



New Trier Swim Club

Team Handbook

2012-13

Welcome to the New Trier Swim Club, a year-round competitive swim club based in Winnetka, Illinois. The purpose of this handbook is to provide general information on the sport of competitive swimming, as well as various policies and rules specific to our club. Hopefully this publication will be useful and informative to all our families, from novice to veteran. Be sure to check out the “Glossary of Terms” at the back of this handbook, which is a quick and easy reference.

PHILOSOPHY OF NTSC

The objectives of the NTSC program are:

- To develop each swimmer’s potential to the fullest by teaching stroke techniques, building endurance and skills for racing, and motivating each swimmer to achieve his or her best.
- To provide an opportunity for all children eligible for membership to engage in a wholesome, lifesaving, lifetime sport, and recreational activity.
- To promote physical fitness and good patterns of physical development and to encourage proper conditioning and health habits.
- To provide opportunities for social, emotional, and educational development and to encourage peer and family participation.
- To promote involvement in age-group programs and provide an opportunity for members to compete in organized swimming competitions.

NTSC Vision Statement

New Trier Swim Club is an elite age group swim program, nationally recognized for swimming excellence and the development of young adult leaders in athletics and education.

New Trier Swim Club Mission Statement

The mission of New Trier Swim Club is to provide an opportunity for children to engage in a wholesome, lifesaving, and lifetime sport, while allowing each child to develop the internal motivation to reach their full potential as an athlete and a citizen.

DESCRIPTIONS OF PRACTICE GROUPS

In keeping with the philosophy of providing an opportunity to develop each swimmer's potential to the fullest by teaching stroke techniques, building endurance and skills for racing, and motivating each swimmer to achieve his or her best, New Trier Swim Club offers 13 levels of professional instruction and training. Each level has specific standards, objectives and goals that follow a logical progression. All time standards are available on the Time Standards page of the NTSC website.

Placement in any group at NTSC is at the sole discretion of the coaches.

The standards and tasks listed below are minimum requirements for consideration for each group. Beyond these standards, coaches will consider practice attendance, meet attendance, social skills and attitude, leadership skills, group size and their own judgment in making final decisions.

Pre-Competitive 1 & 2– These groups are an introduction to the swim team. It is completely instructional in nature and emphasizes water safety, fun and a basic introduction to competitive swimming skills. Practice is offered once a week throughout the season and swimmers will participate in intra-squad meets as well as a season ending meet. To qualify for Pre-Comp 1, a swimmer must be at least 5 years old, and going to turn 6 prior to the start of the next NTSC season (Long Course or Short Course). Swimmers in this group will be age 5-8. To qualify for Pre-Comp 2, a swimmer must be at least 9 years old at the start of the season. In order to be considered for these groups, a swimmer must complete the three following tasks:

1. Swim a legal freestyle and backstroke for any distance
 2. Complete 25 yards on your stomach and on your back without stopping
 3. Tread water or float without assistance for 1 minute
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Novice 1– This level is the first of the competitive swimming program. Emphasis in this group will be placed on teaching fundamentals of the four competitive strokes and other competitive skills by means of drills and

games that make swimming fun. Swimmers will participate in dual meets, USS meets and season ending Championship Meets. Swimmers in the group will be age 6-9. Practice will be offered three times a week, and attendance at two practices per week is encouraged. In order to be considered for this group, a swimmer must complete three of the four following tasks:

1. Compete in two of the three intra-squad meets offered at the Pre-Competitive level (returning swimmers only).
2. Be able to swim 4 x 25 Free on a :50 interval
3. Be able to kick 4 x 25 on a 1:00 interval
4. Swim a legal freestyle (including breathing to the side and exhaling underwater) and a legal backstroke for at least 25 yards

Novice 2– This is the first competitive level for swimmers age 10-12. Emphasis in this group will be placed on teaching fundamentals of the four competitive strokes and other competitive skills by means of drills and games that make swimming fun. Swimmers will participate in dual meets, USS meets and season ending Championship Meets. Practice will be offered four times a week and attendance at three practices per week is encouraged. In order to be considered for this group a swimmer must complete three of the four following tasks:

1. Compete in two of the three intra-squad meets offered at the Pre-Competitive level
2. Be able to swim 6 x 25 Free on a :45 interval
3. Be able to kick 6 x 25 on a 1:00 interval
4. Swim a legal freestyle (including breathing to the side and exhaling underwater) and a legal backstroke for at least 25 yards

Developmental 1– At this level proper stroke technique remains the primary emphasis. In addition to technique, swimmers will be introduced to the first basics of competitive training including pace clock management and swimming “sets”. Swimmers in this group will be age 7-9 and meet participation is strongly encouraged. Swimmers will be asked to participate

in at least one meet per month throughout the season and represent NTSC at all Championship Meets for which they qualify. Practice will be offered four times a week and attendance at three of the four practices is encouraged. In order to be considered for this group a swimmer must complete four of the five following tasks:

1. Achieve 1 NTSC LVL 3 time standard, or a LVL 2 standard in two different strokes
2. Be able to swim 6 x 50 Free on a 1:20 interval
3. Be able to kick 6 x 50 on a 1:40 interval
4. Have at least three legal strokes
5. Be able to execute a sequential dive and a freestyle flip turn

Developmental 2– Swimmers at this level will continue to refine stroke technique and will get an introduction to the basics of competitive training including pace clock management and swimming “sets”. Swimmers in this group will be age 10-12 and meet participation is strongly encouraged. Swimmers will be asked to participate in at least one meet per month throughout the season and represent NTSC at all Championship Meets for which they qualify. Practice will be offered five times a week and attendance at four of the five practices is encouraged. In order to be considered for this group a swimmer must complete four of the five following tasks:

1. Achieve 1 NTSC 11-12 LVL 3 time standard, or an 11-12 LVL 2 standard in two different strokes.
2. Be able to swim 8 x 50 Free on a 1:00 interval
3. Be able to kick 8 x 50 on a 1:15 interval
4. Have at least three legal strokes
5. Be able to execute a sequential dive and a freestyle flip turn

Age Group 1– This group offers more advanced young swimmers an opportunity to improve stroke and turn techniques, while continuing a gradual increase in competitive training. Athletes will learn to train the energy systems needed to become an accomplished swimmer and will have dryland included in practices on a regular basis. Swimmers in the group will be age 8-10 and will be required to participate in meets.

