash to signify the start of a race. Swimmers and timers could mistake a camera for this starting mechanism, unfairly affecting the race results or disqualifying the swimmer for a false start.
15. Swimmers should seek out the coach before and immediately after each race so proper race strategy and post race remarks can be reviewed. Another matter of importance is for each swimmer to check with their coach before leaving a meet to see if they have been placed on a relay or if they are needed in any other capacity.
16. Most USA meets are “self-marshaled,” meaning that swimmers are responsible for getting themselves to the start of their event. Coaches typically assist in watching for events, especially for younger swimmers, but it is important for them to pay attention to the event numbers. If a swimmer fails to show at the block for their event, they will not be allowed to swim in the next event they are signed up for (including relays). Dual Meets typically will be marshaled by parent volunteers who help get the swimmers lined up for their events.
17. When possible, showing your team spirit by cheering on teammates is encouraged. Swimmers should be mindful of the timing of their swims and not miss their event.

## **VI) What to Bring to Swim Meets**

1. Most important: Swim Suit and Cap--and goggles (if your swimmer uses them). It's a good idea to have more than one set. Swimmers may want to try out goggles at practice prior to using them at a meet so there is a good fit.
2. Towels: Realize your swimmer will be there awhile, so pack at least two.
3. Something to sit on: Examples include: sleeping bag, old blanket, folding chairs (if permitted) or anything that will be comfortable to sit on. The swimmers will be spending a lot of time on it.
4. Sweat suits or warm ups: All swimmers should stay dressed with clothing that can keep them warm during the meet.
5. T-shirts: At least two, as they will likely get wet. Make sure you put your name on towels, clothing and other items where possible!
6. Food: Each swimmer is usually allowed to bring a small cooler. It is better to bring snacks. They usually have concessions at the meet, but they may not offer the appropriate type of snacks. Suggestions for items to bring: Drinks: Water (best), Propel, Gatorade, Snacks: Granola bars, bananas, yogurt, cereal, bagels, sandwiches.
7. Games or Books: There is often a lot of time between events, so swimmers may want something to do while they wait. They always need to be mindful of which event is in the water so they do not miss their event. Because of this, electronic games such as Game Boys are discouraged on deck.

Once you have attended one or two meets this will all become very familiar. Please do not hesitate to ask any other PCC parent for help or information! These meets are a lot of fun for the swimmers! He/she gets to visit with his/her friends, play games, and meet kids from other

teams. He/she also gets to "race" and see how much he/she has improved from all the hard work he/she has put in at practice.

## TEAM GEAR

**Team Suits** are plain black with a green PCC logo. Suits can be purchased through Different Strokes. Merchandise can be purchased at the following location:

Different Strokes: <http://www.different-strokes.com>  
19651 Middlebelt Rd Livonia, MI 48152. Phone: 248-477-0521

**Miscellaneous Cruiser Merchandise** such as, sweatshirts, tee shirts, swim caps and parent shirts will generally be sold in the fall and sometimes at the beginning of a session.

## NUTRITION

Everything you do influences your performance, but your food choices have the most effect due to the long term and short term benefits. A proper diet, including proper selection of foods, will help your training and performance while also achieving a healthy lifestyle once you stop competing.

To help ensure a balanced diet, remember that there are no magical nutrition remedies. So forget the fads and eat a variety of wholesome foods from the four food groups--milk, meat, fruits & vegetables, and grains. Foods in these groups provide protein, fat carbohydrate, fiber and all the necessary vitamins and minerals. Your ideal diet should include the following percentage of calories:

Carbohydrate 50-60%  
Fat 20-30%  
Protein 4-18%

This nutrition series is designed to help you better understand good nutrition and to provide guidelines for ideal food choices. Within sports, there are four major periods that nutrition will impact:

### I) During Training

Training represents the period in which athletes spend most of their time. Therefore, this category represents the most critical period. During this time, a diet high in carbohydrates is important. This is important since it is not uncommon for athletes training 4-6 hours a day to burn 2500 to 4000 calories a day (this level would apply to experienced senior swimmers). The best way to replenish these calories is with a high carbohydrate diet. By being conscious of this and by taking high carbohydrate foods or drink in the first 30 minutes following a workout, you can minimize depletion of energy stores.

