

SHELBY UNITED STATES SWIMMING (SUSS)

The Coaches and Board of Directors welcome all swimmers and their parents to the SUSS Team. We are excited to have you on our team and hope this handbook will answer, most, if not all of your questions. Any remaining questions may be directed to your Age Group Representative, the Coaching Staff or our Board of Directors. We encourage our members to access general information about USA Swimming at www.usaswimming.org.

BOARD OF DIRECTORS

The Board of Directors is the governing body of the swim team, which is elected by the swim parents. Members are elected for a two-year term. The Board typically meets on the 3rd Tuesday of every month at 6:00pm. Non- members are welcome to attend any meeting. Those parents or guardians wishing to address specific issues can be placed on the agenda by contacting the President. Current Board Members are as follows:

Executive Committee

President	Raymond Miller	502-633-0835	ray.miller@insightbb.com
Vice-President	RH Bennett	502-633-1641	rbennett57@mac.com
Secretary	Annette Hoskins	502-744-7465	am.hoskins@insightbb.com
Treasurer	Annette Hoskins	502-744-7465	treasurer.sharks@gmail.com
Meet Director	Ryan Sell	502-319-3879	rsell10@yahoo.com
Corp. Sponsor Liaison	Wes Ruble	502-396-4526	Wes1701@aol.com
Member-At-Large	Anne Skinner	502-222-5357	abskinner@att.net
	Becky Gilpatrick	502-647-3947	rgilpatrick@kheaa.com

Age Group Representatives

Great Whites	Suzan Ribenboim	502-722-9938	suzanr42@yahoo.com
Leopard Sharks	Theresa Overby	502-437-0264	theresa04@insightbb.com
Hammerhead Sharks	Julie Partin	502-633-7020	bohann@aol.com
Nurse Sharks	Julie Partin	502-633-7020	bohann@aol.com

OUR PROGRAM

SUSS is a competitive year round swim team consisting of both a short course season (25 yards) and a long course season (50 meters). SUSS has been training swimmers, children through young adults, since 1988.

The SUSS is a non-profit organization, directed by the volunteer parent board. We rely upon all parents to volunteer in order for the team, the swim meets, and related activities to be successful. This involvement is what enables our swimmers and their families to be a cohesive unit. For more information see our Volunteer Requirement Form.

VISION-To equip and motivate our athletes to achieve individual excellence in swimming and in life. To continue to be a respected organization that has a positive impact on our local communities.

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MISSION-Shelby United States Swimming (SUSS) will provide competitive swimming opportunities for athletes of all experiences and abilities.

PHILOSOPHY-SUSS priorities are maintaining a balanced lifestyle that include; Family, Education and Swimming. Our professional coaching staff is dedicated to training our athletes in the best theories and techniques, which inspire continual commitment, ambition and passion. Our program provides the opportunities to develop foundational character values that result in lifelong leadership and social skills. Our community becomes the beneficiary by the development of our athletes, which through competitive swimming; molds them into the leaders not only today but also of tomorrow.

MOTTO- Shelby Sharks...Training for Life

TEAM STRUCTURE

The team is divided into different swimming levels. Upon entering the program swimmers are assessed by the coach and are then placed into the appropriate workout level. As the swimmer progresses in training and stamina, they will advance to a more challenging training group. The Shelby Sharks Swim Team have a “closed deck policy” to allow our swimmers minimal distractions from parents/spectators and allow for maximum training from our staff. Please adhere to the Coaches Policy and observe from the windows or opposite side of the deck.

FEES/PAYMENT INFORMATION

MONTHLY FEES-Fees are assessed according to the level in which the coaching staff places your swimmer. All statements are sent by e-mail. Monthly statements are sent out by the 5th of the month with payment due in full by the 15th. Any delinquency past 60 days will be brought to the attention of the SUSS Board, which will initiate a letter requesting payment in full. Payments should be placed in the Treasurer’s mailbox on the pool deck or mailed to:

SUSS
65 Old Taylorsville Road
Shelbyville, KY 40065

SUSS families are required to sign Volunteer and Financial Forms agreeing to the current fee structure. Detailed information regarding the fees can be found on these forms.