Swimmers will be encouraged to compete in two meets per month and must represent NTSC at all Championship Meets for which they qualify. Practice will be offered five times per week and attendance at least four of the five practices is strongly encouraged. In order to be considered for this group a swimmer must complete three of the four following tasks:

1. Achieve 1 National “BB” time standard or 1 “B” standard in two different strokes
2. Be able to swim 8 x 50 Free on a 1:00 interval
3. Be able to kick 8 x 50 on a 1:15 interval
4. Be able to complete a legal 50 in all four strokes

Age Group 2– This is the top level of the Age Group team. Swimmers in this group will be age 10-12. Emphasis will turn to the competitive nature of the sport, focusing more clearly on goals and striving for achievement. Athletes will prepare for the highest levels of age group swimming. Technique and skills remain important and will be incorporated into training objectives. Dryland becomes a more important aspect of training, and commitment and self-motivation become emphasized. Practice is offered six times a week and attendance at five of the six practices is strongly encouraged. Swimmers will be required to participate in meets and participation in two meets per month is recommended. Participation in all Championship Meets for which they qualify is required. In order to be considered for this group a swimmer must complete #1 below as well as two of the three other tasks:

1. Be able to swim 6 x 100 Free on a 1:40 interval
2. For a 10 year old, achieve 2 National “AA” time standards or 1 “AAA” or for an 11-12 year old, achieve 2 National “BB” time standards or 1 “A”
3. Be able to kick 6 x 100 on a 2:10 interval
4. Be able to complete a legal 100 in all four strokes

Junior– Swimmers in this group will be 13 years old at the start of the season or in the 7th grade at the start of the season. This group is designed for athletes who wish to continue to develop their swimming skills and prepare for more advance training within the NTSC team. Practices will be

offered six times a week and attendance at five of the six practices is strongly encouraged. Swimmers will be required to participate in meets and two meets per month is recommended. Participation in all Championship meets for which they qualify is also required. In order to be considered for this group a swimmer must complete three of the following four tasks:

1. Achieve 1 NTSC LVL 3 time standard in an event other than the 50 free
2. Be able to swim 6 x 50 on a 1:00 interval or complete a T-30
3. Be able to kick 6 x 50 on a 1:20 interval
4. Be able to complete a sequential dive and a freestyle flip turn

Junior Elite– Swimmers in this group will be 13 years old at the start of the season or in the 7th grade at the start of the season. This group is designed for athletes who desire to take their swimming beyond the age group level. Equal emphasis on energy system conditioning, advanced skills and higher levels of competition offer the determined swimmer an excellent opportunity to evolve into a top athlete. Practice is offered eight times per week and attendance at six (including at least one morning practice) of the eight practices is strongly encouraged. Meet participation is required and swimmers are strongly encouraged to compete twice a month. Participation in all state level Championship Meets for which the swimmer qualifies is required. In order to be considered for this group a swimmer must complete three of the four following tasks:

1. Achieve 1 National 13-14 “A” time standard (regardless of the swimmers age) or 2 “BB” standards
2. Be able to swim 8 x 100 Free on a 1:30 interval or swim a minimum of 2000 yards in a T-30
3. Be able to kick 8 x 100 on a 2:00 interval
4. Be able to complete a legal 200 of all four strokes

High School– Swimmers in this group must be in high school. Emphasis in this group will be in developing conditioning for the young athlete, while continuing to teach stroke and competition techniques. Practices will be offered five times a week and attendance at least four of the five practices is

encouraged. Meet participation is encouraged throughout the season. This group will include high school age swimmers not yet ready for more advanced training as well as those high school athletes wanting only to do light conditioning. In order to be considered for this group a swimmer must complete three of the four following tasks:

1. Achieve 1 NTSC LVL 3 time standard in an event other than the 50 free
2. Be able to swim 6 x 50 on a 1:00 interval or complete a T-30
3. Be able to kick 6 x 50 on a 1:30 interval
4. Be able to complete a sequential dive and a freestyle flip turn

Senior – This group is for high school age athletes serious about achieving high level goals as a swimmer. Swimmers in this group must be in high school at the start of the season. This group is designed for the committed swimmer with the necessary ability and desire to train and compete on a regional/national level. Practice is offered eight times a week attendance at six of the eight practices is strongly encouraged. Swimmers not attending at least six practices a week may be dropped from this group. Meet participation is required each month and swimmers are strongly encouraged to compete twice a month. In order to be considered for this group a swimmer must complete three of the four following tasks:

1. Achieve 1 National 15-16 “A” time standard or a 15-16 “BB” standard in two events
2. Be able to swim 10 x 100 Free on a 1:30 interval or swim a minimum of 2250 yards in a T-30
3. Be able to kick 10 x 100 on a 2:00 interval
4. Have a recognized USA Swimming IMX score in their most recent age group

Elite– This group is the highest level training group in the club. Membership in this group is by invitation from the Head Coach only. Members must be high school age or have at least one LC Speedo Champions Series time standard in order to be eligible for membership in this group. In addition, members must be able to complete all of the tasks

listed above for membership in the Senior Group. Practices are offered 10 times per week and attendance at eight practices per week is required. Swimmers are required to compete twice a month and must represent NTSC at all Championship meets for which they qualify, including National and Trials level meets.

IMPORTANT NTSC POLICIES (parents and swimmers are responsible for knowing all NTSC policies and procedures. A complete list of which can be found on our website.)

New Trier Swim Club
Team Suit & Cap Policy

In accordance with new USA Swimming Rules, suits for 12 & Under boys may not go below the knee or above the belly-button. For 12 & Under girls, suits may not go below the knee or over the neck and shoulder. These rules will go into effect May 1, 2009.

ALL NTSC swimmers **must** wear an approved NTSC Team suit to all swim meets. All swimmers who choose to wear a cap during a meet must wear an approved NTSC team cap bearing the current NTSC logo. Failure to meet this requirement will cause the swimmer to forfeit their opportunity to swim at that session of the meet. The head coach will have the authority to waive this requirement if circumstances occur beyond the control of the swimmer.

Definition of team suit:

The team suit will be defined as a TYR polyester suit bearing the NTSC Logo. For girls the approved suit is a TYR Durafast Polyester Maxback or Diamondback in Royal Blue or a TYR Technical suit. For boys, the approved suit is a TYR Durafast Polyester Racer or Jammer in Royal Blue or a TYR Technical suit.

At their discretion, NTSC coaches may limit the use of technical suits at any meet.

New Trier Swim Club **Registration Policy**

Registration Requirements

1. Swimmers must be at least 6 years prior to the start of the following season in order to try out for a spot on NTSC.
2. Swimmers must be able to pass the minimum swimming requirements set by the coaching staff at the time of the tryouts to be eligible for admission to the club.

Registration Priorities

The following priorities will be used as guidelines for acceptance of swimmer groups:

1. In-district* active* NTSC swimmers registering for a full season swim package and registering by the deadline.
2. In-district* active* NTSC swimmers registering for a partial package and registering by the deadline.
3. Out-of-district* active* NTSC swimmers registering for a full season package and registering by the deadline.
4. Out-of-district* active* NTSC swimmers registering for a partial package and registering by the deadline.
5. Siblings of active* in-district* NTSC swimmers registering for a full season swimming package and registering by the deadline.
6. Siblings of active* in-district* NTSC swimmers registering for a package and registering by the deadline.
7. In-district* new swimmers registering by the deadline.
8. Siblings of out-of-district* active* NTSC swimmers registering by the deadline.
9. Out-of-district* new swimmers registering by the deadline.
10. Any swimmer registering after the deadline, if space is available on a first come first served basis.