### II) Pre-event Nutrition

The major purpose of the pre-event diet is to ensure sufficient energy and fluid for the athlete. Two to three days before competition, a high carbohydrate diet with plenty of fluids should be emphasized. The pre-event meal should include a light, high carbohydrate meal three to four hours before the event.

### III) Nutrition During Competition

Provided that good nutrition practices were followed during training, middle distance and sprint events will not be limited by nutrition-related factors. During a three to four day competition, make sure you consume plenty of fluids and each meal should include high carbohydrate, low fat selections.

### IV) Nutrition After Competition

High intensity work will deplete the muscle's energy supplies. Therefore, carbohydrates play an important role after competition to make sure energy stores are maintained

**V) Nutrition Do's & Don'ts** Carbohydrate intake is important during every stage of nutrition. For each meal and snack, follow these Do's and Don'ts listed on this page for wise food choices during training.

	Do	Don't
<b>Breakfast</b>	Eat hot cereals like oatmeal or oat bran. Select whole-grain or high fiber cold cereals. Eat breads, including muffins, biscuits and bagels. Try milk, skim or low fat is best. Choose fruit, including fresh, canned and fruit juices. Drink hot beverages such as hot chocolate and hot apple cider. Eat pancakes, waffles and French toast. Chooses eggs up to two or three times weekly. Choose fat-free toppings like syrups and jams as an alternative to butter.	Eat sausage, ham or bacon more than once or twice weekly Opt for eggs every day Choose sugary children's cereals Choose fast food breakfast sandwiches and fat-laden croissants every day. Use too much margarine or butter. Eat doughnuts or pastries daily. Skip breakfast.
<b>Lunch</b>	Pack a lunch when possible. Choose whole-grain breads. Choose lean meats like turkey over salami or bologna. Use mustard and ketchup as condiments. Choose a hamburger over hot dogs. Choose a baked potato over French fries. Eat pasta as much as you like, but choose tomato sauces rather than cream sauces. Try pizza without fatty meat toppings. Eat hearty soups and stews.	Eat fast-food meals too frequently. Eat fried foods like fish'n'chips too frequently. Overuse condiments like mayonnaise or salad dressings. Eat fatty and salty luncheon meats too often. Skip lunch. Choose prepared salads containing excessive mayonnaise or salad dressing.
<b>Dinner</b>	Eat pasta dishes. Choose pizza with vegetable and lean meat toppings. Try Chinese food with rice and fresh vegetables. Select fish often. Broiled or poached is best. Trim visible fat from meats and remove skin from poultry. Have soups, salads and plenty of vegetables. Eat as much bread as you like. Include potatoes, rice or beans when available. Choose fresh fruit, yogurt or jello for dessert.	Choose deep-fried meals more than twice a week. Eat high-fat meals like hot dogs or sausages in excess. Choose meals with heavy cream sauces or gravies. Ruin a baked potato or bread with too much butter. Have cakes, ice cream and pies every night.
<b>Snacks and Beverages</b>	Pack nutritious snacks like fruit, raisins and nuts. Have rolls, muffins and breads when you get a break. Snack on popcorn, pretzels and breadsticks. Drink eight to ten glasses of fluids every day. Drink nonfat or low fat milk. Drink fruit juices, sparkling waters and plain water. Drink hot ciders, soups and hot chocolate.	Count on potato chips or tortilla chips as good snacks. Eat cupcakes or cream-filled pastries to satisfy hunger. Eat ice cream, cakes or candies in excess. Drink too many soft drinks.

