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INTRODUCTION

This handbook has been prepared to explain what New Caney Aquatic Team is, how it is associated with USA Swimming, and to outline various policies that affect all swimmers/parents. All families should read this handbook so that they may become familiar with important facts and rules of the club.

TEAM HISTORY

New Caney Swim Club was formed in 1998 by Brad Griffith with the stated purpose of making available to the families of **New Caney ISD** and surrounding areas a supervised, comprehensive, competitive aquatic club for the physical, social, and emotional development of its participating members. In 2006 the team became a board run and owned team.

New Caney Aquatic Team is a registered member of USA Swimming (USAS), the national organization responsible for supervising the training of the nation's amateur swimmers. USA Swimming not only enables our young swimmers to have access to some of the best coaching and educational material available but also offers them the opportunity to compete at a level compatible with their interest and abilities. NCAT swimmers train year round and compete in USA Swimming sanctioned meets at the local and state level. All local meets are operated under rules adopted by Gulf Swimming (GULF), the governing body for competitive swimming in the southeast portion of the state of Texas, and USAS.

COACHING PHILOSOPHY

The coaching philosophy of NCAT is quite simple: to create an atmosphere where swimming is safe, fun, and productive for swimmers of every ability level. The coaching staff of NCAT strongly believes that the basic foundation for every successful swimmer is a love for the sport of swimming.

The coaches try to nurture this philosophy by developing each swimmer at their own pace. Beginning swimmers are taught to have fun while learning the four basic competitive strokes. As each swimmer matures and becomes more serious so too does the level of coaching. In addition, as a swimmer moves from one practice team to the next the duration and intensity of each workout is increased and more emphasis is placed upon refining technique, race strategy, and motivation.

The coaches believe that by following this progression NCAT will be developing swimmers that will have a long and successful relationship with the sport of swimming.

COACHING STAFF

The coaching staff of NCAT all possess training and experience in the physiology and psychology of adolescent development and are registered USA Swim coaches.

HEAD COACH - Jeff Helms

ASSISTANT COACH -

ASSISTANT COACH -

COACH'S RESPONSIBILITIES

The coach's job is to supervise the entire competitive swim program. NCAT coaching staff is dedicated to providing a program for swimmers that will enable them to learn the value of improving oneself - "to be the best you can be." Therefore, the coaches must be in total control in matters affecting training and competition.

- The coaches are responsible for placing swimmers in practice teams. When it is in the best interest of the swimmer, he/she will be placed in a more challenging practice team by the coach.
- Training regimen and stroke instruction is the responsibility of the coaching staff. Each practice team will receive training and instruction, which is geared to the specific goals of that practice team.
- The coaching staff makes final decisions about which meets NCAT swimmers may attend.
- At meets, the coaching staff will conduct and supervise warm-up procedures for the team. After each race, the coaches will offer constructive comments regarding the swimmers performance.
- Only the coaching staff can build a relay team.

PRACTICE TEAMS

Swimmers are assigned by the coaching staff to one of the NCAT practice teams based upon a number of criteria, including:

- Ability / performance level
- Commitment level / work ethic
- Age
- Maturity level

Training sessions are the most important aspect of competitive swimming. Consistent training is needed to progress through the classes of swimmers. It is important that each swimmer attends as many practices as possible in order to derive the full benefits of the program.

SENIOR

This is the most serious practice team. Swimmers should be aiming for Sectionals, Junior Nationals and Senior Nationals. This training team is extremely intense and only those swimmers with a very strong work ethic and the highest standards for themselves should be involved. These swimmers should be "A" level swimmers. Dry land work and weight training are done throughout the year. Practices are two hours long with six practices offered a week. Swimmers are expected to attend all of their scheduled workouts and to compete regularly.

GULF

This is the beginning of more serious training. Swimming becomes primary activity and distance training is introduced. The swimmers on this practice team should be aiming for *Gulf Champs* and *TAGS* time cuts and should be "A"/"BB" level swimmers. A dry land training program is introduced. Practices are two hours long with six practices offered a week. Swimmers are expected to attend five workouts per week and to compete regularly in meets.

SWIMMER'S TRAINING RESPONSIBILITIES

As a swimmer's level of swimming ability increases so does his/her responsibility. 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, fins, etc.) to workouts. It is the swimmer's responsibility to make sure these items are properly adjusted and that spares are available. Equipment adjustment and repair is disruptive and will not be accepted as an excuse to miss part of a training session.

PRACTICE AND ATTENDANCE POLICIES

The following guidelines are to inform parents and swimmers of the coach's policies regarding practice.

1. Each practice team has specific attendance requirements appropriate for the objectives of that practice team. The higher the practice team, the higher the expectation is for attendance. NCAT does encourage younger swimmers to participate in other activities, but as a general rule, the least possible interruption in the training schedule will produce the greatest amount of success.
 2. For the swimmer's protection, they should arrive on the school grounds no earlier than 15 minutes prior to their workout time. They should also be picked up no later than 10 minutes after their practice is over. Please be aware, at times we are not the only group utilizing the locker room. Children should be supervised at all times after they leave the pool.
 3. Plan to stay the entire practice. Usually announcements are made at the end of each practice. Swimmers who need to leave early need to inform their coach before practice begins.
 4. Occasionally, practices may be changed or canceled due to pool priority procedures. While on school grounds, the swimmers are the responsibility of the coaching staff. During practice sessions, swimmers cannot leave the pool area. If any swimmer must complete homework either before practice or after practice, he/she must do their homework in the pool area.
 5. Parents are allowed to observe practice. However you must remain in the bleacher above the bathrooms. Any parent who is disruptive during practice will be asked to leave the pool area.
 6. **The diving boards are strictly off limits.**
 7. **Parents are not allowed to communicate with swimmers during practice unless it is an emergency.** This is distracting to the swimmer, coach and team.
 8. If a parent needs to speak to the coach the preferable time is after practice.
 9. Swimmers should respect the coach on duty, **regardless** of which coach is on duty.
- As a USA swimmer you are expected to perform your best at every practice.