Priority Definitions

In-district: A swimmer who is living in the New Trier School District.

Active Club Member: A swimmer who has been registered with and swimming with the New Trier Swim Club in the past season and has not joined another USS swimming team.

Out-of-district: A swimmer who lives outside of the New Trier School District.

Full season swimming packages: include all full age group packages, junior boys junior girls, and high school girls and boys.

Policy Exemptions

1. Membership is limited to any resident of New Trier Township unless the Board, in its discretion, considers and offers membership to other swimming candidates.
2. NTSC is not obligated to accept any candidate applying for membership regardless of residency.
3. In making any determinations regarding membership, the NTSC Board of Directors shall consider the best interests of NTSC and its current members, consistent with the goals and purposed of NTSC. Prior decisions and exemptions made by the Board do not set precedent that the Board is obligated to follow in the future.

Late Registration Policy

Any existing swimmer registering during the identified “Late Registration” period will be charged a \$50.00 late fee.

Any existing swimmer failing to register during the identified “Registration” or “Late Registration” period, will be REQUIRED to attend an identified “NTSC Tryout” as well as the identified “New Swimmer Registration” session in order to secure their spot on the team.

New Trier Swim Club **Parent Volunteer Policy**

The New Trier Swim Club is a parent run organization that requires a commitment from all member families, not just those involved in the day-to-day management of the Club. Unlike many other sports your child may be involved in, running swim meets and other fundraisers requires a tremendous amount of manpower and parental involvement.

As an example, to properly run one session of a meet like Shark Frenzy, we need 40-44 volunteers to fill the critical jobs of Officials, Computer Table, Announcer, Check-in, Admissions, Volunteer Coordinator, Hospitality/Concessions, Timers, Head Timer, Runners, Bull Pen and Safety Marshal. Most of our meets consist of 4 or sometimes 5 sessions. That means we need a total of 160-220 warm bodies over the course of the meet weekend. Even smaller scale Dual Meets require people to fill most of these positions. So when we say we need parents to volunteer, we really mean it. And, we hope this helps explain why this Volunteer Policy is necessary.

To ensure that the burden of these tasks is evenly divided among all families, the following policy is in effect. Please review this policy prior to registering your child for the club.

Policy: If your child is swimming at an NTSC sponsored meet or fundraiser, you will be assigned to work a portion of the meet.

NTSC parents working on deck as meet officials fulfill their family's volunteer obligation to the Club at that given meet. However, if the need arises, parents who are officials may be assigned to other jobs as necessary at NTSC hosted meets.

Volunteers will be excused from paying admission fees for any session of an NTSC sponsored event during which they are working.

If you are mistakenly assigned to work a meet your child has not entered, you will be excused from volunteering IF you inform the Head Timer or Volunteer Coordinator in advance. However, if your child scratches from a meet after the volunteer assignments have been posted, your obligations under this policy will not be excused.

If you can't fulfill your assigned commitment, you **MUST** (1) inform the Head Timer, or for Shark Frenzy and Tri-State, the Volunteer Coordinator, and (2) find a replacement.

To make it fair for the parents who do show up and do their jobs and additionally have to fill in for missing volunteers, if you or a replacement does not fulfill your assigned volunteer obligation you will be fined \$100. You will be expected to pay this fine within thirty days of your notification. If payment is not received your child will not be permitted to practice until the fine has been paid.

Our Head Timer and Volunteer Coordinator do their best to fairly distribute assignment of jobs. We also try to make it as easy as possible for everyone to fulfill their volunteer obligation allowing volunteer sign up for all meets on the website. You should sign up to volunteer when you register your swimmer for any meet.

New Trier Swim Club
Parent Pledge of Conduct

Each parent or guardian must read and sign this NTSC Parent Pledge and return to the club prior to the start of practice. Once a parent has signed the Parent Pledge, the terms of the Parent Pledge will remain in force as long as that parent has a swimmer active with the club.

I PLEDGE TO GET MY CHILD TO PRACTICE AND MEETS ON TIME. I understand that being on time allows my child to fully participate and allows coaches and teammates to plan and execute practices and warm-ups.

I PLEDGE TO POSITIVELY ENCOURAGE MY CHILD AFTER EACH PRACTICE OR MEET. I understand that the top three reasons kids participate in sports are 1) to have fun, 2) to make new friends, and 3) to learn new skills.

I PLEDGE TO SET A GOOD EXAMPLE FOR MY CHILD. No matter what others may do, I will show respect for all involved in the sport including coaches, swimmers, opponents, opposing fans and officials. I understand that anyone can make a mistake and if an official makes a “bad” call against my swimmer, I will Honor the Sport and be silent.

I PLEDGE TO REFRAIN FROM YELLING OUT INSTRUCTIONS TO MY CHILD. I understand that this is the coach’s job. I understand that practices and meets are chaotic times for all involved and my communicating with my child during a practice will only hurt the coach’s ability to run an effective practice. I will limit my comments during a meet to encouraging my child and others involved in the meet.

I PLEDGE TO REFRAIN FROM MAKING NEGATIVE COMMENTS ABOUT MY CHILD’S COACH IN MY CHILD’S PRESENCE. I understand this plants a negative seed in my child’s head that can negatively influence my child’s motivation, behavior and overall experience.

I WILL RESPECT THE COACHES AND REPRESENTATIVES OF THE CLUB AT ALL TIMES. I realize they have a difficult job and that their actions reflect their attempts to do what is in the best interests of the swimmers and the club. No matter how I feel about any coaching decision,

including decisions related to group assignments, lane assignments, meet entries or other matters, and no matter how I feel about any decision made by a representative of the Club, under no circumstances will I in any way mistreat or confront a coach or representative of the Club in a verbally or physically inappropriate manner.

Communication is essential to the efficient operation of our Club. We encourage parents to get to know their Lead Coaches and to establish a constructive dialogue with them. If a conflict arises, however, we ask that you wait 24-hours before contacting your coach. We suggest you discuss any conflict in person or over the telephone rather than email. If you do not feel you want to discuss a matter directly with your Lead Coach, we ask you to consider contacting the Head Coach. If you feel that communications with the Lead Coach or Head Coach are not leading to a satisfactory results, we encourage you to contact the Club President.

THE NEW TRIER SWIM CLUB VIEWS ANY VIOLATION OF THE PARENT PLEDGE AS A SERIOUS MATTER. I acknowledge by signing this Pledge that any violations of the Pledge can be subject to sanctions by the Board of Directors, to be determined at the sole discretion of the Board. Such sanctions can include, among others, banishment from the stands at practices and meets and , in extreme circumstances, eventual ejection of the family from the Club.

I will honor the NTSC Parent Pledge in my words and actions.