# GLOSSARY

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

<b>"A"</b>	Time classification for a swimmer. National Age Group Time Standard "A". "A" time is .01 seconds faster than the "BB" time standard and .01 slower than the "AA" time standard. See the NAGT published chart.
<b>"AA"</b>	Time classification for a swimmer. .01 faster than "A" time standard. Qualifies for State Championship.
<b>"AAA"</b>	Time classification for a swimmer. .01 faster than the "AA" time standard. Qualifies for zone meet.
<b>"AAAA"</b>	Time classification for a swimmer. .01 faster than the "AAA" time standard. This is the fastest time standard listed on the NAGT chart. Times faster than this are approaching National cuts or Top Times consideration.
<b>A-Meet</b>	Swim meet which requires swimmers to have previously achieved an "A" time standard in the events they wish to enter.
<b>A-B Meet</b>	Swim meet that offers separate competition for both "A" swimmers and "B" swimmers, usually with medals for the "A" swimmers and ribbons for the "B" swimmers. Swimmers compete in separate brackets against other swimmers of their own ability. Usually only "A" swimmers can score individual event team points.
<b>A-B-C</b>	Swim meet similar to the A-B meet except that there are 3 divisions. This type of meet includes every ability level of swimmer from Novice to very experienced. All swimmers "A" time or faster compete in the "A" division, and all swimmers "C" and down compete in the "C" division. The "B" division is the most limited with both top (.01 slower than "A") and bottom (.01 faster than "C") limitations.
<b>Age Group</b>	Division of swimmers according to age. The National Age Group divisions are: 10-under, 11-12, 13-14, 15-16,17-18. Some LSC's have divided the swimmers into more convenient divisions specific to their situations: (ie: 8-under, 13-Over, 15-Over, Junior, Senior).
<b>Alternate</b>	In a Prelims/Finals meet, after the finalist are decided, the next two fastest swimmers other than the finalist are designated as alternates. The faster of the 2 being first alternate and the next being second alternate. If a finalist cannot participate, the alternates are called to take their place, often on a moments notice.
<b>ASCA</b>	The American Swim Coaches Association. The professional organization for swim coaches throughout the nation. Certifying coaches and offering many services for coaches education and career advancement.
<b>"B"</b>	Time classification for a swimmer. National Age Group Time Standard "B". "B" time is .01 seconds faster than the "C" time standard and .01 slower than the "BB" time standard. See the NAGT published chart.
<b>"BB"</b>	Time classification for a swimmer. National Age Group Time Standard "BB". "BB" time is .01 seconds faster than the "B" time standard and .01 slower than the "A" time standard. See the NAGT published chart.
<b>B-C Meet</b>	Swim meet that offers separate competition for both "B" swimmers and "C" swimmers, usually with ribbons for the "B" swimmers and smaller ribbons for the "C" swimmers. Swimmers compete in separate brackets against other swimmers of their own ability. Swimmers are not allowed to enter an event that they have an "A" time in.
<b>Backstroke</b>	One of the 4 competitive racing strokes, basically any style of swimming on your back. Backstroke is swam as the first stroke in the Medley Relay and second stroke in the I.M. Racing distances are 50 yds/mtr, 100 yds/mtr, and 200 yds/mtr. (LSC's with 8-under divisions offer the 25 yd back)

<b>Beep</b>	The starting sound from an electronic, computerized timing system.
<b>Bell Lap</b>	The part of a freestyle distance race (400 meters or longer) when the swimmer has 2 lengths plus 5 yards to go. The starter rings a bell over the lane of the lead swimmer when swimmer is at the backstroke flags.
<b>Big Finals</b>	The top 6 or 8 swimmers (depending on the # of pool lanes) in a Prelims/Finals meet who, after the Prelims swim, qualify to return to the Finals. Big Finals is the fastest heat of finals when multiple heats are held.
<b>Blocks</b>	The starting platforms located behind each lane. Some pools have blocks at the deeper end of the pool, and some pools have blocks at both ends. Blocks have a variety of designs and can be permanent or removable.
<b>BOD</b>	Board of Directors of the LSC or USA Swimming.
<b>Bonus Heat</b>	The heat held during the finals session of a Prelims/Finals meet, that is slower than the swimmers participating in Big Finals. The Bonus Heat may refer to Consolation Finals or and extra heat in addition to Consolation finals.
<b>Breaststroke</b>	One of the 4 competitive racing strokes. Breaststroke is swam as the second stroke in the Medley Relay and the third stroke in the I.M. Racing distances are 50 yds/mtr, 100 yds/mtr, and 200 yds/mtr. (LSC's with 8-under divisions offer the 25 yd back)
<b>Butterfly</b>	One of the 4 competitive racing strokes. Butterfly (nicknamed FLY) is swam as the third stroke in the Medley Relay and first stroke in the I.M. Racing distances are 50 yds/mtr, 100 yds/mtr, and 200 yds/mtr. (LSC's with 8-under divisions offer the 25 yd back)
<b>Championship Meet</b>	The meet held at the end of a season. Qualification times are usually necessary to enter meet.
<b>Championship Finals</b>	The top 6 or 8 swimmers (depending on the # of pool lanes) in a Prelims/Finals meet who, after the Prelims swim, qualify to return to the Finals. The fastest heat of finals when multiple heats are held. Big Finals.
<b>Check-In</b>	The procedure required before a swimmer swims an event in a deck seeded meet. Sometimes referred to as positive check in, the swimmer must mark their name on a list posted by the meet host.
<b>Circle Seeding</b>	A method of seeding swimmers when they are participating in a prelims/finals event. The fastest 18 to 24 swimmers are seeded in the last three heats, with the fastest swimmers being in the inside lanes. (I.e.: Lane 4 in the final 3 heats). See rule book for exact method for seeding depending on the lanes in the pool.
<b>Code of Ethics</b>	A Code of Conduct that both swimmers and coaches are required to sign at certain USS/LSC sponsored events. The Code is not strict and involves common sense and proper behavior.
<b>Consolation Finals</b>	After the fastest 6 or 8 swimmers, the next 6 or 8 swimmers (depending on the # of pool lanes) in a Prelims/Finals meet who, after the Prelims swim, qualify to return to the Finals. Consolations are the second fastest heat of finals when multiple heats are held and are conducted before the Championship heat.
<b>Deadline</b>	The date meet entries must be "postmarked" by, to be accepted by the meet host. Making the meet deadline does not guarantee acceptance into a meet since many meets are "full" weeks before the entry deadline.
<b>Deck Entries</b>	Accepting entries into swimming events on the first day or later day of a meet.
<b>Deck Seeding</b>	Swimmers report to a bull pen or staging area and receive their lane and heat assignments for the events.
<b>Developmental</b>	A classification of meet or competition that is usually held early in the season. The purpose of a developmental meet is to allow all levels of swimmers to compete in a low pressure environment.
<b>Distance</b>	How far a swimmer swims. Distances for short course are: 25 yards (1 length), 50 yards (2 lengths), 100 yards (4 lengths), 200 yards (8 lengths), 400 yards (16 lengths), 500 yards