LANE ETIQUETTE

1. All swimmers are responsible for knowing where they are in a set.
2. During practice we circle swim: down on the right, back on the left.
3. Practice how you want to race. Consider the little things, streamline, hand entry etc.
4. Leave wall at designated time. The second swimmer (and beyond) should leave 5 seconds after the preceding swimmer leaves the wall.

REASSIGNMENT PROCEDURES

As the swimmer's commitment level and abilities change, practice team reassignments may occur at the discretion of the coaching staff. If the swimmer is not meeting the goals and expectations of their practice team they may be moved to a less demanding practice team.

A reassignment will take place when all of the following procedures occur:

1. The swimmer's coach decides the athlete meets the criteria of another practice team.
2. Parents agree that they and the swimmer can meet the commitment level of the new practice team.
3. The athlete tries out the new practice team.
4. Parents pay the new rate of monthly dues.

SWIMMER SUPPLIES

The NCAT team suit identifies each swimmer as a NCAT swimmer during swim meets. This suit should be worn at meets only. Swimmers should have a separate suit to use for practice. Only NCAT swim caps will be allowed at meets. Team swimsuits and caps provide team recognition. It also helps coaches and parents recognize and cheer for NCAT swimmers. Silicone NCAT swim caps will be available for purchase. NCAT t-shirts are provided to registered swimmers (until supplies run out). Other NCAT merchandise may be available for purchase. All swimmers, as well as parents, are encouraged to wear NCAT clothing at meets.

WHY WE WEAR NCAT CLOTHES

1. So that other swimmers on our team can more easily locate us.
2. Showing other teams around us which team we represent.
3. Family, friends and spectators know which team you represent.
4. Coaches can more easily locate you, in the event they need to speak to you prior to or just after your race.

Required equipment list:

Gold - goggles, fins, kickboard, pull buoy

Gulf/Senior - goggles, fins, kickboard, pull buoy, paddles

TRAINING SEASON

The swim year is divided into two seasons. The winter, or short course season, runs from September to March. Workouts and meets are held in 25-yard pools. Competition begins in October and ends with State and National competitions in March. The summer, or long course season, runs from April through August.

*****NOTE: NCAT will be observing the NCISD school calendar.**

REGISTRATION AND FEES

Prior to beginning training with NCAT, the following must be completed for each swimmer:

- New Caney Aquatic Team Registration Form
- Swimmer/Parent Code of Conduct
- USA registration

NCAT registration forms provide the coaches with vital information to ensure the safety and care of each swimmer.

NCAT REGISTRATION FEE

The NCAT registration fee is \$50. This fee covers registration and t-shirt.

USA REGISTRATION FEE

USA registration fee is \$67.00. Each swimmer is required to register with USA Swimming through our local swim committee, Gulf Swimming, even if the swimmer does not intend to compete at USA Swimming sanctioned meets. Registering with Gulf Swimming provides insurance for the swimmer at practice and at meets. Gulf Swimming members also receive periodic information about national level swimmers, events, training, and summer swim camps.

Swimmers will not be allowed into the water until the NCAT registration AND USA registration form is completely filled out and appropriate fees are paid. The NCAT Registrar will be registering each swimmer with USA Swimming within 30 days of paying this fee. A USA Swimming membership card will be given to your swimmer when it is received by the team.

PRACTICE DUES

The practice group training dues are paid monthly.
Practice dues are as follows:

Practice Group	Monthly Dues
Gold	\$90.00
Gulf/Senior	\$110.00

Training dues are payable by the 5th. You are responsible for the entire dues regardless of how many days your child swims. ***The monthly dues amount will remain the same regardless of how many practice days are offered each month.*** Checks should be made payable to NCAT and dropped in the NCAT box on the pool deck.

If dues are not received by the 5th day of the month, a \$10.00 late fee will be assessed, after the 8th day of the month the swimmer will not be allowed to swim until all fees are current.

If you decide to take off time from swimming with NCAT fees are still payable until such a time you resign from the team. The exception to this would be an ***extended*** medical issue that prevents a swimmer from participating. The team manager would need a note from a healthcare provider stating the length and reason for absence. Upon return to the team, a release from the doctor stating the swimmer is able to resume the rigorous practice schedule.

Monthly dues will only be prorated for NEW swimmers joining in the middle of the month.

Any check returned for NSF is subject to a \$25.00 fee. A second offense will require cash payments.

REFUND POLICY

The NCAT registration fee is not refundable.

RECRUITING NEW SWIMMERS

Make sure that you do not try to recruit a swimmer from another USA swim team (like Blue Tide) because our team could face recruitment penalties. However, if they approach you and start asking questions, then it is all right to tell them about our GREAT team!

COMPETITIVE STROKES

FREESTYLE

In the freestyle, the competitor may swim any stroke he or she wishes. The usual stroke used is the Australian Crawl. This stroke is characterized by the alternate overhand motion of the arms and a flutter kick, which can be either a six-beat-per stroke or two-beat-per-stroke cycle rhythm. The slower two-beat kick is used in the distance races, while the faster, six-beat kick is used in the sprint events and at the very end of the distance races. In all U.S. Swimming and FINA competition, each swimmer's head must surface within 15 meters of the start of the race.

BACKSTROKE

START: The swimmers shall line up in the water facing the starting end, with both hands placed on the gutter or on the starting grips. Prior to the starting signal, the swimmers feet, including the toes, shall be placed under the surface of the water, where they shall remain until the starting signal. Standing in or on the gutter or bending the toes over the lip of the gutter before or after the start is prohibited. **STROKE:** The swimmer shall push off on his back and continue swimming on the back throughout the race. Some part of the swimmer must break the surface of the water throughout the race, except it shall be permissible for the swimmer to be completely submerged during the turn and for a distance of not more than 15 meters (16.4 yards) after the start and each turn. By that point, the head must have broken the surface of the water. **URNS:** Upon completion of each length, some part of the swimmer must touch the wall. During the turn the shoulders may be turned past the vertical toward the breast after which a continuous single arm pull or a simultaneous double arm pull may be used to execute the turn. Once the body has left the position on the back, any kick or arm pull must be **part of the continuous turning action**. The swimmer must have returned to a position on the back upon leaving the wall. Upon the finish of the race, the swimmer must touch the wall while on the back. The body may be submerged at the touch.