1. Parent/Guardian signature _____

2. Parent/Guardian signature _____

New Trier Swim Club *Athlete Code of Conduct*

The following rules constitute the New Trier Swim Club code of conduct applicable to all club members and their parents. Any reference to “you” shall include each NTSC swimmer.

1. All members of the NTSC are members of USA Swimming. Therefore, the USA Swimming Code of Conduct set forth in Section 304.3 of Article 304 in the USA Swimming Rules and Regulations constitutes Rule 1 of the NTSC code of conduct. Any violation of the USA Swimming Code of Conduct shall be a violation of the NTSC code of conduct. To the extent any rule below conflicts with any provision of the USA Swimming Code of Conduct, the provision of the USA Swimming Code of Conduct shall prevail.
2. You should conduct yourself appropriately at all times, including: displaying good sportsmanship, being safety conscious on deck and in the pool, respecting the facilities we use and the property of others.
3. You should treat coaches, club officials, administrators and other swimmers with courtesy and respect: foul or offensive language should never be used; negative or derogatory comments should be avoided.
4. When registering a complaint, you should wait 24 hours from the incident before bringing it to the attention of the coach, club official, or administrator. The purpose of this “24 hour rule” is to provide a cooling off period for all concerned.

Violations of the rules will result in disciplinary action. Such discipline may include, but not be limited to:

First Violation: Written warning from coaches requiring signatures from swimmers and parents.

Second Violation: One week suspension from the team at the sole discretion of the Head Coach.

Third Violation: Swimmer’s case will be presented to the NTSC Board with recommendation of immediate dismissal from the team with no refund of fees.

Policy: Without limiting the generality of the foregoing, while attending any practice, function or competition as a Competitor Member of NTSC, you will also comply with the NTSC Behavior Guidelines regarding unlawful possession or use of alcohol, tobacco, controlled substances or other contraband, curfews imposed by NTSC, and illegal or inappropriate behavior or language among other matters.

New Trier Swim Club
Athlete Behavior Guidelines

I, as a Competitor Member of the NTSC (i.e., swimmer) will comply with the following NTSC Behavior Guidelines while attending any practice, function or competition as a member of NTSC:

1. My possession or use of alcohol, tobacco products, controlled substances or other contraband is prohibited.
2. I must follow curfews that are established by the NTSC or any of its coaches.
3. I will refrain from any illegal or inappropriate behavior or language that would detract from a positive image of the NTSC or would be detrimental to performance objectives.
4. I will display proper respect and sportsmanship towards coaches, officials, administrators, team members, fellow competitors, and the public.
5. I will follow all other behavior guidelines as established by NTSC and its Head Coach.

I understand that my signature below constitutes unconditional agreement to comply with the NTSC Behavior Guidelines.

I understand that my FAILURE TO PROVIDE NTSC with a signed copy of this form may result in my inability to participate in the NTSC or in any particular meet or function for which the Head Coach has required another signed copy of this form.

I further understand that my FAILURE TO COMPLY with the NTSC Behavior Guidelines as set forth in this document may result in disciplinary action. Such discipline may include, but not be limited to, suspension from the team or having my case presented to the NTSC Board with recommendation of immediate dismissal from the team with no refund of fees.

Athlete Signature _____

Parent Signature (if athlete is under 18) _____

New Trier Swim Club Financial Policy

Starting with the upcoming short course season (Fall 2012), all payments (registration, meet and any other fees) MUST be made by credit card (Master Card, Visa, and Discover) or by ACH. Both ACH and credit cards will be offered, but no other form of payment will be accepted by the club. All payments will be via electronic payment through the team unify website.

Short course season fees will be due in full on the first business day of September so please make sure that when you go online to register you update your payment information to reflect either credit card or ACH to assure that your swimmer will be registered. If your account has a failed payment for short course registration fees when processed on the first business day of September or you fail to provide the required payment information, your swimmer will not be registered for short course season and cannot participate in short course season.

Meet, travel and all other swimmer fees will billed monthly.

No refunds will be offered after the start of the season.

New Trier Swim Club Payment/Delinquency Policy

If an account (ACH or credit card) has a failed payment at registration, the swimmer will not be registered and may not participate in short course season. If an account (ACH or credit card) has a failed payment after a swimmer has been registered for the season and has paid short course season registration fees in full on or before the due date, a check will need to be received by the team (PO Box 407 Winnetka, Il 60093) within 14 days of notification to the e-mail address on the Team Unify system to remedy payment failure in full. A processing fee of \$35 will be charged for delinquent payments. No additional expenses (meet fees, travel fees, etc.) will be accrued on behalf of any family with delinquent balances until full payment has been received.

Any family with a delinquency that existed prior to registration at short course season and which has not been paid in full prior to short course registration will not be allowed to register.

New Trier Swim Club Harassment, Bullying, and Hazing Policy

It is the policy of New Trier Swim Club to provide an environment free from harassment, bullying and hazing. As a club, we are committed to protecting our athletes from any form of physical or verbal abuse.

Definition of Harassment

Harassment includes any unwelcome verbal or physical conduct, contact or communication that is motivated by or related to individual characteristics such as race, color, national origin, gender, economic status, disability, religion, religious affiliation or sexual orientation and that creates an intimidating, hostile or offensive environment. Although harassment that creates a hostile environment may take many forms, some examples include name calling and other derogatory comments, jokes, gestures or looks, posting or distribution of derogatory pictures, notes or graffiti, blocking, pushing, hitting or other forms of physical aggression.

Definition of Bullying

Bullying includes aggressive, negative physical or verbal conduct by one athlete toward another who reasonably perceives the conduct to be intimidating. Bullying most often will occur when an athlete asserts or attempts to assert physical or psychological power over, or is cruel to, another athlete who is perceived to be weaker. Such behavior may include but is not limited to: pushing, hitting, threatening, name-calling and other physical or verbal conduct of a belittling or browbeating nature.

Definition of Hazing

Hazing is an act that subjects an athlete to physical or verbal harassment, mental or physical discomfort, intimidation, embarrassment, ridicule, or demeaning activity committed by an individual athlete or group of athletes for the purpose of initiation, maintaining membership, or holding office in any organization, club, or athletic team.

Regulations

1. It shall be a violation of the NTSC Policy for an athlete to harass, bully or haze another athlete based on race, color, religion, gender, national origin, age, sexual orientation, or disability, or to engage in conduct which would contribute to such actions.
2. It shall also be a violation of the NTSC Policy for an athlete to retaliate against an athlete for instituting a good-faith complaint of harassment, bullying or hazing, or for an athlete to complain of harassment, bullying or hazing without a good-faith basis.
3. Athletes who violate the policy will also be subject to appropriate discipline in accordance with the NTSC Code of Conduct up to and including expulsion.
4. Athletes may be disciplined for acts of harassment, bullying or hazing occurring at or away from the Swim Club and/or outside of Swim Club hours in the same manner they are otherwise subject to discipline for acts that violate NTSC policies when acts could:
 - a. Affect the club climate or atmosphere.
 - b. Affect the peace, health, safety, or welfare of athletes, coaches, or any other personnel.
 - c. Disrupt or interfere with NTSC or NTSC activities
 - d.