FAMILY ACTIVITY CENTER (FAC) MEMBERSHIP-

All swimmers are required to hold FAC memberships. Memberships range from individual to family. All membership transactions are handled through the FAC, not SUSS. It is the family’s responsibility to acquire the necessary membership. The FAC can be contacted at (502)633-5059.

FUNDRAISERS-Fundraising requirements were eliminated during the 2007-2008 swim year. Parents do have the option of fundraising money for their account. The monies earned will be credited to your swimmer’s account quarterly and may be credited for coaching fees or swim meet entries. Any monies raised will be split with the team in an 80-20 ratio with the family receiving 80% and the team receiving 20%

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SUSS has several fundraising opportunities throughout the year. Our most successful fundraiser is the KROGER Gift Card, which gives the swimmer 4% of the total sale including gas purchases. Other fundraisers include Swim Meet Ad Sales. Any additional ideas can be brought to the Fundraising Coordinator Raymond Miller at ray.miller@insightbb.com or at (502)633-0835.

SWIM MEET FEES & INFO-At the beginning of each season, you will receive a meet calendar which can also be accessed on our web site at www.shelbyswimmers.org. We will try to avoid any changes to this calendar. Prior to each meet, a sign up sheet will be placed in the MEET INFO binder at poolside team table. The meet information will include deadlines for sign-ups. **Please check poolside regularly for information.**

There are two binders on deck at all times, one binder reads RESULTS, and the other says MEET INFO. The RESULTS binder contains all times and events swam by a swimmer at any meet they have attended. The MEET INFO binder contains upcoming meets that a swimmer may attend. Our swimmers are not required to swim in every meet. The decision to swim in a meet is best made by the swimmer, the coach and the parents/guardians.

In order to attend a meet, a swimmer must sign-in on the sign-in sheet poolside or click the attached link for the meet. When signing up for a meet you will need to specify which day(s) your swimmer wishes to attend. Late Entries may be accepted at the coach's discretion with the understanding that there will be a \$25.00 late fee assessed.

Based on your commitment to a meet, the team must prepay the fees to the host team upon registration. Swim meet fees are paid two weeks to one month in advance of the chosen meet. Once those fees are paid to the host team, the fees will appear on the swimmer's billing statement regardless of attendance. Each swim category is called an EVENT. Typically, you can expect to be charged \$1.75 to \$4.00 per swim event. Swim events are: 50 Free, 100 Breast, 200 Fly...and so on. In most meets swimmers can swim three to five events per day. For more information about entry fees see the Entry Fees section on our Financial Responsibilities Form.

VOLUNTEER CREDIT FEES-The life-blood of any volunteer organization is the people who donate their time and talents. The SUSS swim team is no different. Every year each SUSS family is required to help assist the program by serving where necessary.

There will be two (2), possible three (3) SUSS sponsored meets in the 2010-2011 short course season. It takes volunteers from every family to provide quality meets for the swimmers, which can have up to 300 volunteer positions for a larger meet. Volunteer positions available include: meet director, certified swim officials, computer software operators, timers, clerk of course coordinators, runners, hospitality workers, heat sheet sales and others. There are experienced parents on the team that will mentor or assist you in these areas. Several weeks before a meet, the Chairperson of each area will be recruiting for volunteers by either e-mail or sign-up sheets on the bulletin board. There are experienced parents on the team that will mentor or assist you in these areas. We have also earned the reputation as having *the* best hospitality in the state. The hospitality chairperson will be contacting **all** families to either bring a dish or donate money for the purchasing of supplies for the Hospitality area during our Sponsored Meets.