BREASTSTROKE

Perhaps one of the most difficult strokes to master, the breaststroke requires simultaneous movements of the arms on the same horizontal plane. From the beginning of the first arm stroke after the start and after the start and after each turn, the body shall be kept on the breast. The arms shall move simultaneously and in the same horizontal plane without any alternating movement. The hands shall be pushed forward together from the breast, on, under, or over the water. The elbows shall be under the water except for the final stroke before the turn, during the turn and the last stroke at the finish of the prescribed distance. The hands shall be brought back on or under the surface of the water. The hands shall not be brought beyond the hipline, except during the first stroke after the start and each turn. Some part of the swimmer's head shall break the surface of the water at least once during each complete cycle of one arm stroke and one leg kick, in that order. **KICK:** All vertical and lateral movements of the legs shall be simultaneous. The feet must be turned outward during the propulsive part of the kick of the kick movement. A scissors, flutter, or downward butterfly kick is not permitted. Breaking the surface with the feet shall not merit disqualification unless followed by a downward butterfly kick. **URNS:** At the turn, the touch shall be made with both hands simultaneously at, above, or below the water surface. The official interpretation for the changes to the breaststroke (101.1) is that during, or at the end of the arm pull-down of the first stroke after the start and after each turn, a single downward butterfly kick is allowed, but not required, followed by a breaststroke kick. During the pull-down, if a downward butterfly kick is taken, it must be followed by a breaststroke kick. It is not permissible to take only a downward butterfly kick without then taking a normal breaststroke kick. The downward butterfly kick is not permissible prior to the arm pull-down. In addition, there is now a requirement for all movements of the legs to be "in the same

horizontal plane and without alternating movement". This was previously not included in our rules. **FINISH:** At the finish, the body shall be on the breast and the touch shall be made with both hands simultaneously at, above, or below the water surface. The head may be submerged after the last arm pull prior to the touch, provided it breaks the surface of the water at some point during any part of the last complete or incomplete cycle preceding the touch.

BUTTERFLY

The most physically demanding stroke is butterfly. The forward start is used. After the start and after each turn, the swimmer's shoulders must be at or past the vertical towards the breast. The swimmer is permitted one or more leg kicks, but only one arm pull under water, which must bring the swimmer to the surface. It shall be permissible for a swimmer to be completely submerged for a distance of not more than 15 meters (16.4 yards) after the start and after each turn. By that point, the head of the swimmer must have broken the surface. The first arm pull, the body shall be kept on the breast. Both arms must be brought forward over the water and pulled back simultaneously. **KICK:** All up and down movements of the legs and feet must be simultaneous. The position of the legs or the feet need not be on the same level, but they shall not alternate in relation to each other. A scissors or breaststroke kicking movement is not permitted. **TURNS:** At each turn the body shall be on the breast. The touch shall be made with both hands simultaneously at, above, or below the water surface. Once a touch has been made, the swimmer may turn in any manner desired. The shoulders must be at or past the vertical toward the breast when the swimmer leaves the wall.

INDIVIDUAL MEDLEY (IM)

The individual medley, commonly referred to as the "IM," features all four competitive strokes. In the IM a swimmer begins with the butterfly, changes to the backstroke after one-fourth of the race, then the breaststroke for another quarter and finally finishes with the freestyle.

MEDLEY RELAY

In the medley relay, all four strokes are swum by four different swimmers. No swimmer may swim more than one leg of the relay, which is swum in backstroke, breaststroke, and butterfly and freestyle order. Additionally, it is possible to set a best time in the backstroke (the first leg) in this race.

FREESTYLE RELAY

In the freestyle relays, four swimmers each swim one fourth of the total distance. As in the medley relay, no individual may swim more than one leg of the relay.

STARTS

Many races are lost in poor starts and turns. In the start the swimmer is called to the starting position by the starter, who visually checks that all swimmers are in the down positions and still. Then, once the starter is satisfied, the race is started by either a gun or electronic tone. If the starter feels that one of the swimmers has jumped early, the race will be recalled and the offending swimmer disqualified.

FALSE START

1. Any swimmer starting before the starting signal is given shall be disqualified if the Referee independently observes and confirms Starter's observation that a violation occurred. Swimmers

remaining on the starting blocks shall be relieved from their starting positions with the "Stand up" command and may step off the blocks. The Starter shall restart the race upon signal by the Referee.

2. If the starting signal has been given before the disqualification is declared, the race shall continue without recall. If the Referee independently observes and confirms the starter's observation that a violation occurred, the swimmer or swimmers who have false started shall be notified of the disqualification upon completion of the race.
3. If the recall signal is activated inadvertently, no swimmer shall be charged with a false start and the Starter shall restart the race upon signal by the Referee.
4. **DECLARED FALSE START:** Swimmers reporting to the Referee prior to the start of their race and declaring their intent not to compete will be disqualified.

URNS AND FINISHES

Quick turns and proper finishes are essential to a good race. In all events the swimmer must touch the wall, but in the freestyle and the backstroke, the swimmer may somersault as he or she reaches the wall, touching only with the feet. In the other two competitive strokes, the swimmer must touch the wall with one or both hands before executing the turn.

Freestyle: - One hand touch to finish the race.

Backstroke: - Swimmers have to be on their back when they touch the wall at the end of a race. If a swimmer rolls over before touching the wall they will be disqualified.

Breaststroke and Butterfly: - Swimmers must touch with two hands at the same time to finish race

LEVELS OF ACHIEVEMENT

AGE GROUP

There are seven different age group classifications recognized by USA Swimming and Gulf Swimming: 8-Under, 9-10, 10-Under, 11-12, 13-14, 15-16, 17-18, 15-18, and Senior/Open. Not all age group classifications are offered at every swim meet. The swimmer's age on the first day of the meet will govern the swimmers age for the entire meet.