Any violation is subject to suspension or recommendation for expulsion in line with the NTSC Code of Conduct.

Complaints

An athlete who feels that he or she has been harassed, bullied or subjected to hazing is invited to one or more of the following things:

- Talk to your parents
- Talk to an NTSC Coach or NTSC Board Member
- Write a formal letter to the NTSC Board of Directors
- Make a formal complaint to USA Swimming Director of Safe Sport

There are no express time limits for initiating complaints under this NTSC Policy; however, every effort should be made to bring complaint to the attention of the appropriate authorities as soon as possible while memories are fresh and witnesses continue to be available.

Complaints will be investigated and where it is determined that a violation has occurred, prompt corrective action will be taken up to and including expulsion. During the investigation, confidentiality will be maintained to

the extent possible. Complainants will be informed of the results of any investigation.

New Trier Swim Club
Withdrawal from Meet Entries Policy

This policy is intended to ensure that all meet withdrawals are handled in a uniform manner so that appropriate entry fee refunds can be made whenever possible. Members should note that to accommodate the large number of NTSC swimmers desiring to attend meets, NTSC coaches are required to submit team entries well in advance of the meet and that NTSC is unable to obtain refunds from the host team after the specified deadline have passed. Members should also note that regardless of such deadlines, NTSC coaches must be informed of any swimmer desiring to scratch any submitted entry(ies).

Any NTSC member desiring to withdraw from any meet(s) or meet event(s) they have committed must remove their registration from the website prior to the entry deadline so the swimmer does not show as “Committed” to the event in question.

Members will be entitled to a refund of their paid meet fees only if a swimmer is removed from the “Committed Athletes” page for a meet prior to the entry deadline of that meet.

This policy will be published on the website.

DESCRIPTION OF THE COMPETITIVE STROKES AND EVENTS

The four competitive strokes are freestyle, backstroke, breaststroke, and butterfly.

In **freestyle** events, the competitor may swim any stroke. The stroke most commonly used is the crawl, which is characterized by the alternate overhand motion of the arms and an alternating (up and down) flutter kick.

Backstroke consists of an alternating motion of the arms with a flutter kick. On turns, the swimmer may do an open turn or flip turn. The backstroke flip turn must be continuous and the swimmer may only take one freestyle stroke in transition. On the finish, the swimmer must finish on his/her back.

The **breaststroke** is a cycle stroke. The swimmer shall take one arm pull followed by a kick in that order. The arms on the breaststroke pull shall be on the same horizontal plane as the water and the hands may not be pulled past the swimmer's hips. On the recovery, the arms shall be pushed forward from the breast. The elbows shall remain in contact with the surface of the water except at the finish. The kick is a simultaneous somewhat circular motion similar to the action of a frog. On turns, and at the finish, the swimmer must touch the wall with both hands simultaneously.

The **butterfly** requires the swimmer's arms to simultaneously recover over the water on each stroke, combined with an undulating dolphin kick. In the kick, the swimmer's legs must kick simultaneously. The swimmer may not use an alternating, scissors or breaststroke kick. The butterfly was developed in the early 1950's as a variation of the breaststroke. It became an Olympic stroke in 1956 at Melbourne, Australia.

The **individual medley**, commonly referred to as the **IM**, features all four strokes. In the IM, the swimmer begins with the butterfly, then changes after one fourth of the race to backstroke, then breaststroke, and finally freestyle.

In the **medley relay**, all four strokes are swum amongst four swimmers. The first swimmer swims the backstroke, the second breaststroke, the third butterfly, and the fourth swimmer swims freestyle.

The **freestyle relay** consists of four freestylers, each swimming one quarter of the total distance of the event.

TECHNICAL RULES OF SWIMMING

The technical rules of swimming are designed to provide fair and equitable conditions of competition and to promote uniformity in the sport. Each stroke has specific rules designed to ensure that no swimmer gets an unfair advantage over another swimmer.

Trained officials observe the swimmers during each event to ensure compliance with these technical rules. If a swimmer commits an infraction of the rules, a disqualification (DQ) will result. This means that the swimmer will not receive an official time and will not be eligible for an award in that event. DQ's may result from actions such as delay of meet (not getting to the starting blocks on time), false starting (motion by a swimmer on the block prior to the starting horn being sounded, or a swimmer leaving the block early), a swimmer advancing himself by walking on or pushing off the bottom of the pool, pulling on the lane lines, or unsportsmanlike conduct.

There are also disqualifications that are specific to each stroke or event. They include, but are not limited to, the following:

Freestyle – Walking on or pushing off the bottom of the pool, pulling on the lane lines, not touching the wall on a turn, or not completing the distance; or being submerged during the swim after 15 meter mark after the start and turns.

Backstroke – Pulling or kicking into the wall once a swimmer has completed the single arm pull of the flip turn; turning toward the breast before touching the wall with the hand at the finish of the race; or being submerged during the swim after the 15 meter mark after the start or turns.

Breaststroke – An illegal kick such as the flutter (freestyle), dolphin (butterfly) or scissor (sidestroke); arms not on the same horizontal plane with the water; alternating movements of the arms; taking two arm strokes or two leg kicks without an intervening kick or pull respectively; touching with only one hand on the turns or finish.

Butterfly –Arms not recovering simultaneously over the water: Alternating, scissors or breaststroke kick; pushing the arms forward under instead of over

the water surface (underwater recovery); being submerged during the swim after the 15 meter mark; touching with only one hand on the turns or finish.

Individual Medley – Not finishing each stroke in accordance with the finish rules of each individual stroke or any of the above infractions.

If your child is disqualified, be supportive rather than critical. Every swimmer gets disqualified at some point in their career. A supportive attitude on the part of the official, coach, and parent can make a positive situation out of the DQ. For beginning swimmers, a DQ should be treated as a learning experience, not as a punishment. A DQ alerts the swimmer and coach as to what portions of the stroke needs to be corrected. DQ's are necessary to keep the competition fair and equitable for all competitors. A DQ should only be discussed between the official and swimmer and then the swimmer and coach.

TYPES OF SWIM MEETS

Swim meets are the measuring stick for improvement as well as the payoff for the hard work that is expected of swimmers at practice. Competitions should be viewed as an opportunity to show off newly acquired or refined skills. USA Swimming (formerly USS) is the national governing body for swimming in the United States. The organization bears the responsibility for managing the growth and integrity for the sport by operating programs from learn-to-swim to the Olympic Trials for swimmers of all ability levels. Illinois Swimming Inc. (ISI) is the Local Swimming Committee (LSC) governing swimming in our state. Swim meets sanctioned by ISI and USA Swimming are hosted by teams throughout Illinois as well as neighboring states under the auspices of their LSC's. All NTSC swimmers must be registered members of ISI and USA Swimming. The membership dues are included in the NTSC registration fees.