(20 lengths), 1000 yards (40 lengths), 1650 yards (66 lengths). Distances for long course are: 50 meters (1 length), 100 meters (2 lengths), 200 meters (4 lengths), 400 meters (8 lengths), 800 meters (16 lengths), 1500 meters (30 lengths).

<b>Disqualified</b>	A swimmers performance is not counted because of a rules infraction. A disqualification is shown by an official raising one arm with open hand above their head (often referred to as a "DQ").
<b>Dive</b>	Entering the water head first. Diving is not allowed during warm-ups except at the designated time, in specific lanes that are monitored by the swimmers coach.
<b>Division I-II-III</b>	NCAA member colleges and universities are assigned divisions to compete in, depending on the schools total enrollment. Division I being the large universities and Division III being the smaller colleges.
<b>Dry land Training</b>	Stretching, running and other exercises done outside the pool for additional conditioning.
<b>Dual Meet</b>	Type of meet where two (2) teams/clubs compete against each other.
<b>Entry</b>	An Individual, Relay team, or Club roster's event list into a swim competition.
<b>Entry Chairperson</b>	The host clubs designated person who is responsible for receiving, and making sure the entries have met the deadline, or returning the entries if the meet is full. This person usually will find discrepancies in the meet entries and notify the entering club to correct any errors.
<b>Entry Fees</b>	The amount per event a swimmer or relay is charged. This varies depending on the LSC and type of meet.
<b>Entry Limit</b>	Each meet will usually have a limit of total swimmers they can accept, or a time limit they can not exceed. Once an entry limit has been reached, a meet will be closed and all other entries returned.
<b>Electronic Timing</b>	Timing system operated on DC current (battery). The timing system usually has touch pads in the water, junction boxes on the deck with hook up cables, buttons for backup timing, and a computer type console that prints out the results of each race. Some systems are hooked up to a scoreboard that displays swimmers time.
<b>False Start</b>	When a swimmer leaves the starting block before the horn or gun. One false start will disqualify a swimmer or a relay team, although the starter or referee may disallow the false start due to unusual circumstances.
<b>False Start Rope</b>	A recall rope across the width of the racing pool for the purpose of stopping swimmers who were not aware of a false start. The rope is about 1/2 way on yard pools and about 50 feet from the starting end on meter pools.
<b>Fees</b>	Money paid by swimmers for services. (I.e.: Practice fees, registration fee, USS membership fee, etc.).
<b>FINA</b>	The international, rules making organization, for the sport of swimming.
<b>Finals</b>	The final race of each event. See "Big Finals", "Consolation Finals", "Timed Finals", etc.
<b>Freestyle</b>	One of the 4 competitive racing strokes. Freestyle (nicknamed Free) is swam as the fourth stroke in the Medley Relay and fourth stroke in the I.M. Racing distances are 50 yds/mtr, 100 yds/mtr, 200 yds/mtr, 400 mtr/500 yd 800 mtr/1000 yds, 1500 mtr/1650 yds. (LSC's with 8-under divisions offer the 25 yd free)
<b>Gun</b>	The blank firing pistol used by the starter to start the races.
<b>Handbook</b>	A reference manual published by teams/clubs and LSC's or other swimming organizations.
<b>Heat</b>	A single race in a competition that typically consists of 6 to 8 swimmers, depending on the lanes available in a pool. An event made be made up of several heats based on the number of swimmers entered for that event.