TIME DIVISION

Within each age group there are different nationally recognized levels of achievement based on times. The first recognized level is "B". As the swimmer improves their time they advance to "BB", to "A", to "AA", to "AAA", and ultimately to "AAAA". USA Swimming publishes these time standards each year. This permits fair, yet challenging competition on all levels.

A swimmer may be a "multi-level" swimmer. An example: a "BB" breaststroke time, a "B" freestyle time, and an "AAA" butterfly time.

Some swim meets set certain qualification standards. The swimmer must have achieved the qualifying time in order to participate.

New swimmers to NCAT, who have never swum in a USA Swimming meet, must enter a "B" or "Open" meet in order to establish USA Swimming times. *Times from summer leagues may not be used in USA Swimming.*

TIME STANDARDS

View the latest Gulf Championship, TAGS, National Age Group, and Top16 time standards on the Gulf Swimming Website www.gulfswimming.org.

COMPETITION MEETS

OPEN MEETS

Open meets do not have any qualifying standards so a swimmer will enter based upon age only. These meets run either 2 or 2 $\frac{1}{2}$ days.

LOCAL CHAMPIONSHIP MEETS

Local championship meets are meets for the Gulf region only. These meets have qualifying times that must be met and run 2 $\frac{1}{2}$ days.

STATE CHAMPIONSHIP MEET - TAGS

At the end of each swim season, the Texas Swimming Association sanctions a state championship meet. They establish qualifying times for each season. These qualifying times can be found on the TSA website (www.tsaswim.org). The TAGS meet usually last 4 $\frac{1}{2}$ days.

SECTIONAL CHAMPIONSHIP MEET

At the conclusion of short course season, a swimmer may qualify to participate in Sectional Championship. The qualifying times for the Sectional meet are Faster than TAGS yet slower than nationals.

ZONE CHAMPIONSHIP MEET

After State Championships are held in the summer (long course season), a swimmer qualifies or may be chosen to participate in the Southern Zone Championship. This meet is held in a different state every year, usually held in August. At this meet the swimmer will compete against swimmers from Texas to Florida up to West Virginia.

NATIONAL CHAMPIONSHIP MEET

This is the highest level of competition for NCAT senior swimmers. Qualifying times are very stringent. This meet is held each season.

USA SWIMMING & GULF SWIMMING RULES - OVERVIEW

GULF HANDBOOK

In September, Gulf Swimming publishes a handbook, which describes rules, time standards, procedures, records, etc. You can find a copy on their website at www.gulfswimming.org.

THREE EVENT RULE

A swimmer with three "A" times may swim all other events in that division entered at the qualifying standard; i.e., if a swimmer has an "A" time in the 50 Free, 200 Free and 100 Back, he/she may swim the 100 Fly, 100 Breast, 200 IM, etc., if offered in that age group or division. The exception is that the swimmer must have a 500/400 Freestyle "A" time to swim the 1650/1500 or 1000/800 Freestyle events. The same rule applies to the "BB" division times.

For an 8 & under swimmer to swim all events as a 10 & under at a "BB" or "A" meet, the swimmer must have at least three 10 & Under "BB" or "A" times. For a swimmer to swim all events as a senior at a "BB" or "A" meet, the swimmer must have at least three senior "BB" or "A" times. The three-event rule will not be in effect at all championship and invitational meets.

UP/DOWN RULE

If swimmers have "A" or "BB" division times in a particular stroke, they may swim the immediately preceding or following distance of that stroke in that division. If swimmers have a 100 Free "BB" time, they may swim the 50 Free and 200 Free "BB" events entered at the cutoff time. An "A" time in the 50 Fly allows a swimmer to swim the 100 Fly in an "A" meet at the cutoff time, etc.

For an 8 & under to swim a 10 & under event at a "BB" or "A" meet, the swimmer must have at least one 10 & Under "BB" or "A" time. For example, if an 8-year-old swimmer has a 10 & Under 50 Free "BB" time, then the swimmer could swim the 10 & Under 100 Free "BB" event.

If a swimmer wants to swim as a senior at a "BB" or "A" meet, the swimmer must have at least one senior "BB" or "A" time. For example, if a 10-year-old swimmer has a Senior 50 Free "BB" time, the swimmer could swim the senior 100 Free "BB" event.

YARD/METER RULE

A swimmer with an "A" or "BB" time in yards in a stroke will automatically have an "A" or "BB" time in meters of that same stroke for that age group or division, but would enter at their best meter time. The same applies going from meters to yards.

Any combination of three "BB" or "A" times in yards or meters in a respective age group entitles the swimmer to swim any "BB" or "A" event in that age group.

NOTE: Swimmers entering the Senior Division of a meet must have made the senior qualifying standard.

PROOF OF TIMES/FINES

Any swimmer who cannot prove that he/she was eligible to swim an event in a meet will be fined \$20.00 by Gulf Swimming for each event he/she fails to prove. Once a swimmer has qualified for an "A" or "BB" division on a particular event regardless of course, they may not enter that event in a slower division. Only times made prior to the meet you are swimming in may be used for proving times.

Additionally, any swimmer who circles in for an event and fails to swim the event will be fined \$5.00 by Gulf Swimming.

Parents of the swimmer will be notified by NCAT if fines are owed.

MEET ENTRY PROCEDURES

NCAT has a Meet Entry Coordinator to collect meet entries and send them to the host team prior to the meet. The meet entry form is available online for all eligible swimmers. All meet entries have a deadline.

It is the swimmer's responsibility to return the Meet Entry Form to the team manager with the entry fees by the deadline date. In addition to individual meet entry fees (usually range from \$3.00 - \$9.00 per event) there will be a \$5.00 family surcharge for each family entering the meet to help cover meet expenses. Entry fee checks must be made out to NCAT. Coaches will provide advice to any swimmer who seeks it concerning which events he should enter. Swimmers are allowed to choose their own event. However, coaches reserve the right to enter a swimmer in an event where they see potential success. Coaches will choose and enter ALL relays.

NO LATE ENTRIES WILL BE ACCEPTED.

Once all swimmers have entered the meet, the coaches will determine the relays. Then all the entries are sent to the host team.