NTSC competes in USS meets as well as dual meets. Swimmers compete in age categories based on their age as of the first day of competition. The age groups generally used are: 8 & Under, 10 & Under, 9-10, 11-12, 13-14, and 15 & Over. Every event at a meet has a number of heats, seeded from slowest to fastest. Competition pools are normally either short course (25 yards or meters) or long course (50 meters). Swimmers are strongly

encouraged to attend all meets for which the coaching staff believes they are qualified. Following are descriptions of the various kinds of meets.

Dual Meets are typically half-day meets between two clubs. NTSC is part of the North Shore Swim Conference (NSSC), which also includes the Northwestern Aquatics Swim Association (NASA), Titan Swim Association (TSA), Wildkit Swim Organization (WSO), and Arlington Alligators (AA). All meets limit the number of events a swimmer may enter. Dual meets are an excellent exposure for newer swimmers, with the additional benefit of less confusion and crowding on deck.

Pentathlon is a one day meet that offers the minimum distance for the four competitive strokes and the individual medley for each age group. During long course (50 meters), the 100 IM is replaced by the 100 Freestyle.

USS Meets are generally 2-3 day meets made up of two half-day sessions each day. On Saturdays and Sundays, designated age groups swim in the morning sessions, while the remaining age groups swim in the afternoon sessions. Friday evenings are usually sessions for distance events for all age groups. Swimmers may compete in one, two, or three half-day sessions of a meet. USS meets are generally broken down into different classifications with different ability levels and qualifying “time standards”. These time standards are published by Illinois Swimming Inc. (ISI) each year and are available at “www.ilswim.org”. Most meets fall into the “A-B-C” category. The “A” level is the highest level for the more advanced swimmers, while the “C” level is geared for novice swimmers. This enables most swimmers to participate at some level.

Championship Meets are the culmination of a season of training. There are various types of championship meets for swimmers of all ages and abilities. These include:

The **NSSC Conference** is the championship meet of the North Shore Swimming Conference, for all members of the team.

ISI “Regional” Champs is a meet that recognizes those swimmers who have achieved “A” times and gives them a season ending championship meet. “Regional” Champs also provide these athletes with one more chance to achieve an Illinois Championship qualifying time. Every swimmer who achieved an “A” time is eligible to compete at this meet. There are five

“Regional” Champs meets held around the state to accommodate all of the swimmers.

ISI Age Group Championships (aka Junior Olympics or JO’s) – is for swimmers who are 14 and under with a qualifying time in an event. Relays can be entered with aggregate times. This means the individual times of four swimmers are added together and their combined time qualifies them for a relay. Therefore, a swimmer can go to JO’s on a relay, even though the swimmer does not have an individual qualifying time.

ISI Senior Championships – Any swimmer who achieves the qualifying times may swim at the Senior State meet, regardless of age. Relays may be entered on aggregate times, as explained above.

Speedo Champions Series (aka Sectionals) is a regional (including Illinois, Iowa, South Dakota, North Dakota, Wisconsin, and Minnesota) championship meet with qualifying times that are faster than those of the Senior Championships. This meet is open to all swimmers who have achieved the qualifying times.

Central Zone Championships (“Zones”) take place at the end of the long course season. The Central Zone includes the same states listed above. Athletes who achieve USA Swimming AAA times are eligible to enter this meet and represent Illinois as members of Team Illinois.

Junior National Championships are an 18 and under national meet held twice per year with qualifying times faster than Speedo Champions Series times. In the spring, Junior Nationals are host by the National Club Swimming Association, and in the summer, USA Swimming hosts the US Junior Nationals.

US National Championships is the top meet for elite swimmers in the United States. Swimmers must meet qualifying standards to compete in this meet.

SIGNING UP FOR SWIM MEETS

A meet schedule outlining the competitions the team will attend will be online at the beginning of each season and will include both local and travel

meets. The goal is to provide a balanced menu of competitive opportunities that meets the needs of the diverse NTSC membership. While many meets are open to all swimmers, some meets are for specific groups, and others do have qualifying time standards or “cuts”, which are times that must have been achieved prior to the meet. Those meets will be clearly noted on the meet schedule. Regarding participation in multi-day USS meets; attendance on all days is not required. A swimmer may choose to swim Saturday only or Sunday only. It is important to note that meet entry deadlines are approximately **six weeks** prior to the actual date of each meet. Once the entry deadline passes, families will be responsible for entry fees, regardless of whether or not the swimmer actually participates. No refunds are available. However, if a meet entry is cancelled prior to our submitting the meet entries, the swimmer will be deleted and the family will not be charged. Once the entry has been sent in and the deadline past, it is impossible to get a swimmer entered into a meet.

PROCEDURES AND RULES OF SWIM MEETS

The NTSC coaching staff submits all meet entries, and much thought goes into their preparation and decisions. Swimmers are entered in events that the coaches believe they are capable of and prepared to successfully complete. Please trust and respect the decisions of the coaches. If parents have any input on this process that they feel would be beneficial, they should contact the coaches as early as possible, remembering that entries are submitted about six weeks prior to a meet.

Swimmers should eat a healthy meal (carbohydrates, fruit) an hour or so before the start of warm-ups.

Arrive for warm-ups on time. This is extremely important. Swimmers need time to change, stretch, and gather their gear before getting in the water. A good guideline is to plan to arrive 15 minutes prior to the schedule start of warm-up.

Many meets require “Positive Check-In” upon arrival at a meet. This means that swimmers are required to physically sign-in for all events that they have been entered in. The swimmer must find his/her name on the check-in sheet, usually located outside the locker rooms or on the pool deck, and highlight his/her name with corresponding event numbers. Check-in closes about 20-30 minutes after warm-ups begin. Failure to check-in will

result in a swimmer being scratched from the meet (not allowed to swim). Swimmers should not make a decision to scratch an event without talking to the coach first.

NTSC swimmers compete in several meets during the season that have “scratch” rules. It is important to notify the coaches as soon as possible if your swimmer will not be able to attend a meet. If prior notice is not possible and a swimmer misses the first day of the meet, but intends to swim on the subsequent days, he/she must get word to the coaches. This can be done by calling a friend who is going to the meet. The coaches will file an “intent to swim” form with the meet. Failure to do so will result in the swimmer being removed for his/her events the next day.

It is important for swimmers to know what events they are entered in. The event numbers, heats, and lane assignments can be written on the swimmer’s hand by the parents. This helps the swimmer when the events are being announced, and is particularly beneficial to the younger swimmers.

Swimmers need to be alert and report to their assigned lane prior to the beginning of their event. Young swimmers (usually the 8 and Unders) often have parent volunteers assisting them with this. Many meets use a “bullpen” where children are seated in chairs in the order they will compete.