<b>IM</b>	Individual Medley. A swimming event using all 4 of the competitive strokes on consecutive lengths of the race. The order must be: Butterfly, Backstroke, Breaststroke, Freestyle. Equal distances must be swam of each stroke. Distances offered: 100 yds, 200 yds/mtr, 400 yds/mtr.
<b>Insurance</b>	USS offers "accident insurance coverage" which is automatic when swimmer, coach, official, pays their USS membership fee. Many restrictions apply, so check with your club for detailed information.
<b>Invitational</b>	A type of meet that requires a club to request an invitation to attend the meet.
<b>J.O.</b>	Junior Olympics. An age group championship meet conducted by the LSC.
<b>Juniors</b>	A USA Swimming National Championship meet for swimmers 18 years old or less. Qualification times are necessary. National Meets are conducted both short course (in April) and long course (in August) generally.
<b>Kick Board</b>	A flotation device used by swimmers during practice. A lightweight object used with great accuracy by coaches.
<b>Lap Counter</b>	The large numbered cards (or the person turning the cards) used during the freestyle events 500 yards or longer. Counting is done from the end opposite the starting end. The numbers on the cards are "odd numbers" only with the final lap being designated by a bright orange card.
<b>Late Entries</b>	Meet entry, from a club or individual, received by the meet host after the entry deadline. These entries are usually not accepted and are returned to sender.
<b>Long Course</b>	A 50 meter pool.
<b>LSC</b>	Local Swim Committee. The local level administrative division of the corporation (USA Swimming) with supervisory responsibilities within certain geographic boundaries designated by the Corporation
<b>MHSAA</b>	Michigan High School Athletic Association
<b>Marshall</b>	The adult(s) (official) who control the crowd and swimmer flow at a swim meet.
<b>Meet Director</b>	The official in charge of the administration of the meet. The person directing the "dry side" of the meet.
<b>Meters</b>	The measurement of the length of a swimming pool that was built per specs using the metric system. Long course meters is 50 meters, short course meters is 25 meters.
<b>Mile</b>	The slang referring to the 1500 meter or the 1650 yard freestyle, both of which are slightly short of a mile.
<b>NAGTS</b>	National Age Group Time Standards - the list of "C" through "AAAA" times published each year.
<b>Nationals</b>	USS senior or junior level meets conducted in March/April and August. See Senior or Junior Nationals.
<b>NCAA</b>	National Collegiate Athletic Association
<b>Novice</b>	A beginner or someone who does not have experience.
<b>NRT</b>	National Reportable Time. A time list published once a year, which if a swimmer equals or betters the time on the list, they may submit their time in that event for consideration for national recognition.
<b>NT</b>	No Time. The abbreviation used on a heat sheet to designate that the swimmer has not swam that event before.
<b>Olympic Trials</b>	The USS sanctioned long course swim meet held the year of the Olympic Games to decide what swimmers will represent the USA on our Olympic Team. Qualification times are faster than Senior Nationals.