Each family is required to attain 12 credits for the 2010-2011 swim year. A credit is defined as approximately 4 hours of volunteer work. **Nine (9) of those credits are required to come from our sponsored swim meets.** If by March 31st, a family has not attained the required

amount of volunteer credits for the current swim year that family will be assessed a \$75.00 fee per credit not attained. This fee will be seen on the April monthly statement. Pursuant to KRS 411.195 the Parent/Guardian will be responsible for any court cost, including reasonable attorneys, incurred in the collection of any monies due the Team, as a result of default by the Parent/Guardian under this agreement. Our aim is not to penalize families but to encourage volunteerism.

The team's preference is that no family should be billed, and that every family becomes involved. If you have any questions, please discuss it with the Volunteer Coordinator, Becky Gilpatrick at 502-647-3947, rgilpatrick@kheaa.com or bjgilpatick@insightbb.com.

TEAM COMMUNICATIONS

MAILBOXES-Each family has a mailbox located on the pool deck. Periodically information will be placed in mailboxes. Swimmers as well as parents are encouraged to check the mailboxes on a regular basis.

WEBSITE/E-MAIL-All information pertaining to the team can be found at www.shelbyssharks.org. This includes our schedule and other valuable information. The team also uses Yahoo Groups to send out information. When you complete your registration packet your e-mail address will be sent a request to join the Yahoo Group. An affirmative response will add you to the communication circle. You must respond to the request or you will not automatically be a part of e-mail communications.

TEAM BULLETIN BOARD-The SUSS bulletin board can be found at the end of the hall directly across from the pool. This board contains information pertaining to the swim team such as; meet schedule, volunteer information, calendar of events, etc.

COACH COMMUNICATION

Head Coach

Jeremiah Heath

Office phone... 502.633.5059

E-mail.... jheath@shelbycountyparks.com

SUGGESTIONS FOR CONTACTING COACH(S)

Please be considerate when contacting the Coach(s). A good way to speak with the Coach(s) is to send an e-mail or contact them during office hours and set up an appointment. One of the traditional swim team communications gaps is that some parents seem to feel more comfortable in discussing their disagreements over coaching philosophy with other parents, than taking them directly to the Board of Directors. Not only is the problem never resolved but can become a division within the team. The Shark Board has a specific Age Group Representative for each training level that can help answer your questions and guide you through situations that might be new to some swimmers and parents. Please contact you Age Group Representative, listed on the front page of the handbook, and allow them to assist. If you deem the response to be

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unsatisfactory, then write a formal complaint to the SUSS Board of Directors. All such issues must be documented, signed and dated.

- 1) Try to keep foremost in your mind that you and the coach have the best interest of your child/children, 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 a good rapport and a productive dialogue.
- 2) Keep in mind that the Coach must balance your perspective of what is best for your child/children with the needs of the team or the training group that can range in numbers. On occasion, an individual child's needs may need to be subordinate to the interests of the group, but in the long run the benefits of membership in the group compensate for the occasional short-term inconvenience.

REQUIRED EQUIPMENT& SWIMWEAR

EQUIPMENT-Proper swim equipment is required for practice. The coach has the option of adding **required** equipment at any time. A complete listing of all **required** equipment for each training group is provided on the Swimmer Training Group Description page. Some basic items are as follows:

Swim Suit	Swim Cap	Snorkel
Swim Sandals	Towel	Swim Fins
Goggles	Paddles	

It is recommended to have more than one swim cap and pair of goggles as they can break at any time during practice or a meet. SUSS team caps are required at meets if your child wears a cap and can be obtained from the coach. All equipment can be purchased at Swimville, USA, they have a list of equipment that is needed and the type the coach wishes the swimmers to use. Swim sandals and mesh equipment bags are not required but are very useful; however some facilities require swim sandals be worn on deck and locker rooms. We strongly advise their use at all times.