ON-DECK ENTRIES

If a swimmer decides to enter an event "on-deck" at a swim meet in which he/she is not already entered, the host team will require the swimmers USAS/Gulf Swimming number.

This number is easily compiled:

- Swimmer's birthday (Ex.: 11-15-95)
- First 3 letters of the swimmer's first name (Ex.: Jane =JAN)
- Swimmer's middle initial (Ex.: Anne = A)
- First 4 letters of the swimmer's last name (Ex.: Smith = SMIT)

If the meet has qualifying times to enter, the swimmer must check with the coach to see if they have achieved the qualifying time. Coaches will provide advice to any swimmer who seeks it concerning which events he/she should enter.

One - Two Days prior to Swim Meet

In order to be properly prepared you should visit *Gulf Swimming website*: www.gulfswimming.org There, under Meet information, you will find:

- Locations and directions
- Warm-up times and lane assignments
- The meet timeline
- **Timing assignments-Teams that have swimmers in attendance are required to provide VOLUNTEER timers. Be sure to volunteer!**

WHAT TO BRING TO MEETS

The gear and self-entertaining what-not can seem like an accumulating trinket and treasure pile. Use this list as a guide. (It's a good idea to label everything you bring to a swim meet)

1. Swimsuit, preferably the team suit (Gotta have that team spirit)
2. **TWO** pairs of goggles, in case one pair breaks.
3. **NCAT** cap, by using team cap you allow for coaches to locate you more easily while on the starting blocks. (If your swimmer prefers a silicon cap to a latex cap, you may place an order at the beginning of the season.)
4. A towel, parka or other swimsuit cover-up. (Swimmer's tend to be cold in between races.)
5. Snacks- healthy ones such as fruit, granola bars, popcorn and pasta.
6. A blanket to lie on and or/ lawn chairs.
7. Umbrellas or pop-up tents (as needed)
8. **DRINKS** - staying hydrated is essential during a swim meet! Sports drinks and water are best. **NO SOFT DRINKS!**
9. An extra pair of clothes for the ride home. Riding in a car in a wet swimsuit can be uncomfortable.
10. Pen, pencil, permanent marker, and highlighter - These will help you keep track of your events (or your child's events) and success.
11. Downtime entertainment, such as books, games, a deck of cards, CD player....Etc.
12. Sun block as needed.
13. Other personal items- deodorant, who wants to be smelly?!

POOL DIRECTIONS

Map and driving directions will be made available to swimmers competing in swim meets. Directions to commonly used pools are included in the back of this handbook.

ARRIVING AT MEETS

1. Arrive at the pool at least 15 minutes before the scheduled warm-up
2. Upon arrival, find the team area and put down your swimmer's blankets, swim bags and/or sleeping bags. The team area will be where all the swimmers and parents will sit and rest. Having the team in one location makes it easy for the coaches to locate everyone when important announcements need to be made.
3. At meets swimmers will be asked to "circle-in" with the Clerk of Course for that days swim events. Swimmers must circle their name for each event they are planning on swimming that day. You **must**

circle in at least 45 minutes before your first event of the day. If a swimmer fails to circle-in, then they will be scratched from that event. It is the swimmer's responsibility to circle-in, but parents should make sure it gets done. ***If a swimmer circles-in for an event they must swim that event or declare a false start. The only exceptions are for injury or illness. The coach must know in advance if the swimmer is going to miss their event. If the swimmer fails to swim the event they circled in for then, according to USAS rules they will be fined.***

4. Once "checked in", write each event number on your swimmer's hand in ink. This helps him/her remember what events he/she is swimming and what event number to listen for.
5. Your swimmer now gets his/her cap and goggles and reports to the pool and/or coach for warm-up instructions. Coaches expect swimmers to be ready to "jump in" once warm-ups have begun. Meaning, you are behind the correct assigned lane wearing your NCAT swim cap and your goggles. Your outer-clothing and towels should be placed in a dry area awaiting your return.
6. After warm-up, your swimmer will go back to the team area and rest until their event is called.
7. Heat Sheets. A heat sheet is usually available for sale by the team hosting the meet. 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".

Waiting for Your Events (MEET STARTS)

1. Stay in team area, yes, coaches would like you to stay with the team in one area.
2. DRINK, DRINK, DRINK, and when you think you can't drink anymore DRINK some more. De-hydrated muscles do not perform well!
3. Relax, think about your race. Visualize your goal. Listen to CD's, play cards, and get to know your teammates better.
4. Prior to each race, inform the coach of your heat and lane assignments. He/She will give you any last minute instructions and words of encouragement.
5. Immediately after your race ask the timer your time, then proceed directly to warm down pool. **YOU MUST WARM DOWN!** Warm down is usually a 200. Once you have finished warming down, return to the coach and speak with him/her, so they can give you feedback about your swim.
6. All NCAT swimmers should practice not only good, but also great sportsmanship at all times.
7. If you get a DQ (it happens to just about everyone at one time or another) go and see the coach on duty.
8. Parents, please remember, you are not allowed on deck during the meet unless you are timing.
9. Enjoy the meet; always use them as a learning process. Try to leave each meet with some new insight from your sport.

DISAGREEMENTS WITH OFFICIALS

All disagreements must be handled through the NCAT coaching staff. Swimmers and parents must never approach an official regarding a decision.

MEET RESULTS

You can find meet results on the Gulf Swimming website... www.gulfswimming.org.

For athletes, good nutrition is critical. Swimmers put much stress on their bodies, demanding arms to reach farther and legs to kick harder, using the same muscles day after day, sometimes rhythmically and aerobically, sometimes with bursts of power. The energy drained out must be put back, and the only way to do that is by eating properly. Good nutrition can play a major role in the success of a competitive swim team. What is good nutrition? Everyone has his or her own ideas. Some think it means eating vegetables, others think it means avoiding snacks, and still others think it means taking a vitamin pill every day. Parents must educate themselves on the elements of proper nutrition. The following information contains only some general guidelines. There are many publications available that discuss proper nutrition, or ask your family doctor for more specific information.

