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INTRODUCTION

The purpose of this handbook is two-fold: to explain to new members just what the J-Hawk Aquatic Club is and to outline various policies that affect all swimmers, year after year. It should be read by all families so that they may become familiar with important facts and rules of the club.

WHY SWIM?

The United States Swimming (USS) age group swimming program is America's largest program of guided fitness activity for children. Age group swimming builds a strong foundation for a lifetime of good health, by teaching healthy fitness habits.

Physical Development

Swimming is considered the ideal activity for developing muscular and skeletal growth by many physicians and pediatricians. Why do doctors like it so much?

- Swimming develops high quality aerobic endurance, the most important key to physical fitness. In other sports an hour of practice may yield as little as 10 minutes of meaningful exercise. Age group swimming teams use every precious minute of practice time developing fitness and teaching skills.
- Swimming does a better job in proportional muscular development by using all the body's major muscle groups. No other sport does this as well.
- Swimming enhances children's natural flexibility (at a time when they ordinarily begin to lose it) by exercising all of their major joints through a full range of motion.
- Swimming helps develop superior coordination because it requires combinations of complex movements of all parts of the body, enhancing harmonious muscle function, grace, and fluidity of movement.
- Swimming is the most injury-free of all children's sports.
- Swimming is a sport that will bring kids fitness and enjoyment for life. Participants in Master's Swimming programs are still training and racing well into their 80's.

Intellectual Competence

In addition to physical development, children can develop greater intellectual competence by participating in a guided program of physical activity. Learning and using swimming skills engages the thinking processes. As they learn new techniques, children must develop and plan movement sequences. They improve by exploring new ideas. They learn that greater progress results from using their creative talents. Self-expression can be just as much physical as intellectual. Finally their accomplishments in learning and using new skills contribute to a stronger self image.

**"Preparation for Life"
by Phil Hansel,
Reprinted from:
Swimming World magazine
February 1988**

Not everything we do in life is a pleasant experience. Not everything we do is beneficial. Not everything is productive. Not everything is a nurturing, loving experience. Life is full of negative, destructive experiences. Rejection, defeat and failure surround all of us. The trick is to be prepared to deal with this side of life and learn to overcome discouragement.

I have always felt that the great value of swimming as a sport is that it prepares one for life. The total swimming experience is made up of people, attitudes, beliefs, work habits, fitness, health, winning and losing, and so much more. Swimming is a cross section of lifetime experiences. It can provide so many learning situations. A swimmer learns to deal with pressure and stress, sometimes self-imposed, sometimes applied by others. One learns to deal with success and failure. One learns teamwork and discipline.

Swimming becomes a self-achievement activity. There is only one person in the water in a given lane in any race. The responsibility for performance ultimately lies with the individual. How well the individual has prepared physically and mentally to a large degree will determine the performance level.

Many swimming experiences can be of the disruptive, discouraging type. But at least a young swimmer learns that this is part of life, and the swimmer must learn to cope.

By learning how to handle frustration and disappointment, the young swimmer gains confidence. The swimmer learns dedication and commitment. Through perseverance, a swimmer learns to overcome adversity. All of these experiences tend to develop an individual who is better able to handle life's hardships and face problems.

As coaches and parents, we tend to preach that hard work will lead to victory. We preach that clean living and proper training such as diet, sleep and regular attendance at workouts will lead to winning. Though in the long run for a productive successful life, these are probably truthful concepts that don't always work in short term situations.

We have all been in situations where a bigger, more gifted person with poor work habits is the victor in race after race. Or we've known others who never seem to study, yet get good grades. We've known business people who never seem to lift a finger, yet for one reason or another, they close deal after deal.

These things just are not fair. Yet this is one of the valuable lessons that swimmers learn: "Life is not fair." We don't all start out in life with the same physical, mental, emotional and financial resources. In that respect, "Life is not fair."

A swimmer must learn what is fair for one is not necessarily fair for another. A swimmer learns we are all different and each individual controls his or her own destiny. A swimmer learns to emphasize given talents and skills. A swimmer learns to improve on a regular basis. By not setting limits and restrictions, this improvement will surely lead to success. A swimmer learns if he or she does their best, then there are no failures. A swimmer learns to set realistic goals. Once a goal is reached, then new goals must be established. A swimmer learns that effort becomes an individual crusade. If the ultimate goal is an Olympic gold medal, then with the proper talent, dedication, belief and support, all swimmers believe it can be done.

This is the positive achievement side of swimming that I like so much. Through experience in swimming, our young people learn attitudes and habits that will remain with them throughout the rest of their life. Most swimmers learn to be "can do" people.

Generally, these positive attitudes, belief in self and solid work habits will produce a terrific adult. Our society and our world is enriched by these former swimmers as they become adults. Because of their training, they handle life with a smile. They contribute time and energy to others in every way imaginable.

We can be proud of what swimming contributes to this world. Though "life is not fair," a swimmer knows how to deal with that and can achieve a balance. For the most part, former swimmers grow up to be ordinary people, but they always have that extra plus from the swimming experience.

We are different and can be proud of it. It's a pity and truly "unfair" that thousands and thousands of young people are missing the swimming experience. We must open our programs to everyone. We must find ways to share our fantastic sport.

GENERAL DESCRIPTION AND OBJECTIVE

The J-Hawk Aquatic Club, founded in 1991, is known throughout the state for a first-class, year-round swim program. We offer a guided age-group youth program for children age 4 and up, from the beginning swimmer to the most competitive and skilled swimmer.

When a young person becomes a member of the J-Hawk Aquatic Club he/she learns the values of sportsmanship and team work. Swimming, through the J-Hawk Club, provides physical, emotional and intellectual skills that will last a lifetime.

The mission of the J-Hawk Aquatic Club is:

To develop the character traits, technical skills and intense desire necessary for maximum realization of each individual's potential.

TEAM PHILOSOPHY

The team philosophy is encompassed in the words COURAGE and PERSEVERANCE.

COURAGE is the willingness to accept risk(s) and endure failings. Courage does not exist unless there is a situation that presents the opportunity for success. We encourage our athletes to embrace these opportunities and not fear the outcome.

PERSEVERANCE is the backbone of success in any endeavor in life. One cannot succeed at the highest levels without enduring some set-backs. These difficult times can create a lack of faith, low self-esteem, and an obvious drop in enthusiasm. Perseverance is the quality that transcends these difficult times. It allows the individual to find the true strength of their character.

J-Hawk Aquatic Club believes that COURAGE and PERSEVERANCE developed by swimming will prepare the individual for the challenges they will face in life.

SWIM PARENTS ASSOC (SPA) The Swim Parents Association is the backbone of the J-Hawk Aquatic Club. SPA is a separate business entity that financially supports the J-Hawk Aquatic Club. All parents and guardians, of J-Hawk swimmers, are automatically members of the Swim Parents Association and have voting privileges at the monthly SPA meetings.

All fundraising monies are shared between SPA (60%) and the J-Hawk Aquatic Club (40%). SPA pays for pool rent, coaches' education, coaches' meet expenses, and other expenses incurred to support a high quality swim club. The J-Hawk Aquatic Club pays for coaching salaries, advertising, coaching education, taxes, etc. Our combined budget is over \$60,000.

SPA is responsible for the collection of swim meet fees. The Swim Parents Association has already paid for all meets where reservations were accepted. Therefore, when a family enters a meet (with the exception of a dual meet or a tri meet), families owe SPA for the entry fees. An updated escrow report (meet fee report) is printed monthly. If you have any questions regarding this report, please speak to the SPA treasurer.

SPA also handles the apparel orders, which take place 2-3 times a year.

UNITED STATES SWIMMING Parts reprinted from "A Tradition of Excellence" by United States Swimming. United States Swimming (USS) is the National Governing Body for amateur competitive swimming in the United States. At its headquarters office, located at the Olympic Training Center in Colorado Springs, Colorado, USS staff interact with 59 Local Swimming Committees (LSC's), athletes, coaches and volunteers at all levels to provide a variety of services to 220,000 registered athletes, 20,000 non-athletes and 2,500 swim clubs.

USS was conceived in 1978 with the passage of the Amateur Sports Act which decreed that all Olympic sports would be administered independently. Prior to this Act, USS was the Competitive Swimming Committee of the Amateur Athletic Union (AAU) located in Wisconsin, Wisconsin. USS headquarters were moved to Colorado Springs in 1981.

Today, with its headquarters at the Olympic Training Center in Colorado Springs, Colorado, U.S. Swimming is a Group A member of the United States Olympic Committee. Independent and a model for all amateur sport national governing bodies, U.S. Swimming is in the vanguard of the Olympic movement around the world.

As the National Governing Body for the sport, USS is charged with the responsibility to formulate rules, conduct national championships, disseminate safety and sports medicine information, select

competitors to represent this country in international competition, insure the development of its' member clubs and age group swimmers.

USS hosts three major swimming meets each year--the Phillips 66/USS Spring and Summer National Championships, and the US Open, sponsored by Speedo America.

Sixty-six percent (66%) of the revenues of the USS budget come from registration dues from athletes and membership fees from non-athletes and clubs. Without the support of its membership, USS could not offer quality programs to its members. The remaining revenues are generated through corporate sponsorship, United States Olympic Committee development funds, event income, publications and promotional merchandise.

Year-round athletes pay an annual registration fee (\$35 for 9&Older, \$27 for 8&Under). Athletes receive a membership card (held by the J-HK registration person) and have both liability and secondary medical insurance coverage.

J-HK is a club member of USS by paying the national fee of \$125.00. Membership benefits include USS Rules and Regulations, membership certificate and certificate of insurance. Clubs joining USS have liability insurance coverage for approved insured activities.

USS is the ruling body of sanctioned swimming meets in the United States. USS meets are designed to protect the swimmer, provide fair and equitable conditions of competition, and promote uniformity in the sport so that no swimmer shall obtain an unfair advantage over another.

The International Center of Aquatic Research, dedicated in 1988, provides the opportunity for state-of-the-art research and testing in the sport. The information gained through this facility, which includes a swimming treadmill, will be applied to improving swimming performances.

Obviously, the "wet" side of the sport receives a tremendous amount of money and attention, but the "dry" side of the sport receives considerable study as well.

Coaches and athletes education play an important role in USS. Programs such as the successful Coaches College, presenting the most current coaching and scientific literature, assist coaches in their efforts to provide optimal training conditions for their athletes.

USS National Headquarters strives to educate and inform its' membership through continued communication. Once a year USS publishes an updated version of the USS Rules and Regulations, the final word in technical swimming rules. Splash is a bi-monthly publication providing current and timely information of interest to all USS members. Lanelines, the USS coaches newsletter, is also included in Splash.

The USS Headquarters provides a variety of services and programs for its membership. Some of the additional services provided by USS are fund-raising activities, sports medicine programs, video resources and general information about swimming related activities. USS staff are available to assist in answering questions or providing additional information about United States Swimming. For information or assistance, contact:

USS National Headquarters
One Olympic Plaza
Colorado Springs, CO 80909-5770
(719) 578-4578

HISTORY

The J-Hawk Aquatic Club (J-HK) was founded in 1991 by Joan Domitrz, who was the Head Coach of the Janesville YMCA. The club's goals are to establish a comprehensive competitive program for our community. J-HK has not only become recognized as one of Wisconsin's finest programs, but has also stepped up into the national level by virtue of its' Junior National champions, Senior National swimmers, and Olympic Trials swimmer.