Swimmers should bring equipment to every practice. Locker rooms and showers are available at the FAC for team use. It is advised that swimmers **not** leave swim bags in the locker room unattended. The FAC and SUSS are not responsible for lost or stolen goods. Swimmers should take their bags to the pool deck or use lockers. Please contact the FAC about locker rentals.

Team suits are **REQUIRED** if a swimmer is to attend a swim meet. Our team suits are navy Lycra with gold piping or navy polyester with white trim and a gold "S" Shark on the right rear hip. Swimville, USA carries our team suit and also the **required "S" Shark appliqué**. Swimmers not wearing the team suit will receive a verbal warning for the first infraction. *The second meet this occurs will result in forfeiting swimming the session.* The athlete will still incur meet expenses. The **only** exception for not wearing a team suit is wearing a performance style suit such as an Aquablade or a Fastskin for a particular race.

SWIM MEET TIPS

Your swimmer should report to the coach when you arrive at a meet. A check-in may be required. There may be a specified area for the swimmers to stay during the meet. Bring a blanket and chairs (if allowed) to sit on as some facilities have limited seating.

You may want to bring a small cooler for drinks and snacks if a facility allows. Most facilities have snack bars to purchase items. Your meet information will usually indicate whether outside food is allowed at a particular facility. The FAC does not allow outside food when SUSS hosts a meet because the concession stand will be open.

Meets are usually divided into 2 or more sessions a day. If a meet has prelims and finals, it could be 3 sessions per day if your swimmer qualifies. Your child's age will define what session they will swim in. If it is a prelims/finals meet your swimmer will be required to return in the evening if they qualify or your swimmer must scratch 30 minutes after the prelim results are announced. A fee will be assessed to the offending swimmer if proper procedures are not followed.

SWIMMER CODE OF CONDUCT

1. The swimmer will abide by the rules of USA Swimming.
2. The swimmer will demonstrate respect for coaches, parents/guardians, teammates, competitors and officials.
3. The swimmer will refrain from the consumption or purchase of alcohol, smoking or chewing tobacco or using any other illegal drug or substance of any kind.
4. The swimmer will refrain from the use of profanity.
5. The swimmer will refrain from inappropriate gestures.
6. The swimmer will not deface property of the Family Activity Center or any other swimming facilities that host meets or practice sessions.
7. The swimmer will not steal from any facility, swimmer, coach, official or parent/guardian.
8. The swimmer will not verbally, physically or emotionally abuse another swimmer, coach, parent/guardian or official.
9. The swimmer will refrain from defacing their team apparel
10. The swimmer will honor the team's philosophy of family, education and swimming in that order.
11. The swimmer will demonstrate a good sportsmanship attitude and endeavor to keep priorities in order at all times.

PARENT/GUARDIAN CODE OF CONDUCT

1. Refrain from coaching your child/children during any portion of a workout or competition.
 - A. You are involved in one of the few youth sports programs that offer professional coaching. Do not undermine the professional coach by trying to coach your child on the side. Your job is to provide love and support and a safe place to return to at the end of the day. The Coach is responsible for the technical part of the job.
 - B. You should not offer advice on technique, race strategy or any other area that is not in your area of expertise. Leave the coaching to the Coaches.
2. Refrain from initiating a conversation with the coaching staff or discussing issues concerning your swimmer(s) with any member of the coaching staff during scheduled workout time.
3. Refrain from attempting to discuss issues concerning your swimmer(s) with any member of the coaching staff during competition (excluding emergency situations).

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4. When planning and attending another team's meet, the SUSS Coach is exclusively responsible for all communications to the Host Team, excluding official-to-official sign-ups.
5. Parents are encouraged to observe practice from the Parent Lounge or from a distance, so as not to distract child during coaching instruction.
6. A parent/guardian is expected to get their child/children to practice and meets on time.
7. Refrain from competing with or criticizing the Coach in the presence of your child.
8. Refrain from criticizing officials during competition or in front of your swimmer(s) at any time. Parents/Guardians will cooperate with the SUSS coaching staff, team members, opponents and officials at all times.