Good nutrition means eating foods that provide the body with the necessary balance of essential nutrients, energy, and water every day. Sounds simple enough! But putting this into practice, especially in today's world of convenience foods and NCAT food eating, is a challenge. The best way to get the proper balance of essential nutrients is by offering the body a wide variety of foods, and letting it pick and choose the nutrients it needs.

The ideal training diet for swimmers is high in carbohydrates, low in fat, and moderate in protein. Remember that carbohydrates are the key to maintaining energy levels. Of the six food groups, three provide carbohydrates. These are the fruit, vegetable, and grain groups. These three groups are especially important to athletes.

A truly forgotten nutrient is water. About 60% of the human body is water. It transports nutrients, oxygen, and carbon dioxide to and from the body tissues. It also lubricates joints. And most important, it maintains normal body temperature. Drink, drink, drink. Each swimmer in the Competitive Program should bring a water bottle to poolside for practice. Swimmers should be encouraged to drink water all day long, not just during practice. Make sure they understand that they should never rely on thirst alone as a signal to drink water; by the time an athlete is thirsty, it is usually too late he or she should have had water 30 minutes earlier.

Electrolyte replacement drinks are not necessary. As long as your swimmers are eating good balanced diets, they will replace lost electrolytes through their normal diet. One glass of orange juice alone will replace all the electrolytes lost in 3 quarts of sweat. But many athletes like the idea of drinking these fancy drinks, and if so, let them. At least they are drinking. The most important thing is that they are getting water.

BASIC GUIDELINES:

- Your help with proper nutrition can make a big difference in your swimmer's performance.
- A high-carbohydrate diet during the season means a high-energy performance.
- Hard training uses up stores of muscle glycogen, and only carbohydrates can replace them.

- Carbohydrates can be complex (starch), as in bread, pasta, rice, and beans, or simple (sugar), as in candy, carrots, yogurt, grapes, soft drinks, and milk. Your swimmers should choose more complex carbohydrates than simple ones.
- Your swimmers should eat plenty of complex carbohydrates every day, not just the night before a meet.
- Have your swimmers balance their diets by choosing from the six food groups: meat, milk, fruit, vegetables, grains, and NCAT.
- Encourage your swimmers to eat three meals a day, plus snacks, rather than skip meals. Their energy levels will be much more constant.
- Pre-meet meals should be at least 3 hours before starting time.
- Your swimmers should avoid simple carbohydrates the hour before race time.
- If hunger strikes before or between races, your swimmers should eat pretzels, crackers, fruit and drink water.
- Be sure your swimmers drink plenty of cool water during the day, especially on those hot, humid ones.

Getting enough energy that is, eating enough food can be an issue with athletes, especially females. During the teens, body shapes are changing rapidly and sometimes not to the liking of the body's owner! But, with time, the changes settle down. The solution is not to starve the body. This not only weakens the body, but also robs it of essential nutrients and building blocks. It is much better to eat enough calories and burn them off during exercise, than to eat too few calories, perform poorly, and miss important nutrients.

PARENTAL SUPPORT

To have a successful program there must be understanding and cooperation among parents, swimmers and coaches. This triangular relationship will affect your child's progress.

Swimmers tend to put a great deal of pressure on themselves. As parents you can help your swimmer by creating an encouraging yet stress-free environment. By creating such an environment this will help your swimmer have the best race he/she can have. You can help create this type of stress-free environment by doing little things like these:

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.

1. UNDERSTAND THE SPORT! Contrary to what new swim parents believe, your swimmer's race is against the clock and having a good clean swim. NOT with the swimmer to his/her left or right.
2. Help your child set reasonable goals throughout the swim season, turn a copy of these goals into their coach, so they can help them achieve them.
3. Teach your child team loyalty.
EX. Have your child sit in the team area.
4. Teach your child his/her responsibilities to the team: Come to practice on time with the correct equipment and willing to work.

5. Keep swimming a fun sport for your child.

The coach is the Coach! We want your swimmer to relate to his/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! Parents and coaches must be patient and permit these swimmers to learn to love the sport. When a young swimmer first joins NCAT, 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.

INSURANCE

USA Swimming/Gulf Swimming offers "accident insurance coverage" which is automatic when a swimmer, coach, or official registers with USA Swimming. Some restrictions apply.

CODE OF CONDUCT

The purpose of this code of conduct is to promote the best image of NCAT, from the individual swimmer to the whole team. This code of conduct applies to all NCAT athletes participating in any NCAT function (practice, meets, banquets, etc.) Each swimmer and family will sign a Code of Conduct each August.

1. All swimmers must follow the coach's instructions during all practice sessions and competitions.
2. Swimmers must never interfere with the progress of another swimmer, during practice or otherwise.
3. At all club functions, we expect each swimmer to behave in such a way that their actions reflect positively on the team.
4. All members of the club, whether parents or swimmers, continue to protect and improve the excellent reputation the club has established.
5. Any swimmer who is known to use alcohol, drugs (other than those prescribed by your physician) or tobacco is subject to suspension from the team.

6. Any swimmer not adhering to the rules set forth in this handbook and the Swimmer/Parent Code of Conduct that is signed yearly shall face suspension and or removal from the team.

At the discretion of the Coach, any one or all of the following penalties will be applied:

- Suspension from practice
- Scratched from a meet
- Suspension from the team

COMMUNICATION

BULLETIN BOARD

NCAT utilizes a bulletin board on the NCHS pool deck.

Email: Most information a swimmer or family will need will be electronically distributed. It is very important NCAT has an accurate email address for families.

NCAT SWIM TEAM

NCAT consists of an executive board, committee chairpersons, and team representatives who have a mission to support NCAT swimmers and give them the benefit they deserve to not only become great swimmers but also great people.

Current Board Officers

See insert

Fundraising Committee: coordinates all fundraising activity.

Social Committee: coordinates all social activities for the team: parties, banquets, picnics.

Merchandise/Equipment Committee: Recommends the selection of, orders and distributes team merchandise.

Public Relations: Liaison between the team and newspapers (team publicity). Coordinates articles and pictures. Starts a team scrapbook.