<b>Open Competition</b>	Competition which any qualified club, organization, or individual may enter.
<b>Pace Clock</b>	The large clocks with highly visible numbers and second hands, positioned at the ends or sides of a swimming pool so the swimmers can read their times during warmups or swim practice.
<b>Positive Check In</b>	The procedure required before a swimmer swims an event in a deck seeded or pre seeded meet. The swimmer must mark their name on a list posted by the meet host.
<b>Prelims</b>	Session of a Prelims/Finals meet in which the qualification heats are conducted.
<b>Prelims-Finals</b>	Type of meet with two sessions. The preliminary heats are usually held in the morning session. The fastest 6 or 8 (Championship Heat) swimmers, and the next fastest 6 or 8 swimmers (Consolation Heat) return in the evening to compete in the Finals. A swimmer who has qualified in the Consolation Finals may not place in the Championship Finals even if their finals time would place them so. The converse also applies.
<b>Proof of Time</b>	An official meet result, OVC, or other accepted form. Swimmers/Coaches must supply proof of time with some meet entries, and other meets it is not required unless a swimmer misses a cut of time at the meet.
<b>Psyche Sheet</b>	Another name for a "Heat Sheet" or meet program.
<b>Qualifying Times</b>	Published times necessary to enter certain meets, or the times necessary to achieve a specific category of swimmer. See "A" "AA" (etc.) times.
<b>Referee</b>	The head official at a swim meet in charge of all of the "Wet Side" administration and decisions.
<b>Registered</b>	Enrolled and paid as a member of USS and the LSC.
<b>Relays</b>	A swimming event in which 4 swimmers participate as a relay team each swimmer swimming an equal distance of the race. There are two types of relays: 1.) Medley relay - One swimmer swims Backstroke, one swimmer swims Breaststroke, one swimmer swims Butterfly, one swimmer swims Freestyle, in that order. Medley relays are conducted over 200 yd/mtr and 400 yd/mtr distances. 2.) Freestyle relay - Each swimmer swims freestyle. Free relays are conducted over 200 yd/mtr, 400 yd/mtr, and 800 yd/mtr distances.
<b>Safety</b>	The responsible and careful actions of those participating in a swim meet. USS and each LSC now have a "Safety Coordinator" and each meet must have "Marshalls" in charge of safety.
<b>Sanction</b>	A permit issued by an LSC to a USS group member to conduct an event or meet.
<b>Sanction Fee</b>	The amount paid by a USS group member to an LSC for issuing a sanction.
<b>Scratch</b>	To withdraw from an event after having declared an intention to participate. Some meets have scratch deadlines and specific scratch rules, and if not followed, swimmer can be disqualified from remaining events.
<b>Seeding</b>	Deck Seeding - swimmers are called to report to the Clerk of the Course. After scratches are determined, the event is seeded. Pre Seeding - swimmers are arranged in heats according to submitted times, usually a day prior to the meet.
<b>Senior Nationals</b>	Nationals are conducted long course in the spring (usually in late March) and in the summer (usually in late July or August).
<b>Short Course</b>	A 25 yard or 25 meter pool.
<b>Splash</b>	United States Swimming magazine that is mailed bi-monthly.
<b>Split</b>	A portion of an event, shorter than the total distance, that is timed. (I.e.: A swimmers first 50 time is taken as the swimmer swims the 100 race). It is common to take multiple splits for the longer distances.

<b>Starter</b>	The official in charge of signaling the beginning of a race and insuring that all swimmers have a fair takeoff.
<b>State</b>	A meet held twice a year (Short Course and Long Course) sponsored by the LSC. It is common to hold a Championship Senior meet and Age Group meet separately. Qualification times are usually necessary.
<b>State Qualifier</b>	A swimmer who has made the necessary cut off times to enter the State meet..
<b>Stroke</b>	There are 4 competitive strokes: Butterfly, Backstroke, Breaststroke, Freestyle.
<b>Stroke Judge</b>	The official positioned at the side of the pool, walking the length of the course as the swimmers race. If the Stroke Judge sees something illegal, they report to the referee and the swimmer may be Disqualified.
<b>Swim-A-Thon</b>	The "Fund Raiser" copyrighted by USS swimming for local clubs to use to make money.
<b>Swim America</b>	The professional swim lesson program administrated by the American Swim Coaches Assoc. licensed to Coaches.
<b>Swim-off</b>	In a Prelims/Finals type competition, a race after the scheduled event to break a tie. The only circumstance that warrants a swim-off is to determine which swimmer makes finals or an alternate, otherwise ties stand.
<b>Swimming World</b>	The most informational and popular of the professional magazines. All swimmers and parents who are interested in swimming should consider a subscription. Ask your coach for address.
<b>Taper</b>	The resting phase of a senior swimmer at the end of the season before the championship meet.
<b>Timed Finals</b>	Competition in which only heats are swum and final placings are determined by the those times.
<b>Time Standard</b>	A time set by a meet or LSC or USS (etc) that a swimmer must achieve for qualification or recognition.
<b>Timer</b>	The volunteers sitting behind the starting blocks/finish end of pool, who are responsible for getting watch times on events and activating the backup buttons for the timing system.
<b>Time Trial</b>	An event or series of events where a swimmer may achieve or better a required time standard.
<b>Touch Pad</b>	The removable plate (on the end of pools) that is connected to an automatic timing system. A swimmer must properly touch the touchpad to register an official time in a race.
<b>Transfer</b>	The act of leaving one club or LSC and going to another. Usually 120 days of unattached competition is required before swimmer can represent another USS club.
<b>Unattached Uniform</b>	An athlete member who competes, but does not represent a club or team. (abbr. UNA) The various parts of clothing a swimmer wears at a meet. May include: Parka, Warmup jacket, Team duffel bag, sweat pants, suits, hat, goggles, T-shirt, etc.
<b>Unofficial Time</b>	The time displayed on a read out board or read over the intercom by the announcer immediately after the race. After the time has been checked, it will become the official time
<b>Warm-down</b>	The loosening a swimmer does after a race when pool space is available.
<b>Warm-up</b>	The practice and loosening session a swimmer does before the meet or their event is swum.
<b>Watch</b>	The hand held device used by timers and coaches for timing a swimmers races and taking splits.