COACHING STAFF

Nothing has a greater influence on the quality of children's sports than the excellence of the coach. The J-Hawk Aquatic Club staff consists of four professionally trained coaches. They, as member coaches in the American Swimming Coaches Association, have access to the most comprehensive training and certification program for youth coaches of any sport in the United States. Certified coaches in U.S. Swimming programs possess training and experience in the physiology and psychology of adolescent development. Our coaching staff provides the assurances that the time your children spend in swimming will be quality time.

Coaches**Joan Domitrz**

Joan Domitrz is the Co-Head Coach of the entire team. Joan's vast experience spans 30 years and includes age group, senior, and collegiate coaching. The coaching philosophy of the senior team comes under Joan's direction and is instrumental in determining the philosophy of the entire team. Joan has coached a YMCA National Champion, Junior National champions and swimmers, Senior National swimmers, Olympic Trial swimmers, and NCAA Division III swimmers.

Cheri Zimdars

Cheri Zimdars is the Co-Head Coach of the entire team. She started with the J-Hawks, at its' beginning, in 1991, along with her mother, Joan Domitrz. Cheri came from the Janesville YMCA and became the J-Hawk's Head Coach, in 1995. Cheri has over 20 years of coaching experience and also acts as the team's Business Administrator. She has coached numerous nationally ranked swimmers, Junior and Senior National swimmers, and an Olympic Trial swimmer.

Gina Foucault

Gina Foucault has been a member of the staff since 1991. Gina has recently been promoted to the Mini-Hawk and Junior Team coach. She is a very accomplished instructor in stroke technique and swimming mechanics, with her 14 plus years of coaching experience. Gina's coaching style brings a balance of discipline, motivation, and fun to the pool deck.

The coaching staff has a combined coaching experience of over 60 years.

COACHES RESPONSIBILITIES

The coaches' job is to supervise the entire competitive swim program. The J-Hawk Aquatic Club coaching staff is dedicated to providing a program for youngsters that will enable them to learn the value of striving to improve oneself--"to be the best you can be." Therefore, the coaches must be in total control in matters affecting training and competition.

1. The coaches are responsible for placing youngsters in practice groups. This is based on the age and ability level of each individual. When it is in the best interest of a swimmer, he/ she will be placed in a more challenging training group by the coach.
2. Sole responsibility for stroke instruction and the training regimen rests with the J-Hawk Aquatic Club coaching staff. Each groups practices are based on sound scientific principles and are geared to the specific goals of that group.
3. The coaching staff will make the final decision concerning which meets J-Hawk Aquatic Club swimmers may attend. The coaching staff also makes the final decision concerning which events a swimmer is entered into.
4. At meets, the coaching staff will conduct and supervise warm-up procedures for the team. After each race, the coaches will offer constructive criticism regarding the swimmers performance. (It is the parent's job to offer love and understanding regardless of their youngster's performance)

5. The building of a relay team is the sole responsibility of the coaching staff.

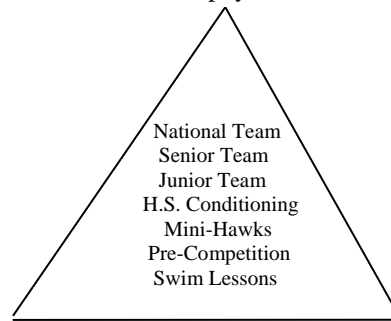
The coaching staff is constantly updating and improving the J-Hawk Aquatic Club program. It is the swimmer's and parents' responsibility to make the most out of the excellent opportunity this program provides for success in swimming.

TEAM LEVELS

The J-Hawk Aquatic Club uses 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 total excellence 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.



National Team

The national team consists of those competitors who have demonstrated a skill level commensurate with that needed to compete at the United States Senior National and Junior National Championships.

Senior Team

The senior team consists of high school swimmers and some other swimmers that exhibit a high level of swimming and workout ability. These swimmers are expected to be mature, dedicated, responsible, and dependable. As our more advanced swimmers increase their commitment to swimming, we insist that they maintain good academic standing.

Junior Team

Junior team swimmers are well-versed in technique and strategy. They are also a full-fledged training group. Generally, they have a skill level commensurate with Wisconsin State time standards. Most of the swimmers in the junior team are between the ages of 9-12 years old. Workouts for the junior team are offered five days a week and usually last one and a half hours each day.

High School Conditioning

This group's major emphasis is on stroke technique, starts, and turns. These swimmers are ages 14&Older and are interested in getting prepared for the high school seasons. Practices are offered Mondays through Fridays for 1 hour.

Mini-Hawks

These swimmers have started to exhibit good swimming skills. They spend their time equally between stroke technique and training skills and processes. Mini-Hawk swimmers are offered practices five days a week where workouts are one hour per day.

Pre-Competition

The majority of time is spent working on refining stroke mechanics. These swimmers have started to exhibit good swimming skills and will be introduced to some training skills and processes. Pre-Competition swimmers can swim 2 or 3 times per week.

Swim Lessons

Swim lessons teach the 4 competitive strokes. They are offered 3 days a week, for 6 weeks. Sessions are run in January, April, June, September, and November.

TRAINING SEASONS

Training sessions are the most important aspect of competitive swimming. Consistent training is needed to progress through the classes of swimmers. Training schedules are designed to provide only slightly more time than is required for a swimmer to accomplish this. Therefore it is important that each swimmer attends as many practices as possible in order to derive the full benefits of the program. Pool availability is our most limiting factor. Don't waste it.

Winter or Short Course

The J-Hawk Aquatic Club rents the Williams Center Pool at considerable expense to the team. We are fortunate to have a facility like this available to accommodate the size of the team and also allow us to teach lessons.

Here is the "typical" practice schedule for the short course season:

		<u>Pre-Competition Group</u>	
Monday through Friday	5:30-6:15	PM	Swim
		<u>Mini-Hawks</u>	
Monday through Friday	5:15-5:30	PM	Dryland
Monday through Friday	5:30-6:30	PM	Swim
		<u>Junior Team</u>	
Monday through Friday	5:15-5:30	PM	Dryland
Monday through Friday	5:30-7:00pm	PM	Swim
		<u>H.S. Conditioning</u>	
Monday through Friday	5:15-5:30	PM	Dryland
Monday through Friday	5:30-6:30	PM	Swim
		<u>Senior and National Team</u>	
Mon, Tues, and Thurs	5:15-6:45	AM	Swim
Monday through Friday	4:45-5:30	PM	Dryland
Monday through Friday	5:30-7:00pm	PM	Swim

Summer or Long Course

In the summer, the National Team, Senior Team, Junior Team, and Mini-Hawks train 3 days a week at the Fort Atkinson Outdoor Pool. It is a 25 meter pool, which is used from 7:45am to 10:30am. On Tuesdays and Thursdays, these groups also swim outside at Janesville's Rockport Pool. This is a 50 meter pool. All evening practices are at Williams Center. Here is a typical practice schedule for the summer once school is out:

Swim Lessons

One 6-week Session

18 classes each session

30 minute and 45 minute classes

Monday through Wednesday 5-6:30pm Williams Center

Pre-Competition

M through F 5:00-5:45 PM Williams Center

M through F 5:45-6:30 PM Williams Center

Mini-Hawks

M-W-F 8:15-9:30 AM Fort Outdoor Pool

TU-TH 7:45-9:00 AM Janesville's Rockport Pool

M through F 4:45-6:00 PM Williams Center

Junior Team

M-W-F	8:15-10:00	AM	Fort Outdoor Pool
TU-TH	7:45-9:30	AM	Janesville's Rockport Pool
M through F	4:45-6:30	PM	Williams Center

High School Conditioning

M-W-F	8:15-9:30	AM	Fort Outdoor Pool
TU-TH	7:45-9:00	AM	Janesville's Rockport Pool
M through F	4:45-6:00	PM	Williams Center

Senior Team

M-W-F	7:45-10:30	AM	Fort Outdoor Pool
TU-TH	7:15-10:00	AM	Janesville's Rockport Pool
M through F	4:15-7:00	PM	Williams Center

PRACTICE AND ATTENDANCE POLICIES

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

1. Each training group has specific attendance recommendations appropriate for the objectives of that group . As a general rule, the least possible interruption in the training schedule will produce the greatest amount of success. The club does, however, encourage younger swimmers to participate in other activities in addition to swimming. The expectation level of the coaches to attend practices increases as swimmers move to higher groups.
2. For the swimmers protection, they should arrive on the university grounds no earlier than 15 minutes prior to their workout time. They should also be picked up no later than 15 minutes after their practice is over. Swimmers should be ready to swim five minutes prior to the start of their practice.
3. In case a youngster is late for practice, it is our hope that the parents will send a note with the child explaining the reason for tardiness.
4. Plan to stay the entire practice. The last part of practice is very often the most important. Usually, there are also announcements made at the end of each practice. In the event that your child needs to be dismissed early from practice, a note from the parent for each dismissal is appreciated.
5. Occasionally, most of a practice group may be attending a meet, in which case you will be notified of a practice change or cancellation.
6. While at practice, the swimmers are the responsibility of the coaching staff.
 - A. During practice sessions, swimmers are never to leave the pool area without coach's permission.
 - B. If any swimmer needs to complete homework before practice or leave practice early to do homework, he/she must do their homework in the balcony area so the coaches will know where he/she is located (unless their parent is present).
7. The club has an obligation to act as guests while in the university or at other facilities the team rents (both swimmers and parents). Every member of the club needs to do everything possible to respect this privilege. Any damages to university property may result in financial liability of the swimmers parents. Any damage may also result in the swimmer being asked to leave the team permanently.
8. Parents are not allowed on the pool deck during practice, unless it is an emergency. The only exception will be when parents are asked to help on deck, with new information distribution, or when they are setting up and preparing for an upcoming fundraiser.

9. Parents are allowed to observe practice from the balcony area. Do not try to communicate with any swimmer from the balcony area. This is not only distracting to the swimmer, but can also be distracting to the entire team as well as the coach.

ILLNESS AND INJURY

Whenever possible, the coach should be informed in advance of an illness or injury. Regardless of how serious or trivial it may be, it will almost always be possible to find a physician (or parent) who will recommend abstaining from training and one who will recommend a modified approach. For this reason, the coach must be the one to determine if the absence is excusable (for swimmers with required attendance). It is helpful to find a family physician who appreciate the importance of participation and who understands the repercussions associated with missed meets and training sessions.

If your swimmer will be out of the water over a long period of time with an injury or illness, please notify the J-Hawk Aquatic Club office (262-473-1800 or info@j-hawks.org) so the coaching staff is aware of the problem.

SWIMMERS TRAINING RESPONSIBILITIES

As a swimmer's level of swimming ability increases so does his/her responsibility. The program is designed to encourage all swimmers to be Senior Swimming bound. As swimmers improve this is a deep commitment that requires great effort on all parts. A swimmer has responsibilities to the team, the coach, his/her parents, and most importantly to themselves. Swimmers need to prepare themselves for a 100% effort each time they come to practice.

Swimmers will be required to bring specified training accessories (i.e., goggles, flippers, etc.) to workouts. Ask your coach for the list of items needed for your group. It is the swimmer's responsibility to make sure these items are properly adjusted and that spares are readily available. Equipment adjustment and repair will not be accepted as excuse to miss part of a training session.