Timers: At every meet NCAT will need to provide timers. If each parent signed up for one-hour sessions, our timing obligation could be easily filled without inconveniencing anyone.

Officials: Is your swimmer into swimming for the long haul? Consider training to be an official. In the near future our team would like to bid on hosting a meet at our pool. To do so we need a certain number of team officials. To become a USA Swimming/Gulf Swimming official you will need to log a number of hour's on-deck standing side by side "training" with current officials at swim meets. There is also a certification test for your area that must be taken. NCAT will pay all fees for those interested in becoming an official. Please contact the team manager if you wish to pursue becoming an official.

GLOSSARY OF SWIMMING TERMS

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 that requires swimmers to have previously achieved an "A" time standard in the events they wish to enter.
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 LSCs have divided the swimmers into more convenient divisions specific to their situations: (i.e.) 8-under, 13-Over, 15-Over, Junior, Senior.
Alternate	In a Prelims/Finals meet, after the finalist is 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.

"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.
BB & Under Meet	Swim meet that requires swimmers to swim events in which they have not achieved their "A" or Faster time standard.
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. (LSCs with 8-under divisions offer the 25 yd back)
Beep	The starting sound from an electronic, computerized timing system.
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.
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. (LSCs with 8-under divisions offer the 25 yd back)
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. (LSCs with 8-under divisions offer the 25 yd back)
Camp	A swimming function offered by USA Swimming, your LSC, or a USA Swimming coach. There are many types of camps for just about every level of swimmer. When selecting a camp, ask for your coach's advice as to what will be the best for the swimmer, or call USA 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.
Championship Meet	The meet held at the end of a season. Qualification times are usually necessary to enter meet.

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.
Chlorine	The chemical used by most pools to kill the bacteria in water and keep it clear and safe to swim in.
Course	Designated distance (length of pool) for swimming competition. (I.e.) 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 USA Swimming 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 bullpen 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.
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), and 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), and 1500 meters (30 lengths).
Disqualified	A swimmers performance is not counted because of a rules infraction. An official raising one arm with open hand above their head shows a disqualification.
Dive	Entering the water headfirst. Diving is not allowed during warm-ups 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.

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.
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.
Electronic Timing	Timing system operated on DC current (battery). The timing system usually has touch pads in the water, junction boxes on the deck with hook up cables, buttons for backup timing, and a computer type console that prints out the results of each race. Some systems are hooked up to a scoreboard that displays swimmers time.
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 girl's heat and one boy's heat until all swimmers have competed.
Finals	The final race of each event.
Final Results	The printed copy of the results of each race of a swim meet.
Fine T	he 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. A penalty is also assessed when the swim fails to swim the event they circled in for.

Fins	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.
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. (LSCs with 8-under divisions offer the 25-yd free)
Goggles	A glasses type devices worn by swimmers to keep their eyes from being irritated by the chlorine in the water.
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 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 meets. All meets do not offer high point awards; check the pre meet information.
Horn	A sounding device used in place of a gun. Used mainly with a fully automatic timing system.
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 and freestyle. Equal distances must be swum of each stroke. Distances offered: 100 yds, 200 yds/mtr, and 400 yds/mtr.

Insurance	USA Swimming offers "accident insurance coverage" which is automatic when swimmer, coach, official, pays their USA Swimming membership fee. Many restrictions apply so check with your club for detailed information.
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.
Kick	The leg movements of a swimmer.
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. (i.e.) 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 I.M.
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 (USA Swimming) with supervisory responsibilities within certain geographic boundaries designated by the Corporation
Mark	The command to take your starting position.

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 are 50 meters, short course meters is 25 meters.
Nationals	USA Swimming senior or junior level meets conducted in March/April and August.
Natatorium	A building constructed for the purpose of housing a swimming pool and related equipment.
NT	No Time. The abbreviation used on a heat sheet to designate that the swimmer has not swam that event before.
Officials	The certified, adult volunteers, who operate the many facets of a swim competition.
OT	Official Time. The swimmers event time recorded to one hundredth of a second (.01).
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 warm-ups or swim practice.
Paddle	Colored plastic devices worn on the swimmers hands during swim practice.
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 swimmer 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.
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. (i.e. preliminary, final, timed final).
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.
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.
Ribbons	Awards in a variety of sizes, styles, and colors, given at swim meets.
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.
Shave T	he process of removing all arms, 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.
Split	A portion of an event, shorter than the total distance that is timed. (I.e.) Swimmers first 50 times are taken as the swimmer swims the 100 race. It is common to take multiple splits for the longer distances.
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.
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 moves 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, and 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, and Paper.
Taper	The resting phase of a senior swimmer at the end of the season before the championship meet.
Timed Finals	Competition in which only heats are swum and final placings are determined by those times.
Time Standard	A time set by a meet or LSC or USA Swimming (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.
Touch Out	To reach the touch pad 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 touch pad 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 USA Swimming club.
Unattached	An athlete member who competes, but does not represent a club or team. (Abbr. UNA)
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.
USA Swimming	The national governing body of swimming in the United States.
USA Swimming No.	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 birth date: Day/Month/Year using zeros as place holders. For example: USA Swimming # for swimmer Kent

Michael Nelson, a member of Indiana Swimming, registering for the 1993/94 year and born Aug. 27, 1976 = IN4NKM082776.

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 dry land 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.

New Caney Aquatic Team

CONSTITUTION AND BY-LAWS

Article I **(Name)**

Section 1 The name of the organization will be the New Caney Aquatic Team.

Article II **(Purpose)**

Section 1 The club will be a non-profit organization.

Section 2 The purpose of the organization is to promote and advance the skills of swimmers 18 and under through competition and training. We will provide a supervised, comprehensive, competitive aquatic club for the physical, social, and emotional development of its participating members with the intent of fostering national and international amateur swimming competition.

Article III **(Membership)**

Section 1 Membership in the organization is open to all individuals 18 and under interested in participation in aquatic sports. Membership is granted upon registration and payment of assigned fees and dues. The board of directors may deny membership or reinstatement to any individual or group of individuals for any reason not prohibited under state or federal law.