## 7 Traits of Successful Clubs

1. **Consistent coach leadership.** I have often used the analogy of the limousine. The limousine is the club, the passengers are the board and membership, and the chauffeur is the coach. The goal is to get the limousine to a destination. The passengers set that destination and then acquire a chauffeur to get them there. The passengers then go about their own business of preparing for the next duties when the destination is reached. The chauffeur takes care of the immediate task at hand of getting the limo to its destination on time, safely, and without losing too many passengers. Conflict happens when the chauffeur starts getting side tracked because he doesn't want to go to the destination he was hired to go to. Or when the passengers all start redefining the route to the destination even though the chauffeur knows the best way. Such it is with swim teams. The limo that gets to the most destinations is the one that has hired the correct chauffeur, doesn't have to stop often to change drivers, and doesn't mandate changes in routes very often.
2. **Consistent Head Age Group Coaches.** There's not a lot of flip-flopping around. The direction of the age group program is being set consistently by one coach who passes well prepared swimmers on to a head coach who has a consistent direction for the Senior Program.
3. **System Wide Goals.** All the teams had system wide goals. Goals were not something just being set up for the senior kids. Goals went down as far as the novice kids. There were yearly, seasonal, monthly, even daily goals present in one form or another.
4. **Common Teaching Language.** There's a common teaching language that is introduced to the swimmers in the novice group (the entry level group), and that language is then expanded on and enriched on all the way up to the National Program.
5. **Supportive Parent and Administrative Layer.** There is a supportive and administrative layer. This administrative layer, in successful clubs, is directed at the long term success of the program.
6. **Stable Pool Situation.** The teams all had a permanent home, either owned or leased. They all had some sort of back up pool plan as well.
7. **Maintain a Standard of Excellence.** Each one of these groups wants to be the best that they can be from novice to national. They are not interested in being one of the gang.

*From a presentation Mike Lewellyn gave at the National Age Group Coaches Conference in April 1999.*

## **Contact Names**

See the PPC web site for coaching, officer, board of director and other team contacts.

# PCC USS MEET ENTRY FORM

MEET NAME AND/OR LOCATION \_\_\_\_\_

SWIMMER'S NAME \_\_\_\_\_ BIRTHDATE \_\_\_\_\_  
 (Please include swimmers middle initial)

PHONE NUMBER \_\_\_\_\_

## FRIDAY EVENTS

EVENT #	DESCRIPTION	USS TIME
_____	_____	_____
_____	_____	_____
_____	_____	_____

## SATURDAY EVENTS

EVENT #	DESCRIPTION	USS TIME
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

## SUNDAY EVENTS

EVENT #	DESCRIPTION	USS TIME
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

TOTAL # OF EVENTS \_\_\_\_\_ X \_\_\_\_\_ = \$ \_\_\_\_\_  
 MI SWIMMING SURCHARGE \$ 1.00 = \$ \_\_\_\_\_  
 TOTAL DUE \*\*\*\*\* \$ \_\_\_\_\_

\*\*CHECKS PLEASE, MADE PAYABLE TO PCC\*\*