CODE OF CONDUCT

1. Any swimmer who is known to use alcohol, drugs, or tobacco is subject to suspension from the team.
2. Never interfere with the progress of another swimmer, during practice or otherwise.
3. Do not swear or use other foul language. We want to give a positive team image.
4. Parents - Do not coach your children, or other member's children. This is a responsibility of the coaching staff.
5. At all club functions, whether practice, meets, or social gatherings, we expect each swimmer to behave in such a way that their actions reflect positively on the team.
6. All members of the club, whether parents or swimmers, continue to protect and improve the excellent reputation the club has throughout the state and country.
7. All Mini-Hawk, Junior Team, H.S. Conditioning, Senior and National team members will be required to sign the "Honor Code". A copy of this is given in Appendix C.

PARENTS..**YOUR ATHLETE NEEDS YOU**

To have a successful program there must be understanding and cooperation among parents, swimmers, and coaches. The progress your youngster makes depends to a great extent on this triangular relationship. It is with this in mind that we ask you to consider this section as you join the J-Hawk Aquatic Club and reacquaint yourself with this section if you are a returning J-Hawk Aquatic Club parent.

You have done a great deal to raise your child. You create the environment in which they are growing up. Your child is a product of your values, the structure you have provided, and the model you have been. Human nature, however, is such that a parent loses some of his/her ability to remain detached and objective in matters concerning his/hers children's athletics. The following guidelines will help you keep your child's development in the proper perspective and help your child reach his/her full potential as an athlete.

The coach is the Coach!: We want your swimmer to relate to his or her coach as soon as possible concerning swimming matters. This relationship between coach and swimmer produces best results. When parents interfere with opinions as to how the swimmer should swim or train, it causes considerable, and oftentimes insurmountable, confusion as to whom the swimmer should listen to. If you have a problem, concern, or complaint, please contact the coach.

Best kind of parent: The coach's job is to motivate and constructively criticize the swimmer's performance. It is the parent's job to supply the love, recognition, and encouragement necessary to make the child work harder in practice, which in turn gives him/her the confidence to perform well in competition.

Ten and Unders: Ten and Unders are the most inconsistent swimmers and this can be frustrating for parents, coaches, and the swimmer alike! Parents and coaches must be patient and permit these youngsters to learn to love the sport. When a young swimmer first joins J-HK, there may be a brief period in which he/she appears to slow down. This is a result of the added concentration on stroke technique, but this will soon lead to much faster swims for the individual.

Not every time: Even the very best swimmer will have meets where they do not do their best times. These "plateaus" are a normal part of swimming. Over the course of a season times should improve. Please be supportive of these "poor" meets. The older swimmers may have only two or three meets a year for which they will be rested and tapered.

Parents should contribute to the education of proper nutrition and eating habits (see the section on nutrition in this handbook).

PARENTS RESPONSIBILITIES

Please make every effort to have your swimmers at practice on time. Realize that your child is working hard and give all the support you can. Encourage good diet and sleeping habits. They will serve your children well.

1. The greatest contribution you can make to your swimmer's progress is to be a loving, supportive parent. On page 17 in this handbook is a reprint of an article called, "The Ten Commandments for Parents of Athletic Children". It offers some very useful and sound advice on communicating with your swimmer.
2. In Appendix "A" located at the end of this book there is a copy of the "Terms and Conditions for Participation in the J-Hawk Aquatic Club" that you signed when you registered with the Club. Please familiarize yourself with these items.
3. One of the commitments made when you joined the J-Hawk Aquatic Club was to help work fundraising events (swim meets and triathlons) and raise money through fundraising sales.

Monies from these events help EVERY CHILD on this team. Monies are used to help pay pool rent, coaching education, coaching expenses, etc. They help keep everyone's fees lower.

Fundraising is not always fun, but it is essential. Every event we host, saves each child approximately \$100 in fees (this amount does not include our sales fundraisers).

If a family has a swimmer competing in the meet, they are expected to provide 1 worker for each session you have a child swimming. If you choose not to work, and your child is swimming, there is a \$25.00 financial assessment per session, where workers were not provided. Workers may choose to work any session. It does not have to be the session the swimmer is competing.

Families are also required to provide food and beverages for J-Hawk fundraising events. Families that do not bring their food, will be assessed a food charge.

4. The following is a transportation policy that is in effect for all functions related to the club:

It is hereby the stated policy of the J-Hawk Aquatic Club, effective immediately and until either revoked or restated by the J-Hawk Aquatic Club Board of Directors, that transportation of swimmers and/or coaches to practices, meets, or any other event considered to be a club function by any non-public conveyance, as defined to include privately owned vehicles, is recognized by the J-Hawk Aquatic Club as a purely private agreement between the parties involved and that neither the J-Hawk Aquatic Club, nor the J-Hawk Aquatic Club Board of Directors, separately or as a group, except for the parties directly involved can be or will be considered as a party to such arrangement and that any liability in any form arising from such arrangement is purely and completely the responsibility of the parties involved.

COMMUNICATION

E-Mail – This is a great way to get updated information. Check your e-mail daily, for updated team news.

Office File -Most written communication, such as the newsletter, meet information sheets and schedules, cut times, etc., will be available at the pool. It is each family's responsibility to pick up this information (most of this information will be e-mailed, with the exception of meet information packets).

Telephone Committee - The club has a telephone committee that exists to provide emergency communication, e.g., canceled or changed workouts. The staff does not want to overuse or misuse this tool and therefore tries to print, or e-mail, as much information as possible. If you want to be included in this list, please contact Cheri Zimdars.

When contacting the coaches, please be considerate. The best way to speak with the coaches is to meet them after practice. They usually make themselves available for 10 minutes to answer questions, provide information, etc. Sending a note to the coach with your swimmer is a good way to get information to them. Office calling hours are from 9:00am-2:30pm and 7:30pm-8:30pm at 262-473-1800. The club's e-mail address is j_hawkswim@sbcglobal.net.

PROBLEMS WITH THE COACH? One of the traditional swim team communication gaps is that some parents seem to feel more comfortable in discussing their disagreements over coaching philosophy with other parents rather than taking them directly to the coach. Not only is the problem never resolved that way, but in fact this approach often results in new problems being created. Listed below are some guidelines for a parent raising some difficult issues with a coach:

1. Try to keep foremost in your mind that you and the coach have the best interests 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 that can range in size from 10-30 members. On occasion, an individual child's interest 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 occasional short term inconvenience.

3. If your child swims for an assistant coach, always discuss the matter first with that coach, following the same guidelines and preconceptions noted above. If the assistant coach cannot satisfactorily resolve your concern, then ask that the head age group coach or head coach join the dialogue as a third party.
4. 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.

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; you lost as well as won. You were frightened, you backed off at times, you were not always heroic. Don't pressure your child because of your pride. Athletic children need their parents so you must not withdraw. Just remember there is a thinking, feeling, sensitive free spirit out there in that uniform who needs a lot of understanding, especially when his world turns bad. If he/she is comfortable with you - win or lose - he/she is on their way to maximum achievement and enjoyment.

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.

FEE STRUCTURE

Club fees

1. The current club fees are:
 - A. The yearly USS registration fee payable when you join J-Hawk Aquatic Club is:
 - i. \$40.00 per 9&Older swimmer and \$35 per 8&Under swimmer when joining the team from September 1 through March 1..
 - ii. \$30.00 per swimmer when joining the team, from April 1 through August 31.
 - B. The special “alumni” fee for returning college students, in the summer, is \$90.00 (includes USS fee)
 - C. J-Hawk Aquatic Club dues are payable in monthly installments, due by the 15th of each month. There is no pro-rating of fees. Once a swimmer starts practicing, monthly fees will be assessed. A swimmer pays for the entire month, regardless of when they started. A month is considered the 15th of a month to the 14th of the next month. The fee schedule is as follows:

		<u>Monthly Fees</u>
i.	National Team	\$75.00
ii.	Senior team-	\$70.00
iii.	H.S. Conditioning	\$55.00
ii.	Junior Team	\$50.00
iv.	Mini-Hawks	\$45.00
v.	Pre-Competition (3 days)	\$90.00 for 7 weeks
vi.	Pre-Competition (2 days)	\$60.00 for 7 weeks

Characteristic of any business, J-HK has regular bills to pay. A positive cash flow is required to assure payroll requirements and various other expenditures. It is, therefore, imperative for all J-HK parents to pay their swimmer's monthly fees on or before the 3rd, of each month, just as you do your credit card, mortgage or utility payments. If you are unable to pay your fees on time, please speak to Cheri Zimdars.

It is the responsibility of the member to notify Cheri Zimdars of intention to terminate, or cancel a team membership. Failure to notify Cheri Zimdars may cause a member to be unnecessarily billed for monthly dues. If a member quits the program, overdue and current account balances are immediately payable in full.

If you have any questions about any billing you may have received, please contact Cheri Zimdars immediately at 262-473-1800 or e-mail her j_hawkswim@sbcglobal.net.

Meet Entry fees

Meet fees are NOT included in your monthly team fees. The majority of meets (except duals or tri meets) costs money to participate in. An escrow account, for meet fees, is setup for each family. All families are encouraged to maintain a positive balance of \$50. Updated escrow reports will be printed monthly (and, sometimes sooner).

The Swim Parents Association handles the collection of all meet fees. Meet fees include: per event fees between \$3-\$5, a one time splash fee of \$2, relay fees (if any), and daily coaching fees (\$2/day/family for families brand new to meets and \$5/day/family for more experienced competitors).

SPA policy states that families of 2 or less children will be entered in meets, as long as they owe less than \$100 in escrow; and, families of 3 or more children must owe less than \$200, in order to be entered in meets.

FUND-RAISING REQUIREMENTS

J-Hawk Aquatic Club has a reputation in the state and throughout the country of hosting events of the highest caliber. Forty-four percent (44%) of our operating budget is generated from the Club hosting at least three swim meets and 2 triathlons each year. One of the commitments made when you joined the J-Hawk Aquatic Club was to help work these events. We usually host a meet in January, February, and October/November. The triathlons are always the last weekend in April, and the end of September or beginning of October.

The J-Hawk Aquatic Club has a reputation of excellence and we need the help of all families, when running events, to maintain this reputation. Please plan ahead, to work these events, and to donate food/beverages for them.

Families of children, competing in high school sports, will also be asked to work events and donate food/beverages. The team's fundraising monies are distributed throughout the year, not just during the month that the event takes place. Therefore, all families still benefit from them.

Monies from team events help **EVERY CHILD** on this team. Monies are used to help pay pool rent, coaching education, coaching expenses, etc. They help keep everyone's fees lower. Fundraising is not always fun, but it is essential. **EACH EVENT WE HOST**, saves each child approximately **\$100 IN FEES** (this amount does not include our sales fundraisers).

SWIM MEET FUNDRAISING POLICY:

All families, with a child competing in the meet are required to provide one (1) adult worker for each session their child is competing. The adult volunteer could work the AM or PM session (need to work both if they have children in both sessions).

Senior team members and high school swimmers are expected to volunteer their time, ***in addition***, to the adult family volunteers. Senior Team and High School swimmers set the example for the entire team. We encourage them to volunteer to show their support of their team. Those senior team members that help, will receive an incentive award, based upon the number of sessions they volunteer.