DISCIPLINE POLICY

The SUSS discipline policy will be followed by swimmers and parents/guardians. The policy has been enacted for the safety of all swimmers. The discipline policy is as follows...

- I. There will be **no** horseplay during practice.
 - 1st violation - the swimmer will receive a warning from the coach
 - 2nd violation – Time-out from practice (age + 2 minutes)
 - 3rd violation – the swimmer will be removed from practice and sit on the deck for the remainder of practice
- II. No talking while the coach is talking.
- III. Eyes and ears must be above the water and focused on the coach.
- IV. Swimmers must ask permission before going to the bathroom.

If these rules are not followed during a practice the following disciplinary acts will be taken by the group coach.

- 1st violation – the swimmer will receive a warning from the coach
- 2nd violation – the coach's decision
- 3rd violation – the swimmer will:
 - 1. be removed from practice
 - 2. will sit on the deck for the remainder of the practice
 - 3. coach talks to parents

SUGGESTED BEST PRACTICES POLICY

SUSS parents will teach and encourage their swimmers to exhibit good sportsmanship

SUSS parents will be gracious in victory and dignified in defeat

SUSS will be positive role models for the swimmers and teammates

SUSS will not engage in or tolerate any sexual or racial harassment

SUSS parents encourage an atmosphere of openness and cooperation among all team members

SUSS parents encourage loyalty within the team and the club

SUSS parents will not tolerate or engage in rumors, gossip, profanity or inappropriate gestures

USEFUL SWIMMING TERMINOLOGY

“What did they say?” Swimming can be confusing to a first year athlete and parent. Several different terms are used to describe not only the sport, but also the pool, and various events at a swim meet. The following is a list of definitions to help everyone out.

- 1) **“A” Meet** – meet for swimmers who have achieved an “A” time in an event
- 2) **“A” Time** – a nationally set motivational time standard in each age group
- 3) **A.S.C.A.** – American Swim Coaches Association – national association providing swimming coaches certification, education, information, and professional fellowship
- 4) **Back-up Button** – pushed by the timer at the end of the race to stop the timing machine in case of a touch pad failure
- 5) **Block** – the starting platform where swimmers begin their races
- 6) **“B” Meet** – meet for swimmers who have not achieved an “A” time
- 7) **Bulkhead** – a wall constructed to divide a pool into different courses, such as a 50-meter pool into a 25 yard or a 25-meter pool
- 8) **Check-In** – giving name and event number or numbers to an official at the clerk of course upon arrival at a swim meet usually handled by a coach
- 9) **Circle Swimming** – arranges the swimmers so they do not run into each other during practice or meet warm-ups. Swimmers stay to the right of the lane on the bottom of the pool just like driving a car
- 10) **Circle Seeding** – arranging of swimmers into heats that allows fast and slow swimmers to compete in the same heat versus slowest to fastest arrangement of heats
- 11) **Clerk-Of- Course** – official responsible for placing swimmers in proper lane and heat for their event. Swimmer reports to clerk as soon as an event is called.
- 12) **Closed Competition** – competition open only to members of one organization or group
- 13) **Club** – an organization which has been accepted into membership and operates on a year round basis
- 14) **Competition** – athletic performance by an athlete, either individually or as part of a team
- 15) **Composite Time** – a time achieved in a relay event by four members of an organization
- 16) **Conforming Time** – qualifying time standard that corresponds to course that will be completed in a meet
- 17) **Consolation** – (Finals) competition for the fastest of those who failed to qualify for the finals
- 18) **Course** – designated distance over which the competition is conducted. Long Course...50-meters. Short Course...25-yards or 25-meters.
- 19) **Cut** – slang for qualifying time
- 20) **Deck Entered Meet** – meet where all entries are accepted on the first or last day of that meet and subsequently seeded into events
- 21) **Deck Seeded Meet** – meet where all entries are due prior to the first day of the meet and swimmers must declare availability to swim prior to deadlines
- 22) **Distance** – term used to refer to events over 400 meters or 500 yards
- 23) **DQ** – disqualification occurs when a swimmer commits a rule infraction of some kind in strokes, starts, or turns, i.e. two strokes underwater in