Swimmers must report to their coach before and after each swim. The best way to coach a swimmer at a meet is to offer advice prior to the swim, and then immediate feedback after the swim. Since the coaches have many races to watch, they cannot chase down swimmers. It is the responsibility of the swimmer to report to his/her coach immediately following a race.

Relays will be entered based on the number of swimmers entered at a particular meet. Relay line-ups are typically announced the day of the meet. Of particular importance are Age Group and Senior State relays. Coaches will make decisions for these championship relays based on the fastest swimmers at that meet. Everyone should respect any decisions of the coaches, and all swimmers should support their teammates awarded the relay spots. Often relays are scheduled at the end of a meet session; all swimmers entered in a session with relays are expected to compete on relays if assigned by the coaches. Failure to do so could mean other swimmers do not get a chance to swim a relay which is not fair to those swimmers or the team.

Swimmers must check with the coaches prior to leaving a meet to make certain they are done for the day.

Swimmers should get their times from the timers immediately after each race before checking in with the coach. This is a great lesson in responsibility.

Swimmers should cheer for all their teammates, and congratulate them after every race. Every individual success is a reflection on the team. Swimming is an individual sport, but the team aspect is one of the most important factors in an individual's success. Teamwork is the cornerstone of the foundation for future achievement.

At the conclusion of every meet, swimmers should clean their team area of all trash and collect all of their items, making sure nothing is left behind. NTSC is a guest at all the pools in which we compete. We must respect the facilities and never abuse school property.

Ribbons are typically available for pick-up at practice a week or so after a meet. They can be found in the Shark Boxes.

WHAT TO BRING TO A MEET

The essential items to bring to every meet are a team swimsuit, team cap, and goggles. Bring an extra one of each, just in case. Caps do tear, and goggles do break. At least two or three towels are recommended. It is imperative to wear your NTSC team apparel, such as T-shirts and/or warm-up suits. It is important to show our team spirit and unity. All items should be labeled with swimmer's name. Deck shoes are recommended.

It is advisable for swimmers to bring simple activities to do in between events, as sessions can get long. Suggestions are books, homework, playing cards, small board games, crossword puzzles, or IPOD with headphones, etc.

Swimmers should eat a light snack in between events to maintain energy levels, and they may wish to bring healthy snacks from home. Good ideas are fruit, pretzels, pasta, bagels, and granola bars. Maintaining hydration is equally as important, so don't forget water or sport drinks such as Gatorade.

TIME STANDARDS

Time standards are qualifying times for different levels of swim meets. As swimming is a time-driven sport, time standards become more important as the swimmer progresses. Time standards are used primarily for an athlete to qualify for a particular swim meet. There are meets specifically meant for beginners, others for intermediate, advanced, national, etc. These “cuts”, or “cut times”, are used to let coaches, parents and athletes know the type of swimmer for which the meet is intended. Following is an explanation of the various levels of time standards.

Illinois Swimming Inc. (ISI) time standards can be found on their website (“www.ilswim.org”) and are frequently placed in the meet Psyche Sheets (all athletes in an event are ranked by gender and time) or meet Heat Sheets (swimmer names arranged by event, gender, race, heat and lane). The ISI Time Standards are organized by gender and age. The standards are listed as Championship Standards, A Standards, and B Standards.

USA Swimming has divided the country into 59 separate Local Swim Committees (“LSC”). Each LSC creates and adjusts its time standards up or down based on the top 16 times achieved in each event during the immediate preceding year. Time standards are by age group and gender for each event with separate time standards for short course yards, short course meters and long course meters. Illinois has approximately 15,000 registered athletes making it one of the largest LSC’s in the country. Illinois time standards are very competitive. Approximately 10% of the athletes will achieve state championship qualifying times. The time standards in Illinois are broken down into B, A, ILAG and ILSR.

Illinois has two sets of championship time standards. The ISI Age Group Championship qualifying times apply to swimmers who are 14 years and younger (“ILAG”). The ISI Senior State Championship time (“ILSR”) standards are faster than the Age Group Standards, but are not age restrictive. Thus, any swimmer, regardless of age, who qualifies for the Senior State meet can compete.

A and B time standards, besides being a goal for an athlete to achieve, determine whether a swimmer qualifies for an “A meet” or a “B and over meet”, or a “B/C meet”. The standards help a meet organizer to bring the

appropriate type of athlete to the meet they are planning. While you don't want any given swimmer to totally dominate a meet, you also don't want a swimmer to be so far behind everyone else that it could affect his self-esteem.

An A time in our LSC is a very important cut. Just before JO's there is the A Championship Meet (Regionals). This meet is reserved for swimmers who have a time in an event between the A time standard and the JO or Senior State time standard. Any swimmer meeting the JO or Senior State time standard at that meet is then qualified to swim that event at the JO or Senior State meet, usually with a couple of weeks. Regionals is a competitive, important swim meet.

USA Swimming has its own National Time Standards. They are separate and different from the LSC time standards. There are several sets of national standards. They are called "Motivational Times", and they are posted on the USA Swimming website ("www.usa-swimming.org"). There is basically only one of the several sets of Motivational Time Standards that is used to any extent in USA Swimming, known as the National Age Group Times – Top 16 Based. These standards are broken down into B, BB, A, AA, AAA, and AAAA times.

These time standards are important to our swimmers as they are the qualifying time for the Central Zone meet (AAA)

There is one swim meet during ISI's championship season that generally has faster time standards than the fastest cuts for the JO meet. The Senior Championship Meet has its own set of time standards. The difference between this and the JO cuts is that the "Senior cuts" are not age dependent. The swimmer does not have to be a Senior (defined as 15 and over) to swim in the ISI Senior Championship Meet. Any swimmer of any age can swim in this meet, as long as they make the cut.

Progressively higher levels and more difficult time standards for USA Swimming include the Sectional Meets, the US Open, and US Nationals. The Olympic Trials is the US National Meet held in the summer every four years. Sectionals have those swimmers from several LSC's competing against each other. The US Open and Nationals are nationwide events with very fast time standards.

There are also time standards in high school to qualify for the Illinois State High School Championship, and there are time standards for high school All American consideration. There are NCAA time cuts for Division I, II, and III championship meets that are all different.

RULES AT PRACTICE

Swimmers are expected to attend as many practices as their schedules permit. (Elite Group swimmers must adhere to the attendance policy described in the practice group description section of this handbook.) There is a direct correlation between regular attendance and improvement in performance at all levels of the program.

Swimmers should be on time for practice. They should be changed and on the deck 5 or 10 minutes before practice starts to avoid disrupting their teammates and the coaches.

Swimmers should remain at practice until the end of the session. However, if a swimmer must leave practice early, he should inform the coach at the beginning of practice. This allows the coach to plan ahead and give the swimmer sufficient time to cool down.

Swimmers should assist the coaches with pool preparation (lane lines, flags, equipment, etc.).

When the coaches are providing instruction and directions, swimmers should be attentive and follow them exactly.

Swimmers should swim in the lane assigned to them by the coaches.