Families, with a child competing in the meet, who choose not to provide an adult worker, will have \$25 added to their escrow account, for each session they have a child swimming, where no adult volunteer was provided.

AWARD POLICY:

Families providing two (2) volunteers, for each session they have a child competing, will only pay for ½ of their entry fees (does not include the WI splash fee or coaching fee).

TRIATHLON FUNDRAISING POLICY:

1. Families of 2 or less children-provide one (1) Adult volunteer (or donate \$75)
2. Families of 3 or more children-provide two (2) Adult volunteers (or donate \$75 per missing volunteer).
3. 11 & Older swimmers should volunteer.
4. Volunteers must work a minimum of 5 hours, without having to donate money.

AWARD POLICY:

Members that work the entire day (7am-5pm) will receive part of the profits. Ten percent (10%) of the event profit, will be split among all volunteers (as long as each one worked the entire event, or replacement volunteers worked, when the family members were unavailable). So, if the triathlon makes \$9000, then \$900 would be divided amongst the volunteers. This award is capped off at 6 volunteers per family. Swimmers count as family volunteers, as long

as the adult volunteers have been provided. This award money can be used to offset monthly fees, escrow, or apparel/equipment expenses.

FOOD DONATIONS

All families are expected to provide food for all events (whether a child is competing or not).

Families are expected to bring their **COMPLETE** food/beverage list for the concessions area. We rely on this food to make money. By having the families donate food, we make much more money, than compared to past methods of running concessions. In the long run, food/beverage donations avoid adding another fundraiser throughout the year. For a 2 day swim meet, the general food/beverage cost guideline is as follows (these are approximated totals based upon Woodman's prices):

- a. Pre-Competition Group: \$10 total
- b. High school athlete (currently in their high school season): \$20 total
- c. Mini-Hawks/Junior Team/H.S. Conditioning: \$25 total
- d. Senior Team: \$35 total

For the 8&Under All-Star Swim Meet and the Triathlons, all families bring the same donation amount (typically \$10-\$15).

The importance of your complete food list cannot be emphasized enough. When items are not brought in, other volunteers become unexpectedly responsible for your missing items. They either have to make your missing items or go shopping for them. Everyone's time on this team is important. Please keep this in mind when looking at your food list.

Families will have their items checked off to make sure their entire list is present. ***It is the responsibility of each family, to make sure their items are checked in.*** Any family that does not bring their **COMPLETE** list of food/beverage items, will have \$50 added to their escrow account.

SALES FUNDRAISERS:

Each family, must sell \$50, in profit, or pay \$50, in each Fundraising session. If a swimmer is in the water, at anytime, during a fundraising period, then the family is required to meet the \$50 balance for that session. There are 3 Fundraising sessions: Session I (Sept/Oct/Nov), Session II (Dec/Jan/Feb), and Session III (April, May, June, July).

Families can earn 2-3 sessions of fundraising requirements, just by doing one sales fundraiser really well. For example: the wreath sale allowed several families to be paid up until September 1, 2006 - these families earned over \$150, in profit, just selling wreaths. Other families have chosen heat sheet advertisements or pizza hut card sales.

On August 31st, a new fundraising year begins. All families start from scratch, unless you still owe a balance.

INSURANCE

narrative summary from:

"United States Swimming, Inc

1993 INSURANCE SUMMARY

Revised February 1, 1993

" It is required of all J-Hawk Aquatic Club swimmers that they have a current United States Swimming (USS) membership. This membership not only supports swimming throughout the country, it also provides very important accident and medical insurance for every swimmer and every club.

Each swimmer is covered at any organized practice of J-Hawk Aquatic Club and every competition that is USS sanctioned. A summary of the coverage is listed below. If you wish to see the whole insurance summary pamphlet please contact the J-HK office.

The membership cost for United States Swimming is currently \$47.00 per year. This fee is charged and collected at the time of registration. U.S. Swimming has adopted two major insurance programs:

1. Secondary Accident Medical Protection;
2. A self-funded Liability Insurance Program.

These two programs are intended to provide reasonable protection for U.S. Swimming athletes and clubs while stabilizing the cost.

TEAM UNIFORM

The team colors are black, blue, and white. One of the two required items to wear in any meet is a team swim cap. This cap is blue in color with a white J-Hawk logo on it. The reason for this requirement is that each coach is responsible for 10-20 swimmers at each meet and as the J-Hawk cap is a unique design, unlike any other in the country, it is easily spotted by both coaches and parents alike. This cap is available from specified members of the club or any coach. Most swimmers should have at least two on hand for each meet.

The team suit is a solid blue or black racing suit. All team members, including those swimming in an "unattached" status, must wear the team suit in competition. The suit is available at: All-American Aquatics. All-American is located in Oconomowoc. Female suits range in price from \$35-\$80. Male suits range in price from \$20-\$60.

Apparel orders are taken 2-3 times a year. All items are very reasonably priced. These orders include t-shirts, shorts, sweats, and jackets.

"Senior/National" swimmers are required to wear J-Hawk Aquatic Club T-shirts and/or sweats at swim meets.

It is highly recommended that each swimmers name be placed inconspicuously on all pieces of the team uniform.

COMPETITIVE STROKES

The four competitive strokes are (1) freestyle, (2) backstroke, (3) breaststroke, and (4) butterfly. 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. 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).

SWIM SEASONS

The swim year is divided into two seasons. The winter, or "short course", season runs from mid-September to mid-March. The meets are held in a 25-yard pool. The summer, or "long course", season runs from early April to mid-August. Meets are generally held outside in 50 meter pools (Olympic size). Generally, the J-Hawk Aquatic Club hosts its' own meets in the UW-Whitewater, Williams Center Pool.

COMPETITION ..and the winner is..The J-Hawk Aquatic Club staff does not see the first place person as the only winner. We'd rather look to see who behaves like a winner. There are certain characteristics of a winner, and every swimmer, no matter where they place, has the opportunity to emulate those characteristics: concentration, listening skills, and working toward goals.

Sports is not an end in itself, but a vehicle we use to teach children life skills and how to reach their potential. We use sport as organized play to demonstrate and measure one's abilities. Seen in that light, winning without learning is not J-Hawk Aquatic Club's desired intention. In competition, the important measure is not who collected the most medals, or even who improved the most seconds. The real critical measure is who learned the most from the competitive experience.

Swimmers quickly forget the medals, records, and other material benefits. They will, however, remember the development of interpersonal skills, discipline, listening skills, time management, goal setting, and enhanced self- image. These are the things that make the swimmer a more successful person with a better chance of living a life closer to their peak potential, and to contribute to the world they live in.

LEVELS OF ACHIEVEMENT

There are seven different age group classifications recognized by United State Swimming (the governing body of the sport): 8-Under, 10-Under, 11-12, 13-14, 15-16, 17-18, and Senior. The Senior classification includes any age registered swimmer who has achieved the prescribed qualifying time for the event. Not all age group classifications are offered at every swim meet. The swimmers 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 "BB", "B", "A", "AA", "AAA", and ultimately "AAAA". The times required for each ability level are published each year by United States Swimming. 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.

TYPES OR LEVELS OF SWIM MEETS

1. Dual Meets-Occasionally, the J-Hawk Aquatic Club will compete with one other team in a dual meet. These meets help promote team unity, but usually limit the number of events a swimmer may enter.
2. Developmental Meets-These meets generally do not have any qualification time standards. Most of the time these meets offer each one of the competitive strokes in the two distances offered for each group. Each swimmer is usually allowed to enter from 3-5 events per day.

3. 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, Wisconsin Swimming, Inc.,
4. State Championships-At the end of each short course (winter) and long course (summer) season, a State Championship meet is sanctioned by Wisconsin Swimming, the governing body of swimming in the state of Wisconsin. Wisconsin 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 14-Under (winter season has a 12&U Championships) and the Senior Championship open to any swimmer in the state who has met the qualifying standards regardless of age.
5. 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 Wisconsin Zone team competing against other states from the Midwest.
6. Speedo Sectional Series - United States Swimming sponsors 13 Speedo Series meets each season. J-Hawk swimmers meeting qualifying time standards for this meet travel to different locations throughout the Midwest to compete against the best swimmers in the nation.
7. Junior Nationals – This is one of the highest levels of competition. Swimmers strive to qualify for this meet. This is also last chance meet for athletes to qualify for US Nationals. The winter meet is typically held in Orlando, Florida. The summer meet moves around the country.
8. Phillips 66/USS 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 USS National Championships. As with the Speedo Sectional Series, J-Hawk 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.

MEET SCHEDULE

Each season's meet schedule is distributed at the outset of the season.

1. The meet schedule has been established with the expectation that swimmers will attend every meet available at their classification level. We do not schedule a meet unless we feel it is important to participate. However, it is not mandatory to attend meets. One can also choose to enter only one day of a two or three day meet.
2. On an average, we want all team members to compete once every three or four weeks. The meet schedule is established with this philosophy in mind. In some cases, meets of a similar classification (example: two meets for "Mini-Hawks") are scheduled as close as two weeks apart or as far as one month apart. This happens when the meets that the coaching staff choose from offer no other alternative.
3. The coaching staff reserves the right to make the final decision concerning meets J-Hawk Aquatic Club swimmers may attend.
4. Team Effort Meets-Team championship meets are either indicated on the meet schedule or talked about in the parent meetings. Since the coaching staff places the most emphasis on these meets, J-Hawk swimmers who are qualified are highly encouraged to attend. The Wisconsin State Age Group and Senior Championships are always considered "Team Effort Meets".

PHILOSOPHY OF COMPETITION

The J-Hawk Aquatic Club engages 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 of improved performance. All the coaches teach swimmers how to behave like a champion when the swimmer have both a "good" and a "bad" 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 J-Hawk Aquatic 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.

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. Oftentimes, a swimmers "best" stroke changes as they mature and his/her body goes through physical changes.

**EVERYTHING YOU ALWAYS
WANTED TO KNOW ABOUT
SWIM MEETS...BUT, WERE
AFRAID TO ASK**

(or didn't know what to ask):

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. It may seem a little overwhelming, but we tried to be as specific and as detailed as we possibly could. If you have any questions, please ask coach Cheri Zimdars (473-1800 or j_hawkswim@sbcglobal.net).

Before the Meet Starts

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 handed out to all J-HK swimmers and also in the team newsletter. The time written, by the J-Hawk coaches, is the time swimmers should be by the team, suited, and ready to stretch.
2. Upon arrival, find a place to put your swimmer's blankets, swim bags and/or sleeping bags. The team usually sits in one place together, so look for some familiar faces.
3. 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.
4. Your swimmer now gets his/her cap and goggles and reports 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.
5. After warm-up, your swimmer will go back to the area where his/her towels are and sit there until the next event. This is a good time to make sure he/she goes to the bathroom if necessary, gets a drink, or just gets settled in. Your swimmer should talk to their coach before each of their events.
6. The meet will usually start about 10-15 minutes after warm-ups are over.

7. According to USS 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.
8. Heat Sheets. A heat sheet is usually available for sale in the lobby or concession area of the pool. Heat sheets generally sell for one to three dollars per day. It lists 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.