- breaststroke. A disqualified swimmer is not eligible to receive any awards, nor can the time be used as an official time
- 24) **Drill** – practice exercise involving a portion of part of a stroke, used to improve technique
 - 25) **Dual Competition** – competition between two clubs
 - 26) **Electronic Timing** – a timing system designed to provide fair and accurate time to .01 seconds for each swimmer and includes: timing machine, touch pads, back-up buttons, and starting device
 - 27) **End Of Course** – designated wall for racing turns and finishes
 - 28) **Event** – any race or series of races in an given stroke and distance
 - 29) **False Start** – occurs when a swimmer is moving prior to the starting signal and results in disqualification
 - 30) **Final** – a single race, which determines final places and times in an event
 - 31) **Finalist** – one who swims in a final race
 - 32) **Finals** – the concluding session of each day of the meet in which the final race of each event is swum
 - 33) **Finish** – end of race
 - 34) **Fins** – worn on the feet during practice for speed assisted training or stroke technique work
 - 35) **Flags** – backstroke flags placed five yards (short course) or five meters (long course) from the end of the pool to warn swimmers in backstroke to begin counting strokes for a turn
 - 36) **Heats** – a division of an event in which there are too many swimmers to compete at one time
 - 37) **Heat Sheet** – program that lists the swimmer’s heat and lane assignments for each event
 - 38) **I.M.** – Individual Medley – event in which the swimmer uses all four strokes, in the order: butterfly, backstroke, breaststroke, and freestyle
 - 39) **Invitational** – for those swimmers, organizations, and clubs invited by the host
 - 40) **Kickboard** – piece of Styrofoam or plastic held in hands to isolate exercise on the legs at practice
 - 41) **Lane** – specific area in which the swimmer is assigned to swim
 - 42) **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
 - 43) **Lap Counter** – set of plastic numbers used to keep track of laps during a distance race. A person called a “counter” is stationed at the opposite end from the start and lowers the numbers into the water for the swimmers to see
 - 44) **LSC** – Local Swimming Committee – administrative division of USA Swimming with supervisory responsibilities within certain geographic boundaries designated by USA Swimming
 - 45) **Meet** - swimming competition
 - 46) **Middle Distance** – term used to refer to events of 200 meters or 500 yards in length
 - 47) **Mixed Classification** – meet in which events of Age Group and Junior,, Senior, or any other classification are offered
 - 48) **Negative Split** – swimming the second half of the race equal to or faster than the first half
 - 49) **Officials** – trained volunteers who are present at all competitions to implement the technical rules of swimming and ensure that the competition is fair and equitable