Article IV **(Board of Directors)**

Section 1 The government of the club shall be vested in the board of directors consisting of nine members duly elected from the membership. The Board of Directors shall consist of the following: President, Vice-President, Secretary, Treasurer, Historian/Publicist, Fundraising Coordinator, Merchandise Coordinator, Social Coordinator, and Volunteer Coordinator.

Section 2 The board of directors shall have control and management of the property of the NCAT. Moneys shall be deposited in the bank as specified by the board of directors and may be disbursed only at the discretion thereof. The Treasurer, President, Vice President, and Secretary shall have their signatures recorded at said bank and be able to make transactions as directed by the board of directors.

Section 3 The executive committee shall consist of the following: President, Vice-President, Treasurer, and Secretary.

Section 4 Any director may be removed from office, for good cause shown, upon the affirmative vote of two-thirds (2/3's) vote in number of the remaining Directors, excluding for purposes of calculating the vote, the accused Director, at any Special Meeting of the Directors, provided that notice of the intention to act upon such matters shall have been given in the notice calling such meeting, or the waiver of such notice.

**Article V
(Duties of Directors)**

Section 1 President - The president shall be the chief executive of the swim team and shall preside at all meetings of the board of directors. The president shall supervise the affairs and activities of the swim team with the advice and consent of the other directors. The president shall make an annual report to the membership. The president shall, preferably, be an individual who has already served on the board of directors at least two years.

The president may vote in the following situations: election of directors, removal or replacement of directors, or in case of a tie vote. The president shall not propose any legislation.

The president shall have the power to appoint committees and shall be ex-officio member of all committees.

Section 2 Vice-President - The vice-president shall preside at board meetings in the absence of the president. He/she shall be the assistant to the president but may not make presidential appointments.

Section 3 Treasurer - The treasurer shall keep the books of the financial standing of the swim team and disperse funds at the discretion of the board of directors. The treasurer shall deposit funds of the swim team received by him/her in the name of the club in such depository as authorized by the financial condition of the swim team at the annual meeting, regular meetings, and other times specified by the board of directors. The treasurer shall provide the president with a copy of the club's monthly bank statement within five days of receipt and shall perform such other duties pertaining to his/her office as may be asked of him/her by the board of directors.

The treasurer shall maintain receipts of all financial transactions executed by the club. The treasurer shall be responsible for preparing an annual budget based on reports furnished from the board of directors.

Section 4 Secretary - The secretary shall be the custodian of all official records of the swim team. The secretary shall give notice of all regular and special meetings of the board of directors. The secretary shall keep the minutes of the board meetings and report to the board of directors the minutes of the meeting. The secretary shall also keep minutes of the general

membership meeting. The secretary shall tabulate the counting of ballots during the annual election. The secretary shall attend to all correspondence assigned to him/her.

Section 5 Historian/Publicist - the historian publicist shall be the historian for the club and compile a scrapbook of the team activities for the season. This member shall also handle all publicity for the club.

Section 6 Fundraising Coordinator -The fundraising coordinator shall coordinate all fund raising activities for the club decided by the board of directors. He/She shall also make arrangements for any additional team activities.

Section 7 Merchandise Coordinator - The merchandise coordinator shall coordinate all merchandising activities for the club decided by the board of directors. This member shall be responsible for making arrangements for team suits, T-shirts, caps, etc.

Section 8 Social Coordinator - The social coordinator shall be responsible for organizing all club sponsored social events including the end of year banquet.

Section 9 Volunteer Coordinator - The volunteer coordinator shall be responsible for forming committees to assist in helping the swim team.

Article VI (Terms and Elections)

Section 1 Elections - The nominating committee shall be appointed by the president at the regular January meeting of each year. Nominations may be made from the floor after the report of the nominating committee.

Section 2 Elections shall be held annually.

Section 3 Directors are to be elected in April and shall take office at the regular May meeting.

Section 4 A majority vote of the members present shall constitute an election.

Section 5 Terms - Offices shall be held for a term of two years with the President, Secretary, fundraising Coordinator, Social Coordinator, being elected in even numbered years and Vice-President, Treasurer, Historian/Publicist, Merchandise Coordinator, and Volunteer Coordinator being elected in odd numbered years.

Article VII (Special and Standing Committees)

- Section 1** The officers of the swim team will form committees as they see fit.
- Section 2** All board members shall have the power (with concurrence of the President) to appoint committees, and the chairpersons thereof, reasonable and necessary to perform the functions of their office.
- Section 3** There shall be the following standing committees: Nominating, Membership, and Auditing.

**Article VIII
(Meetings)**

- Section 1** The annual meeting of the organization shall be held in April.
- Section 2** Regular meetings shall be held on a monthly basis established by the board at the May meeting.
- Section 3** Special meetings shall be called by the president or by the vice-president in the absence of the president, or by any 5 members of the board.
- Section 4** The rules contained in Robert's Rules of Order shall govern this organization in all cases.

**Article IX
(Budget & Finance)**

- Section 1** Budget - The budget shall be set at the June meeting and approved by the board. All committee chair persons shall prepare budgetary numbers for approval.
- Section 2** Finance - The financing program will be the responsibility of the board of directors.
- Section 3** Operating funds will be obtained by team dues collected monthly.
- Section 4** All funds must be maintained in a general operating fund except as otherwise approved by the board of directors.
- Section 5** Dues. Dues shall be payable in an amount and manner established by the board of directors. Any changes in dues or other assessments deemed necessary will be set forth by the board of directors.
- Section 6** At the end of each Treasurers term an audit committee shall convene to review the financial status of the team.

**Article X
(Amendments)**

Section 1 These By-Laws may be altered, amended or repealed and new by-laws may be adopted by a majority of the whole Board of Directors present at any regular meeting, or at any special meeting if at least two(2) days written notice is given of intention to alter, amend or repeal, or to adopt new by-laws at such meeting, or by unanimous written consent signed by all of the members of the Board of Directors.

**Article XI
(Conflict of Interest)**

Section 1 No board member shall receive compensation of any kind for serving as a director.