Meet Starts

1. It is important for any swimmer to know what event numbers he/she is swimming (again, why they should have the numbers on their hand). He/she may swim right away after warm-up or they may have to wait awhile.
2. For most USS meets, the events are pre-seeded. The swimmer goes directly behind the blocks, reporting to the heat and lane assigned to them in the heat sheet. The swimmer needs to pay attention to the heats ahead of them, so they know when they are up.

At other USS meets, there is a "Clerk of Course". The Clerk of Course will put the swimmers in order, by heat and lane. Typically, they will be guided to the blocks. A swimmer's event number will be called, usually over the loudspeaker, and he/she will be asked to report to the "clerk of course". Swimmers should report with his/her cap and goggle. Generally, girls events are odd-numbered and boys events are even-numbered. Example: "Event #26, 10-Under Boys, 50 freestyle, report to Clerk of Course."

3. The swimmer swims their race.
4. After each swim:
 - A. He/she is to ask the timers (people behind the blocks at each lane) his/her time.
 - B. He/she should go immediately to their coach. The coach will ask him/her their time and discuss the swim with each swimmer.
 - C. Generally, the coach follows these guidelines when discussing swims:
 - a. Positive comments or praise
 - b. Suggestions for improvement
 - c. Positive comments
5. Things you, as a parent, can do after each swim:
 - A. Tell him/her how great they did! The coaching staff will be sure to discuss stroke technique with them. You need to tell him/her how proud you are and what a great job he/she did.
 - B. Take him/her back to the towel area and relax.
 - C. This is another good time to check out the bathrooms, get a drink or something light to eat.
 - D. The swimmer now waits until his/her next event is called and starts the procedure again at the "Clerk of Course".
6. When a swimmer has completed all of his/her events he/she and their parents get to go home. Make sure, however, you, as a parent, check with the coach before leaving to make sure your swimmer is not included on a relay. It is not fair to other swimmers who may have stayed to swim on a relay where your swimmer is expected to be a member and he/she is not there. (The coaches speak from experience on this issue).

What Happens If Your Child

has a Disappointing Swim

If your child has a poor race and comes out of it feeling bad, talk about the good things. The first thing you say is, "Hey, that is not like you. You're usually a top swimmer." Then you can go on and talk about the good things the child did. You never talk about the negative things.

If your child comes up to you and says, "That was a bad race, don't tell me it wasn't," there is nothing wrong with a swimmer negatively evaluating a race. The important thing is for the child not to dwell on it. You should move the swimmer on to something good. "All right, you have had a bad race. How do you think you can do better next time?" Immediately start talking about the positive things.

What To Take To The Meet

1. Most important: Swim Suit and J-Hawk cap--and goggles (if your swimmer uses them).
2. Baby or talcum powder--To "dust" the inside of swim cap. This helps preserve the cap and makes it easier to put on.
3. Towels-Realize your swimmer will be there awhile, so pack at least two.
4. Something to sit on. Example: sleeping bag, old blanket, or anything that will be comfortable to sit on. The swimmers will be spending a lot of time on it.
5. Sweat suits: bring one. Each swimmer may want to bring two because they can get wet and soggy.
6. T-shirts: Two or three. Same reason as above.
7. Games: travel games, coloring books, books, anything to pass the time.
8. Food: Each swimmer is usually allowed to bring a small cooler. It is better to bring snacks. They usually have snack bars at the meet, but the lines are long and most of the time they only sell junk food. Suggestions for items to bring:
 Drinks: Water, Hi-C, Fruit juice, Gatorade
 Snacks: Granola bars, Fun fruits, yogurt, cereal, jello cubes, sandwiches

Once you have attended one or two meets this will all become very routine. Please do not hesitate to ask any other J-Hawk Aquatic Club 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.

Special Parent's Note

The pool area is usually very warm. Therefore, you need to make sure you dress appropriately. Nothing is worse than being hot at a swim meet. It makes the time pass very slowly! At some of the meets, the parents are allowed to sit with the swimmers at the blanket area (those are most of the meets not held at the natatorium). If you don't think that a gym floor is comfortable, feel free to bring folding chairs to sit on.

Very Basic Swimming Rules**Starts**

The swimmers are not allowed a false start. If they jump the start and the starter thinks they are trying to get an advantage (whether intentional or not-it does not matter), they will be taken out of the race. This is not like the Olympics where they are allowed two false starts.

Turns and finishes

1. Freestyle: feet have to touch the wall
2. Backstroke: swimmers have to be on their back when they touch the wall. After he/she touches, he/she can then turn around, but he/she must push off on their back. At the finish a swimmer must finish on his/her back. A swimmer may not roll over and grab the wall until they have first touched it.
3. Breaststroke and Butterfly:

- A. Swimmers have to touch with both hands at the same time.
- B. A swimmer may not freestyle kick off the wall in either breaststroke or butterfly.
- C. When swimming butterfly, both arms must move at the same time.

CHAMPIONSHIP MEETS

Policy

One of our team goals is to qualify as many swimmers as possible for the Championship meet(s). The Championship meet is a special experience and extremely important in the athletes development.

As our season progresses, all of the swimmers get excited and motivated to "go for a State cut". Unfortunately, some of the swimmers do not have the consistent practice habits nor the USS meet experience to make the cut, yet, through an extremely psyched swim and a lot of desire, they do the time. Because they don't have the practices and meet experience, the swimmer will probably not repeat the time at the Championship meet. They really don't belong there.

As an Age Group swimmer, our swimmers learn they swim faster at the Championship meet than at any other time during the season. They are prepared for this; they are taught this; we practice this. If a young swimmer goes to the Championship meet and is not properly prepared, the experience is negative and can affect other championships later in his/her swimming career.

We, as coaches, believe that the honor of competing in a Championship meet is earned through consistent practice habits and competitive experience at USS swim meets. There's a big difference between "wanting" to go to the championships and "deserving" to be at the championships. Talent plays a supporting role to commitment.

To insure that all of our swimmers are properly prepared for their championships:

1. Meet attendance and participation throughout the entire season is important. USS meets offer the experience necessary for the championships.
2. Practice habits must be within our recommendations for the group the swimmer trains with. "Consistency" is the key word.

The State Championship is not the ultimate goal. It is a seasonal goal that should lead to Zones, Speedo Sectionals, Senior Nationals, and beyond. Making the "cut off time" is simply a requirement to attend the meet. The goal is to be as prepared as possible and perform to the best of one's ability at the meet. Sometimes swimmers get the "end" and the "means" mixed up.

Swimmers are special people and deserve to have positive experiences as rewards for their dedication and commitment. Let's make sure that parents, swimmers, and coaches, are laying the foundation for the best possible experience at the Championship meet.

Prelims & Finals

Meet Format In a preliminaries and finals meet format, the object of the preliminary swim is to qualify for the evening finals session. If a swimmer places among the top 8 (in an 8 lane pool) after his/her morning swim they then qualify to swim in the Championship finals in the evening session. Some meets also swim a Consolation final. If a swimmer places from 9th - 16th place from preliminaries, he/she qualifies to participate in the Consolation finals in the evening session. In the evening finals session, the Consolation heat is swam first followed immediately by the Championship heat. During the prelims, the results are usually posted within 1/2 hour of the conclusion of the event. If a swimmer does not wish to swim in a final swim he or she may "scratch" the event and not be penalized. This must take place within a half hour of the posting of the preliminary results. Therefore, within approximately 1 hour of the end of an event, a swimmer should know if they have made finals. A swimmer should never leave the meet without making sure if they are a finalist or an alternate. United States Swimming rules dictate that if a swimmer makes a finals event and fails to show up they are barred from participating in the remainder of the meet (individual events and relays). Alternates (the 17th & 18th place swimmers) should check with his/her coach about attending finals.

Circle Seeding

Used only in the prelims of Championship meets with events that have "prelims & finals". This affects only the top 24 seeded swimmers (8 lane pool) which compete in the last 3 heats. All other heats are regular seeding. Circle seeding goes like this: The fastest seeded swimmer will be in the last heat in lane 4. The second fastest swimmer will be in the second to last heat lane 4. The third fastest swimmer will be in the third to last heat lane 4. The fourth fastest swimmer will be in the last heat lane 5 and so on. For an event with 60 swimmers, the seeding would look like this:
 #=swimmers seed in prelims

Example of an event with 60 competitors

	Lane 1	Lane 2	Lane 3	Lane 4	Lane 5	Lane 6	Lane 7	Lane 8
Heat 1			#59	#57	#58	#60		
Heat 2	#55	#53	#51	#49	#50	#52	#54	#56
Heat 3	#47	#45	#43	#41	#42	#44	#46	#48
Heat 4	#39	#37	#35	#33	#34	#36	#38	#40
Heat 5	#31	#29	#27	#25	#26	#28	#30	#32
Heat 6	#21	#15	#9	#3	#6	#12	#18	#24
Heat 7	#20	#14	#8	#2	#5	#11	#17	#23
Heat 8	#19	#13	#7	#1	#4	#10	#16	#22

The finals are seeded like a regular meet as are any events that are swam as timed finals such as relays, distance freestyles and other events most often held on Friday evening as a timed finals session.

Awards & Placings

The swimmers who participate in the championship finals receive awards as listed in the meet information. The swimmers who participate in the consolation finals often do not receive awards, but do score points for the team. One very important thing: Once a swimmer has made the championship final, the worst they can place is 8th, regardless of how slow they may swim in finals. The swimmers who participate in the consolation finals may place no better than 9th (the winner of the heat) regardless how fast they swim. It has been known to happen that the winner of the consolation finals swims a time that would have placed him/her 2nd or 3rd in the championship finals, but the highest he/she can score is 9th. That is why it is important to swim very fast in the morning prelims session to make the championship finals. If a swimmer is disqualified in finals, they do not score points or get awards, however, a non-finals swimmer can not be moved up to score. The place simply is not awarded. Alternates occasionally get to swim and can score the same as any other swimmer.

Receiving Awards in Public

Whenever there is a system of presenting awards at a meet, it is customary for swimmers to be prompt and to cooperate fully with dignity and respect at the presentations. A club uniform is to be worn when accepting the award. It is also customary for J-Hawk Aquatic Club swimmers to be polite and modestly thankful for any awards they receive. It is appropriate to congratulate other swimmers and receive the same with poise and a "thank you". Good sportsmanship is essential. If photos are being taken, we ask the swimmer to remain until the shooting is complete, being sure to cooperate with the photographer. Do not ham it up! The picture may be special to someone else. The image a swimmer presents is a direct reflection of the team.

OUT OF TOWN MEETS

Trips to meets in other cities become an important aspect of a swimmer's career while advancing through the age group ranks. J-Hawk Aquatic Club has established the following policies for the safety of the swimmer and peace-of-mind of parents:

1. Parents are to be responsible for arranging transportation and lodging to away meets, with the exception of Nationals and those competitions so designated. **DO NOT ASK YOUR SWIMMER(S) TO HANDLE THIS JOB.** Oftentimes, a certain hotel will be designated as "team headquarters."
2. Parents are encouraged to attend out-of-town meets with their swimmers and to chaperon other youngsters. These trips can be great fun for parents and swimmers alike. They also are a rare opportunity to participate in a special way in each young swimmer's career.

3. Any swimmer riding in a car is responsible to the parent/driver for his/her behavior and is expected to adhere to the J-Hawk Aquatic Club "Honor Code" at all times.
4. A medical release and emergency telephone number should be given to the parent/driver with whom your swimmer is riding in case emergency medical treatment is required.
5. An appropriate contribution is expected from each passenger in a car to the driver/owner to help defray gasoline and related expenses.