- 50) **Official Time** – time posted on the official results – usually the time recorded by the electronic timing system or its back-up buttons
- 51) **Open Competition** – competition which any qualified club, organization, or individual may enter
- 52) **Pace Clock** – large clock with a large second hand and smaller minute hand used to check pace or maintain intervals at practice
- 53) **Preliminary** – session of the meet in which the heats are held
- 54) **Pull Buoy** – piece of Styrofoam or plastic placed between the legs of a swimmer to eliminate kicking and isolate exercising on the arms during practice
- 55) **Qualifying Time** – time required to swim in a certain event and/or competition. Slang term for this is “cut”
- 56) **Recall Starter** – positioned on the opposite side of the pool from the starter to watch for swimmers in motion before the starting signal
- 57) **Referee** – official with the overall authority and control of competition, ensures that all procedures and rules are followed, assigns and instructs all officials, decides all questions relating to the conduct of the meet
- 58) **Registered** – enrolled as an athlete member of USA Swimming and LSC
- 59) **Relay Takeoff Judge** – official that stands beside the blocks to observe relay exchanges
- 60) **Reportable Times** – times achieved in conformance with applicable USA Swimming rules which may be submitted to USA Swimming for recognition
- 61) **Scissor Kick** – use of the top of the instep of one foot and the bottom of the other foot in the propulsive part of the kick
- 62) **Scratch** – withdrawing from an event during competition. Penalties may apply and proper procedures must be followed. Coach must inform the Clerk of Course
- 63) **Seed** – distribution of swimmers among the required number of heats/lanes according to submitted or preliminary times
- 64) **Seeding** – after scratches are determined swimmers are seeded into the proper heats
- 65) **Senior Meet** – meet for all swimmers regardless of age who have qualifying times
- 66) **Session** – any portion of a meet distinctly separated from other portions by locale, time, or type of competition, i.e. preliminaries and finals, morning, afternoon and evening, senior and age group, etc.
- 67) **Shaving** – experienced older swimmers may shave their body hair to achieve a physiological and psychological advantage at major competitions
- 68) **Split** – swimmer’s intermediate time in a race. Splits are used by coaches to determine if the swimmer is holding the correct pace. Under certain conditions, splits may also be used for official times. In relays the split is the time for one of the four individuals
- 69) **Sprint** – describes events of 50 or 100 yards or meters in length. In training, sprints are to be swam as fast as possible for a short distance
- 70) **Starter** – assumes control of swimmers from the referee, directs them to “take your mark”, and sees that no swimmers in motion prior to giving starting signal
- 71) **Starting Device** – peeper, starter’s pistol, or strobe light which starts the clock in timing machine, signals the timers to start stopwatches and swimmers to begin race

- 72) **Streamline** – position used to gain maximum distance and speed during a start from the blocks or push-off from the wall during a turn
- 73) **Stroke Cycle** – count used to determine number of strokes taken per length
- 74) **Stroke and/or Turn Judge** – observes stroke and/or turns from the side or end of the pool to ensure fair and legal competition
- 75) **Submitted Times** – times filed with an entry as having been previously achieved
- 76) **Taper** – final preparation phase of a major competition
- 77) **Tempo** – calculated rate of “stroke cycle” per length
- 78) **Time Trial** – time-only swim which is not a part of a regular meet. Used to achieve qualifying times
- 79) **Timed Finals** – competition in which only heats are swum and final places are determined by the times performed in the heats
- 80) **Timer** – person who stands behind the lane at the starting end of the pool and operates a stopwatch or a back-up button. No special certification is required
- 81) **Time Standards** – time standards for any event in a meet is the required cut-off time for that event
- 82) **Timing Machine** – the “brain” of the electronic timing system which starts the clock when starting is activated, stops clock when touch pad and back-up button are touched, records time of each swimmer in the heat
- 83) **Touch Pad** – large sensitive board at the end of each lane during a meet which when touched by the swimmer sends the time electronically to the timing machine
- 84) **Unattached** – a swimmer who competes but does not represent a club member of USA Swimming. Also, the status of a swimmer who has not satisfied the 120 day requirement as a club member after transfer from another organization. The swimmer competes as an individual but may not participate in relays or contribute to competition points for the club in a meet
- 85) **U.S.A Swimming** – United States of America Swimming, Inc. - national governing body for competitive swimming in the U.S.
- 86) **Warm-down/Cool-down** – low intensity swimming used by a swimmer after a race or main practice set to rid the body of excess lactic acid, gradually reduces heart and respiration, and prepares for the next race or practice set or end of practice
- 87) **Warm-up** – low to moderate intensity swimming used before a meet to loosen muscles, gradually increases heart rate and respiration, and allows familiarization with the pool. Also used to begin a practice or prepare for a hard set

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