TEAM TRAVEL POLICY

It is important for swimmers to participate in meets both with and without their parents in attendance. This adds to the growth experience a child can gain from competitive swimming, teamwork, and individual initiative. As a swimmer progresses to Speedo Series, Junior and Senior Nationals, oftentimes they attend these meets without his/her parents. It is, therefore, necessary for a swimmer to learn to travel without his/her parents.

1. All J-Hawk Aquatic Club swimmers must travel with the team and stay in the hotel with the team on all team trips.
2. J-Hawk Aquatic Club swimmers must remain with the team for the duration of the trip (including meals and team functions).
3. If a J-Hawk Aquatic Club swimmer would like to return with his/her parents, he/she may leave if his/her meet is over and arrangements were made prior to the start of the trip with a signed permission slip. If arrangements were not made in advance, the swimmer is still responsible for full round-trip transportation costs.
4. The full amount of designated transportation will be collected in advance or billed to accounts. These amounts are not refundable.
5. All release forms must be signed prior to the trip.
6. The "Honor Code" must be followed by all swimmers. Regulations must be followed as set forth by coaches and chaperones.

TEAM TRAVEL FUND POLICY

The team strives to help athletes experience the highest level of achievement. As children reach these levels, expenses increase. The team travel fund has been established to help offset some of these costs. The J-Hawk Team Travel Fund matches the Wisconsin LSC Travel Fund policy. J-Hawk travel funds will only be used, AFTER the LSC funds have been used, and will not exceed the expenses of the trip.

	J-Hawk Reimbursement
Zone Qualifier*	\$100
Speedo Sectional – Individual Competitor*	\$100
Speedo Sectional – Relay Only Competitor*	\$50
Junior National – Individual Competitor	\$300
US Open – Individual Competitor	\$300
US Open – Relay Only Competitor	\$150
US National – Individual Competitor	\$400
US National – Relay Only Competitor	\$200
Olympic Trial Competitor	\$600

*For the summer meets, swimmers can only be reimbursed for either Zones or Speedo Sectionals, not both.

NUTRITION

Reprinted from
 "Training Agenda", a
 USS Sports Medicine and Science Series

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	14-18%

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:

During Training

1. 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. 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.

Pre-event Nutrition

2. 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.

Nutrition During Competition

3. 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.

Nutrition After Competition

4. 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.

Food Choices

The best food choices include a well balanced, mixed diet with choices from each of the four food groups. You can get all the nutrients you need by selecting a variety of foods in the recommended serving size from each of the following food groups:

Food Group	Selections	Servings
MILK	Milk, Cheese, Yogurt, Cottage Cheese, Ice Cream (Vitamins & Protein)	4 or More
MEAT	Meat, Fish, Poultry, Eggs, Beans, Peas, Nuts (minerals & protein)	2 or More
FRUIT & VEGETABLES	Fresh, Frozen, Canned, Dried and Juiced Fruits and Vegetables (Vitamins and Carbohydrates)	8 or More
GRAIN	Cereals, Breads, Rolls, Pasta, Muffins, Pancakes (Carbohydrates and Minerals)	8 or More
	Cakes, Cookies, Pies, Candy	ONLY if you need additional

OTHERS	Soft Drinks, Chips (Carbohydrates and Fat)	calories AFTER selections from above
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Fast Food Nutrition (??)

Yes! "Fast Food" restaurants play an important role in the diets of athletes on the go. Today, these restaurants can provide a viable source of good nutrition--but the choice is yours and selection is critical. Here are some guidelines to make wiser choices:

Menu Adjectives

Fat content must be watched when selecting menu items. If you see one of the following words, try to make another selection:

Fried, Crispy, Breaded, Scampi Style, Creamed, Buttery, Au Gratin, Gravy.

Selection adjectives that are **good** include:

Marinara, Steamed, Boiled, Broiled, Tomato Sauce, In Its Own Juice, Poached, Charbroiled.

Restaurant Choices

Depending on the restaurant you go to, here are some tips when selecting foods:

Mexican - Choose pot beans instead of refried beans and chicken or bean burritos and tostados. Ask for baked, soft corn tortillas instead of deep fried shells. Salsa is fine, but watch your chip intake.

Italian - Pasta with marinara sauce is good but watch alfredo sauces. Pizza, plain or with vegetables, is a good choice. Bread is good (watch the butter). Low-fat italian ices are better than rich dessert choices.

Chinese - Stir fried and steamed dishes, like chicken & vegetables and rice, are good choices. Minimize fried egg roll intake or avoid all together.

Burger Places - Salad bars are great but watch the dressing. Look for grilled burgers, hold the mayonnaise and go light on the cheese. Watch your french fry intake (select a baked potato with a little butter if you can) and go easy on the milk shakes.

Breakfast Cafes - Always ask for butter on the side of pancakes, toast, muffins, etc. Select fresh fruit, juices and whole-grain breads and muffins.

Fast Food Choices

Listed on this page are a partial list of fast foods and their calorie & fat content. When selecting, always go with the low fat choice.

		Calories	Fat (gm)
Breakfast	Juice	80	0
	English Muffin/Butter	186	5
	Scrambled Eggs	180	13
	Ham, Chs., Mushrm		
	Omelet	290	20
	Egg McMuffin	340	20
	French Toast (2 slices)	400	20
	Sausage with Biscuit	467	35
Burgers	Hamburger	262	15
	Cheeseburger	318	20
	Quarter Pound Burger	427	25
	Quarter Pound		
	Cheese-Burger	525	35
	Big Mac	570	40
	Whopper with Cheese	760	50
Chicken	Drumstick	117	5
	Chicken Sandwich	320	10
	Chicken nuggets, 6300	23	
	Chicken Salad Sandwich	386	20

	Chicken Club Sandwich	620	35
Desserts			
	Soft Serve Cone	185	5
	Strawberry Sundae 320	10	
	J-Hawk Sundae	361	10
	Frosty (12 oz)	400	15
	Cherry Pie	260	15
		Calories	Fat(gm)
Fish	Fish Sandwich	450	30
	Seafood Platter	471	35
Pizza (3 slices of 12 inch pizza)			
	Cheese	510	8
	Pepperoni	430	17
Potatoes	Plain, baked	215	0
	Regular Fries	220	15
	Baked, Cheese & Broccoli	541	25
	Baked with Cheese	590	40
Mexican	Taco	179	6
	Beefy Tostado	291	15
	Bean Burrito	343	15
	Taco Salad	390	20
Milk and Milk shakes			
	2% Milk	120	5
	Whole Milk	150	10
	Milk shake	350	10

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 and the next page for wise food choices during training.

	Do	Don't
Breakfast	<p>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 lowfat 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.</p>	<p>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.</p>
Lunch	<p>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.</p>	<p>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.</p>
Dinner	<p>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.</p>	<p>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.</p>
Snacks and Beverages	<p>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 lowfat milk. Drink fruit juices, sparkling waters and plain water. Drink hot ciders, soups and hot chocolate.</p>	<p>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.</p>

TERMS AND CONDITIONS FOR PARTICIPATION**J-Hawk Aquatic Club/Swim Parents Association
(A not-for-profit Corporation)**

1. The yearly club registration fee and United States Swimming (USS) registration fee are not refundable and must be paid prior to the swimmer entering the water. New swimmers to the J-Hawk Aquatic Club may participate for a maximum of one week prior to payment of the registration fees.
2. When a swimmer is moved from one group to another, he/she must pay the monthly fee for the highest group in which they participate.
3. MONTHLY DUES ARE TO BE PAID BY THE THIRD (3RD) DAY OF THE MONTH. IF ARRANGEMENTS HAVE NOT BEEN MADE, NONPAYMENT OF MONTHLY DUES PAST THE DUE DATE, WHICH IS THE THIRD (3RD) DAY OF THE MONTH, WILL NECESSITATE NON-PARTICIPATION FOR THE SWIMMER(S) UNTIL PAYMENT IS MADE, OR ARRANGEMENTS ARE MADE.
4. Meet entry fees are in addition to the monthly dues. Families should try to keep a positive balance of \$50 in their escrow account. Any family over the balance limit will necessitate non-participation, in meets, for the swimmer(s) until payment is made (balance limit: \$100 negative balance for 2 or less children, and a \$200 negative balance for families of 3 or more children). All outstanding escrow balances must be paid in full, before the start of the next J-Hawk session. Swimmers will not be allowed to participate at practices until this balance is paid.
5. Should a swimmer decide to discontinue participation in the program with the J-Hawk Aquatic Club, the monthly dues for the month of which he/she swims any portion thereof and any outstanding fees are considered an obligation to the J-Hawk Aquatic Club, and are payable upon termination of participation.
6. IF A FAMILY HAS A CHILD COMPETING IN A HOME MEET (FALL STARTER, WINTER THAW, OR 8&UNDER ALL-STAR), THAT FAMILY IS REQUIRED TO PROVIDE A WORKER. FAILURE TO COMPLY, WILL RESULT IN A TWENTY FIVE (\$25) FEE, PER MISSING SESSION, WHICH WILL BE ADDED TO YOUR TEAM FEES.
7. EACH FAMILY IS REQUIRED TO BRING THEIR ASSIGNED FOOD LIST, TO EACH FUNDRAISING EVENT (SWIM MEETS AND TRIATHLONS). FAILURE TO COMPLY, FOR ANY EVENT, WILL RESULT IN A FIFTY (\$50) FEE, FOR THAT EVENT, WHICH WILL BE ADDED TO YOUR TEAM FEES.
8. EACH FAMILY IS REQUIRED TO WORK THE EARLYBIRD AND LATEBIRD TRIATHLON. FAILURE TO COMPLY, WILL RESULT IN A SEVENTY-FIVE DOLLAR (\$75.00) OR ONE HUNDRED FIFTY DOLLAR (\$150) FEE, WHICH WILL BE ADDED TO YOUR TEAM FEES (based upon number of swimmers on the team).
9. EACH FAMILY IS REQUIRED TO WORK THE 8&UNDER ALL-STAR MEET.
10. ALL FAMILIES ARE REQUIRED TO PARTICIPATE IN SALES FUNDRAISERS OR BUYOUT THE REQUIRED FIFTY DOLLAR (\$50) PER SESSION FUNDRAISING BALANCE. Several options will be given. Please sell as much as possible.
11. Each parent and swimmer is responsible for reading and understanding the contents of the "J-Hawk Aquatic Club Handbook".
12. Any checks returned to the J-Hawk Aquatic Club for Non-Sufficient Funds will be subject to a \$15.00 additional handling charge.

I understand and agree to the above terms and conditions of the J-Hawk Aquatic Club in exchange for the privilege of my child(ren), registered with this form, to participate in the activities and swimming program of the J-Hawk Aquatic Club.

(Signature of Parent or Guardian) _____

**J-HAWK AQUATIC CLUB
BOARD OF DIRECTORS**

2003-2004 ROSTER

President: Cheri Zimdars
Address: N569 Fremont Rd
 Whitewater, WI 53190
Phone: (262) 473-1800
E-Mail: j_hawkswim@sbcglobal.net

Vice-President: Nancy Meister
Address: 1285 N. Parker Drive
 Janesville, WI 53545
Phone: (608) 752-0254
E-Mail:

Secretary: Mike Domitrz
Address: 3951 S. 50th Street
 Milwaukee, WI 53220
Phone: (414) 329-9820
E-Mail: mike@domitrz.com

Treasurer: Joseph Domitrz
Address: 1644 W. Wildwood Rd
 Whitewater, WI 53190
Phone: (262) 472-9297
E-Mail:

**SWIM PARENTS ASSOCIATION
BOARD OF DIRECTORS**

2005-2006 ROSTER

Co-President: Nancy Schneider
Address: 963 Nantucket Drive
 Janesville, WI 3545
Phone: (608) 754-0298
E-Mail: rschneider@jvl.net

Vice-President: Patty Snyder
Address: 354 S. Elkhorn Rd.
 Whitewater, WI 53190
Phone: (262) 473-6057
E-Mail: snyderp@charter.net

Secretary: Jeannine Kincade
Address: 9526 N. Trescher Rd
 Milton, WI 53563
Phone: 608-868-7947
E-Mail: kincade@ticon.net

Treasurers: Mike & Staci Haney
Address: 41 W. High Street
 Milton, WI 53563
Phone: (608) 868-3440
E-Mail: mhaney@charter.net

J-HAWK AQUATIC CLUB OFFICE
N569 Fremont Rd
Whitewater, WI 53190
(262)473-1800
j_hawkswim@sbcglobal.net

HONOR CODE

The following code is in effect throughout the year. Some of the items refer specifically to team travel. Additionally, anyone who, in the opinion of the coach or coaches, acts in a manner that would interfere with the travel objectives listed below, will be subject to immediate return home (at the expense of the parent and/or swimmer) and other punishments including barring from future travel meets or other competition or dismissal from the team.

The J-Hawk Aquatic Club will seek out of town swimming competition for the following reasons:

- A) different individual competitions;
- B) a higher quality of competition;
- C) experience in trial/finals competition;
- D) conditions conducive to exceptional performances.

1. J-HK may travel as a team to these meets and everyone is expected to behave in an exemplary manner. The reputation of J-HK, as well as the other athletes with you, is dependant on your behavior.
2. The coaching staff holds the final word on any rules, regulations, or disciplinary action.
3. The consumption or purchase of alcohol, smoking or chewing tobacco, or use of any other illegal drug or substance of any kind will not be allowed. In addition, any team member found or suspected to be in the presence of others (regardless of team affiliation) partaking in any of the above activities will be subject to the same punishments and probable expulsion from J-HK. Any swimmer suspected of such activity will appear before a review committee composed of the senior team coach, the head age group coach, the club president, and two other J-HK board members.
4. At no times will male and female athletes be in the same room together with the door closed. This applies to J-HK members or members of any other team.
5. No team meetings may be missed. Be punctual to all meetings and warm-up times.
6. No team member may be out of their room after the assigned bed time. Permission must be obtained from the coach to leave the room past this time.
7. Any damages or thievery incurred at a motel will be at the expense of the swimmers assigned to that room, and further disciplinary action will be taken. No loud or boisterous behavior will be tolerated in the hallways or public areas, and such behavior should be kept to a minimum in your rooms. Make all long distance calls on a credit card or collect.
8. All team members will be polite in restaurants. Leave a 20% tip. If there has been a problem with the service, see the coach.
9. Agree to follow the rules about practice and meet behavior in the team handbook.

I recognize my responsibility to abide by the rules and requirements of the J-Hawk Aquatic Club Team I am representing and I acknowledge that I have received and read such.

Swimmer _____
Parent _____

Dated _____
Dated _____

GLOSSARY

A Glossary of those strange and wacky words we use in the sport of swimming. Parents! 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".

"A"	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.
"AA"	Time classification for a swimmer. .01 faster than "A" time standard.
"AAA"	Time classification for a swimmer. .01 faster than the "AA" time standard.
"AAAA"	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.
A-Meet	Swim meet which requires swimmers to have previously achieved an "A" time standard in the events they wish to enter.
A-B Meet	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.
A-B-C	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.
Add Up	Aggregate Time - times achieved by 4 swimmers in individual events which are added together to arrive at a provable relay entry time.
Admission	Certain swim meets charge for spectators to view the meets. These are usually the larger more prestigious meets. Sometimes the meet program (heat sheet) is included in the price of admission.
Age Group	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.
Alternate	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.
Anchor	The final swimmer in a relay.
Approved Meet	Swim meets conducted by organizations (other than USS member clubs or LSC's) that have applied to USS or the local LSC for approval. If approval is granted, swimmers may use times achieved as USS qualifying times. A USS official must be present at all sessions of the meet. Approval does not mean Sanctioned.
ASCA	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"	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.
"BB"	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-Meet	Swim meet which requires swimmers to have previously achieved a "B" time standard in the events they wish to enter. Some meets have no bottom cut time allowing "C" swimmers also to compete.
B-C Meet	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.
Backstroke	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)
Banner	A team sign that is displayed at swim meets. Banners are usually made from nylon material and carry the Team Logo and possibly the name of a popular team sponsor. Some size restrictions are enforced at certain meets.
Beep	The starting sound from an electronic, computerized timing system.
Finals	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.
Blocks	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.
Bonus Heat	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 an extra heat in addition to Consolation finals.
Bottom	The floor of the pool. Bottom depths are usually marked on the walls or sides of the pool.
Breaststroke	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)
Staging Area	The area where swimmers wait to receive their lane and heat assignments for a swimming event. Area is usually away from the pool and has rows of chairs for the swimmers to sit.
Butterfly	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)
Backup Button	The manual Timing System stopping device that records a back-up time in case the touch pad malfunctioned. The button is at the end of a wire, plugged into a deck terminal box. There are usually 3 buttons per lane. It is the timers responsibility to push the button as the swimmer finishes the race.
Camp	A swimming function offered by USS, your LSC, or a USS coach. There are many types of camps for just about every level of swimmer. When selecting a camp, ask for your coaches advice as to what will be the best for the swimmer, or call USS swimming for details on the many camps they offer.
Cap	The latex or lycra covering worn on the head of swimmers. The colors and team logo's adorning these caps are limitless. National Caps, State Team Caps, award caps, plain practice caps, etc.
Car pool	The major transportation service provided by parents of a swim club, to shuttle swimmers to and from practices.
Cards	A card that is either handed to the swimmer in the bull pen or given to the timer behind the lane. Cards usually list the swimmers name, USS number, seed time, event number, event description, and the lane and

	heat number the swimmer will swim in. Backup times are written on these cards. Each event has a separate card.
Carbohydrates	The main source of food energy used by athletes. Refer to a Nutritional Manual for more information.
Championship Meet	The meet held at the end of a season. Qualification times are usually necessary to enter meet.
Championship Finals	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.
Check-In	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.
Check-Out	The parents job at the motel. This is listed here to remind parents to request "Late Check Out" times if offered at no charge by the motel. This makes the last day of the meet a little less hectic.
Chlorine	The chemical used by most pools to kill the bacteria in water and keep it clear and safe to swim in.
Circle Seeding	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. (Ie) Lane 4 in the final 3 heats. See rule book for exact method for seeding depending on the lanes in the pool.
Club	A registered swim team that is a dues paying member of USS and the local LSC.
Code	A set of rules that have been officially published.
Code of Ethics	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.
Colorado	A brand of automatic timing system.
Consolation Finals	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.
Convention	United States Aquatic Sports annual, week long, meeting where all rules changes are decided and working committees are established. Representatives are sent by each LSC to make up the voting body.
Course	Designated distance (length of pool) for swimming competition. (Ie) Long Course = 50 meters / Short Course = 25 yards or 25 meters.
Deadline	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.
Deck	The area around the swimming pool reserved for swimmers, officials, and coaches. No one but an "authorized"USS member may be on the deck during a swim competition.
Deck Entries	Accepting entries into swimming events on the first day or later day of a meet.
Deck Seeding	Swimmers report to a bull pen or staging area and receive their lane and heat assignments for the events.
Dehydration	The abnormal depletion of body fluids (water). The most common cause of swimmers cramps and sick feelings.
Developmental	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.
Distance	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).

Disqualified	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.
Dive	Entering the water head first. Diving is not allowed during warmups except at the designated time, in specific lanes that are monitored by the swimmers coach.
Diving Well	A separate pool or a pool set off to the side of the competition pool. This pool has deeper water and diving boards/platforms. During a meet, this area may be designated as a warm-down pool with proper supervision.
Division I-II-III	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.
Double Dual	Type of swim meet where three teams compete in dual meets against each other, at the same time. Separate Meet scores would be kept for Team A vs. Team B, Team A vs. Team C, and Team B vs. Team C.
Dual Meet	Type of meet where two (2) teams/clubs compete against each other.
Draw	Random selection by chance.
Dropped Time	When a swimmer goes faster than the previous performance they have "dropped their time".
Dryland	The exercises and various strength programs swimmers do out of the water.
Dry Side	That part of the Code book (rule book) that deals with the "Administrative" Regulations of Competition.
Entry	An Individual, Relay team, or Club roster's event list into a swim competition.
Entry Chairperson	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.
Entry Fees	The amount per event a swimmer or relay is charged. This varies depending on the LSC and type of meet.
Entry Limit	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.
Electronic Timing	Timing system operated on DC current (battery). The timing system usually has touchpads 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.
Eligible to compete	The status of a member swimmer that means they are registered and have met all the requirements.
Equipment	The items necessary to operate a swim practice or conduct a swim competition.
Event	A race or stroke over a given distance. An event equals 1 preliminary with its final, or 1 timed final.
False Start	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.
False Start Rope	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.

Fastest to Slowest	A seeding method used on the longer events held at the end of a session. The fastest seeded swimmers participate in the first heats followed by the next fastest and so on. Many times these events will alternate one girls heat and one boys heat until all swimmers have competed.
Fees	Money paid by swimmers for services. (Ie) Practice fees, registration fee, USS membership fee, etc.
FINA	The international, rules making organization, for the sport of swimming.
Finals	The final race of each event. See "Big Finals", "Consolation Finals", "Timed Finals", etc.
Final Results	The printed copy of the results of each race of a swim meet.
Fine	The monetary penalty assessed a swimmer or club when a swimmer does not achieve the necessary time required to swim in an event, and cannot prove they have done the time previously.
Fins	Large rubber fin type devices that fit on a swimmers feet. Used in swim practice, not competition.
Flags	Pennants that are suspended over the width of each end of the pool approximately 15 feet from the wall.
Format	The order of events and type of swim meet being conducted.
Fund Raiser	A money making endeavor by a swim team/club usually involving both parents and swimmers.
Freestyle	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)
Goals	The short and long range targets for swimmers to aim for.
Goggles	Glasses type devices worn by swimmers to keep their eyes from being irritated by the chlorine in the water.
Gun	The blank firing pistol used by the starter to start the races.
Gun Lap	The part of a freestyle distance race (400 meters or longer) when the swimmer has 2 lengths plus 5 yards to go. The starter fires a gun shot over the lane of the lead swimmer when swimmer is at the backstroke flags.
Handbook	A reference manual published by teams/clubs and LSC's or other swimming organizations.
Hats	See "caps".
Headquarters	The motel designated by the meet host. Usually, hospitality rooms and meetings relating to the meet will be held at this location. Many times this motel is one of the sponsors of the meet.
Heats	A division of an event when there are too many swimmers to compete at the same time. The results are compiled by swimmers time swam, after all heats of the event are completed.
Heat Award	A ribbon or coupon given to the winner of a single heat at an age group swim meet.
Heat Sheet	The pre-meet printed listings of swimmers seed times in the various events at a swim meet. These sheets vary in accuracy, since the coaches submit swimmers times many weeks before the meet. Heat sheets are sold at the admissions table and are used mainly to make sure the swimmer has been properly entered in all the events they signed up for. Parents enjoy looking at the seedings prior to the race plus swimmers can tell the order the events will be conducted and get a rough idea how long the meet sessions will last.
High Point	An award given to the swimmer scoring the most points in a given age group at a swim meet. All meets do not offer high point awards; check the pre meet information.
HOD	House of Delegates. The ruling body of an LSC composed of the designated representative of each club plus the board of directors (BOD) of the LSC. One vote per club and board member.

Horn	A sounding device used in place of a gun. Used mainly with a fully automatic timing system.
WIAA	Wisconsin High School Athletic Association
Illegal	Doing something against the rules that is cause for disqualification.
IM	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.
Insurance	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.
Interval	A specific elapsed time for swimming or rest used during swim practice.
Invitational	Type of meet that requires a club to request an invitation to attend the meet.
Jump	An illegal start done by the 2nd, 3rd, or 4th member of a relay team. The swimmer on the block breaks contact with the block before the swimmer in the water touches the wall.
Juniors	A USS National Championship meet for swimmers 19 years old or less. Qualification times are necessary. National Meets are conducted both short course (in March) and long course (in August).
Jr/Sr Camp	A training and information camp sponsored by the LSC for those swimmers registered in the LSC who National Camp qualified for USS Junior or USS Senior Nationals.
Kick	The leg movements of a swimmer. A popular word to "yell" to encourage swimmers during a race.
Kick Board	A flotation device used by swimmers during practice. A lightweight object used with great accuracy by coaches.
Lane	The specific area in which a swimmer is assigned to swim. (Ie) Lane 1 or Lane 2. Pools with starting blocks at only one end: As the swimmers stand behind the blocks, lanes are numbered from Right (lane 1) to Left (Lane 6).
Lane Lines	Continuous floating markers attached to a cable stretched from the starting end to the turning end for the purpose of separating each lane and quieting the waves caused by racing swimmers.
Lap	One length of the course. Sometimes may also mean down and back (2 lengths) of the course.
Lap Counter	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.
Late Entries	Meet entries from a club or individual that are received by the meet host after the entry deadline. These entries are usually not accepted and are returned to sender.
Leg	The part of a relay event swam by a single team member. A single stroke in the IM.
Length	The extent of the competitive course from end to end. See lap.
Long Course	A 50 meter pool.
LSC	Local Swim Committee. The local level administrative division of the corporation (USS) with supervisory responsibilities within certain geographic boundaries designated by the Corporation
Lycra	A stretch material used to make competitive swim suits and swim hats.

Malfunction	A mechanical or electronic failure - not a human failure by the swimmer.
Mark	The command to take your starting position.
Marshall	The adult(s) (official) who control the crowd and swimmer flow at a swim meet.
Medals	Awards given to the swimmers at meets. They vary in size and design and method of presentation.
Meet	A series of events held in one program.
Meet Director	The official in charge of the administration of the meet. The person directing the "dry side" of the meet.
Meters	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.
Mile	The slang referring to the 1500 meter or the 1650 yard freestyle, both of which are slightly short of a mile.
Nationals	USS senior or junior level meets conducted in March/April and August. See Senior or Junior Nationals.
Natatorium	A building constructed for the purpose of housing a swimming pool and related equipment.
NCAA	National Collegiate Athletic Association
Newsletter	A written communication published by a club or association.
NGB	National Governing Body
Non-Conforming Time	A short course time submitted to qualify for a long course meet, or vice versa.
Novelty Meet	A meet that does not fall into a specific category because of limited events, sessions, or age brackets.
Novice	A beginner or someone who does not have experience.
NRT	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.
NT	No Time. The abbreviation used on a heat sheet to designate that the swimmer has not swam that event before.
Nutrition	The sum of the processes by which a swimmer takes in and utilizes food substances.
Nylon	A material used to make swim suits.
Officials	The certified, adult volunteers, who operate the many facets of a swim competition.
Olympic Trials	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.
Omega	A brand of automatic timing system.
OT	Official Time. The swimmers event time recorded to one hundredth of a second (.01).
OTC	Olympic Training Center in Colorado Springs, Colorado.
OVC	Official Verification Card. A 3 copy form for certifying a national qualifying time made by a swimmer and issued only by a verification official of the area in which the meet was held.
Open Competition	Competition which any qualified club, organization, or individual may enter.

Parka	Large 3/4 length fur lined coats worn by swimmers. Usually are in team colors with logo or team name.
Pace Clock	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.
Paddle	Colored plastic devices worn on the swimmers hands during swim practice.
Pelican Pete	The "Safety Mascot" of USS swimming.
Plaque	A type of award (wall plaque) given to swimmers at a meet.
Pool	The facility in which swimming competition is conducted.
Positive Check In	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.
Practice	The scheduled workouts a swimmers attends with their swim team/club.
Prelims	Session of a Prelims/Finals meet in which the qualification heats are conducted.
Prelims-Finals	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.
Pre-seeded	A meet conducted without a bull pen in which a swimmer knows what lane and heat they are in by looking at the Meet heat sheet, or posted meet program.
Proof of Time	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.
Psyche Sheet	Another name for a "Heat Sheet" or meet program.
Pull Buoy	A flotation device used for pulling by swimmers in practice.
Qualifying Times	Published times necessary to enter certain meets, or the times necessary to achieve a specific category of swimmer. See "A" "AA" (etc.) times.
Race	Any single swimming competition. (Ie) preliminary, final, timed final.
Ready Room	A room pool side for the swimmers to relax before they compete in finals.
Recall Rope	A 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.
Referee	The head official at a swim meet in charge of all of the "Wet Side" administration and decisions.
Registered	Enrolled and paid as a member of USS and the LSC.
Relays	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.
Rest Area	A designated area (such as a gymnasium) that is set aside for swimmers to rest during a meet.
Ribbons	Awards in a variety of sizes, styles, and colors, given at swim meets.

Safety	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.
Sanction	A permit issued by an LSC to a USS group member to conduct an event or meet.
Sanction Fee	The amount paid by a USS group member to an LSC for issuing a sanction.
Schedule	USS or LSC list of meets with dates, meet host, meet location, type of meet, and contacts address and phone.
Scratch	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.
Seed	Assign the swimmers heats and lanes according to their submitted or preliminary times.
Seeding	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.
Senior Meet	A meet that is for senior level swimmers and is not divided into age groups. Qualification times are usually necessary and will vary depending on the level of the meet.
Senior	A USS National Championship meet for swimmers of any age as long as the qualification times are met.
Senior Nationals	Nationals are conducted long course in the spring (usually in late March) and in the summer (usually in late July or August).
Session	Portion of meet distinctly separated from other portions by locale, time, type of competition, or age group.
Shave	The process of removing all arm, leg, and exposed torso hair, to decrease the "drag" or resistance of the body moving through the water. Used only by Seniors at very important (Championship) meets.
Short Course	A 25 yard or 25 meter pool.
Simultaneously	A term used in the rules of butterfly and breaststroke, meaning at the same time.
Splash	United States Swimming newsletter that is mailed bi-monthly.
Split	A portion of an event, shorter than the total distance, that is timed. (1e) 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.
Stations	Separate portions of a dryland or weight circuit.
Start	The beginning of a race. The dive used to begin a race.
Starter	The official in charge of signaling the beginning of a race and insuring that all swimmers have a fair takeoff.
Still Water	Water that has no current caused by a filter system or no waves caused by swimmers.
State	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.
State Qualifier	A swimmer who has made the necessary cut off times to enter the State meet.
Stand-up	The command given by the Starter or Referee to release the swimmers from their starting position.

Step-Down	The command given by the Starter or Referee to have the swimmers move off the blocks. Usually this command is a good indication everything is not right for the race to start.
Stroke	There are 4 competitive strokes: Butterfly, Backstroke, Breaststroke, Freestyle.
Stroke Judge	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.
Submitted Time	Times used to enter swimmers in meets. These times must have been achieved by the swimmer at previous meets.
Suit	The racing uniform worn by the swimmer, in the water, during competition. The three most popular styles/types of suits worn are: Nylon, Lycra, Paper.
Swim-off	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.
Swimming World	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.
Taper	The resting phase of a senior swimmer at the end of the season before the championship meet.
Team	USS Registered club that has the right to compete for points.
Team Records	The statistics a team keeps, listing the fastest swimmer in the clubs history for each age group/each event.
Timed Finals	Competition in which only heats are swum and final placings are determined by the those times.
Time Standard	A time set by a meet or LSC or USS (etc) that a swimmer must achieve for qualification or recognition.
Timer	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.
Time Trial	An event or series of events where a swimmer may achieve or better a required time standard.
Top 10	A list of times compiled by the LSC or USS or Swimming World that recognizes the top number of swimmers Top 16 in each age group (boys & girls) in each event and distance.
Touch Out	To reach the touchpad and finish first in a close race.
Touch Pad	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.
Transfer	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.
Travel Fund	A sum of money set aside for a swimmer to use for travel expenses and entry fees to specified meets.
Tri-meet	A meet with 3 team competing.
Trophy	Type of award given to teams and swimmers at meets.
Unattached	An athlete member who competes, but does not represent a club or team. (abbr. UNA)
Uniform	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.
Unofficial Time	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.

USS	The governing body of swimming. United States Swimming.
USS Number	A 12 part number assigned to a swimmer after they have filled out the proper forms and paid their annual dues. The first three parts include the two letter abbreviation for the LSC (Local Swim Committee) and the registration year. The next three parts are letters standing for the first initial of: Last Name/First Name/Middle Name in that order. The last 6 parts are numbers of swimmers birthdate: Day/Month/Year using zeros as place holders. For example: USS# for swimmer Kent Michael Nelson, a member of Wisconsin Swimming, registering for the 1993/94 year and born Aug.27, 1976 = IN4NKM082776.
USOTC	United States Olympic Training Center located in Colorado Springs, Colorado.
Vertical	At right angle to the normal water level.
Vitamins	The building blocks of the body. Vitamins do not supply energy, but are necessary for proper health.
Warm-down	The loosing a swimmer does after a race when pool space is available.
Warm-up	The practice and loosing session a swimmer does before the meet or their event is swum.
Watch	The hand held device used by timers and coaches for timing a swimmers races and taking splits.
Water	For the purpose of filling swimming pools and swimmers drinking to properly hydrate themselves.
Weights	The various barbells / benches / machines used by swimmers during their dryland program.
Whistle	The sound a starter/referee makes to signal for quiet before they give the command to start the race.
Work Out	The practice sessions a swimmer attends.
Yards	The measurement of the length of a swimming pool that was built per specs using the American system. A short course yard pool is 25 yards (75 feet) in length.
Yardage	The distance a swimmer races or swims in practice. Total yardage can be calculated for each practice session.
Zones	The country is divided up into 4 major zones: Eastern - Southern - Central - Western. At the end of the long course season (in August) the Zone Administration sponsors a championship age group meet.