No rough behavior or inappropriate language will be tolerated in the pool, on the deck, or in the locker rooms.

Swimmers are expected to be respectful and courteous to their coaches and fellow teammates at all times. They should be quiet and attentive whenever the coach is speaking.

Swimmers should be positive and supportive leaders for younger swimmers, as well as peer swimmers. They should compare themselves with themselves and not against others.

GUIDELINES FOR PARENTS

Parents are not allowed on the pool deck at any meet or practice, unless they have been assigned a specific job such as timing, officiating, etc. This is a rule of USA Swimming.

Coaching the swimmers is a job of the coaching staff, not the parents. NTSC coaches are very experienced and professional. Let them do their jobs.

Not only should parents make sure their swimmers are on time for practice, but they should also pick them up promptly at the end of practice. In our developmental groups, coaches are not able to leave if there are still swimmers waiting for pick up.

Parental encouragement is key. Recognize all forms of improvement, such as best times, refined technique, learning a new skill, and good sportsmanship. Positive feedback is powerful.

Parents should make sure their swimmers are always prepared with the proper equipment. This not only means a suit, cap, goggles and team apparel, but also whatever “hardware” the coaches may request, such as fins, pull buoys, hand paddles, etc.

If a concern or problem should arise, parents should first and foremost contact the child’s lead coach. Please do not use swimmers or fellow parents as a sounding board. The coaches will resolve any problem as quickly as possible.

Parents should remind their swimmers to leave all valuables at home. Money, jewelry, electronics and expensive clothing could be stolen. Swimmers should be reminded to bring their bags onto the deck and place them on the benches surrounding the pool.

PARENTAL INVOLVEMENT

Parent involvement is essential to a successful swim program. Hosting organized, efficient swim meets, creative social events, and general team support takes the time and efforts of all parents.

A single home swim meet takes over 1,000 man-hours to run smoothly! Parents can use their time and talents in a variety of ways to help run great meets. Some of the required jobs are: officiating, timing, concessions, admissions, computers, scoring, announcing, awards, and hospitality. Parents will be assigned to work a portion of all NTSC-sponsored meets that their children participate in. NTSC imposes a \$100 fine on any parent who does not fulfill the volunteer obligation assigned to them. Parents are responsible for finding a replacement if they cannot fulfill the commitment and informing the Assistant Meet Coordinator of the change.

Besides working at meets, there are many other areas that parents can get involved in. These include any of the Board positions (President, President-Elect, Treasurer, Secretary, VP Membership, VP Events, VP Fundraising, Junior/Senior Coordinator, Communications Director). There are also many interesting committees to work on (social, publicity, media relations, webmaster, travel meets, registration, meet coordinator, uniforms, new families mentor, and practice group parent liaisons). In order for NTSC to grow and flourish, all parents must make a commitment to become involved.

COMMUNICATIONS

One of the goals of NTSC is to provide its members with all the information they will need for both a positive and successful swimming experience. The following tools are used to communicate with NTSC families:

- **Website** – Our beautifully designed and maintained website is by far the best method of communication. Always check the website for information before calling the hotline! Its address is “www.swimntsc.org”. It contains up-to-the-minute information on practice schedules, meet schedules, meet entries, meet results, directions to the pools we compete at, team records, minutes to NTSC Board meetings, time standards, and links to related organizations. Many questions can be answered easily by checking our website often. *Each swimmer and family is given an individual username and password for the website.*
- **Shark Bytes** – *Shark Bytes* is a weekly email newsletter. This newsletter will contain information about past meets, upcoming events and any special practice notes. This will be a one-page

newsletter emailed on the Monday of every week to all NTSC families.

- **Hotline** – Messages for the coaching staff and/or parent board can be left by phoning **(847) 784-6399**.

GLOSSARY OF TERMS

Age Group Swim Meet – a meet where the athletes will swim in their respective age groups and rankings.

Blocks – the starting platforms at the end of each lane.

Bulkhead – a wall constructed to divide a pool into different courses, such as a 50-meter pool into two 25-yard courses.

Bullpen – a specially designated area at a meet, either on or near the pool deck, that is used to assemble and contain swimmers in an orderly fashion as they wait their turn for their next race. Bullpens are primarily used to assist younger swimmers.

Chase Start – used only during long course season to speed up a meet. Swimmers will start from both ends of the pool, alternating odd and even events. As the heat that is in the water is finishing (with about 25 meters left), the next heat will be started. It is important for swimmers to exit the pool immediately after they finish their race, as the heat behind them will already be in the water “chasing” them.

Circle Seeding – In USS meets that are prelim/final format (see definition below), the top 24 swimmers will be circle seeded. The top seed will be in lane 4 of the last heat, 2nd seed in lane 4 of the 2nd to last, 3rd seed in lane 4 the 3rd from the last, 4th seed in lane 5 the last, 5th in lane 5 of the 2nd to last, etc. The top 16 swimmers from prelims will swim in consolation finals or championship finals. At Senior meets the top 24 swimmers come back to compete in consols and finals

Circle Swimming – performed by staying to the right of the black line when swimming in a lane to enable more swimmers to swim in each lane during meet warm ups or practice.

Clerk of Course – an area of the pool deck for positive check-in as well as heat and lane assignments.

Consolation Heat or “Consols” – the second fastest heat from the preliminaries to compete for the second set of places. A consolation swimmer may actually swim a faster time than a swimmer in the final heat, but he will not be moved up to the top heat standings.

Cut – a qualifying time; a time standard necessary to attend a particular meet or event.

Deck Entered Meet – where all entries are accepted on the first day of the meet and seeded into events.

Deck Seeded Meet – where entries are due prior to the first day of the meet and swimmers must declare their intent to swim prior to the scratch deadline.

This is a “positive check-in” meet. The heats are seeded after the close of the check-in.

DQ – a disqualification; an infraction such as a false start or an illegal stroke.

Drill – an exercise involving a portion or part of a stroke, used to improve technique.

Dual Meet – a meet between two teams.

Dryland Training – training out of the water that enhances swimming performance; usually includes stretching, calisthenics and/or weight training.

False Start – occurs when a swimmer is moving before the starting horn is sounded.

Final – the championship heat of an event in which the top swimmers from the preliminaries compete.

Finish – the final phase of the race; the touch at the end of the race.

Flags – backstroke flags five yards (short course) or five meters (long course) from the end of the pool. The flags enable backstrokers to execute a backstroke turn more efficiently.

Flyover Start – used to speed up a meet. When swimmers finish a race, they stay in the water next to the wall. The next heat will be called up to the blocks and start. Then the swimmers in the water can exit the pool.

Heat – a grouping of swimmers to compete in the water, one swimmer to a lane.

Heat Sheet – swim program published by the host team that lists swimmers by their events, heats and lane assignments. At positive check-in meets these are not available to purchase until after the start of the meet, if at all.

I.M. – abbreviated term for Individual Medley, an event in which the swimmer uses all four strokes in the following order: butterfly, backstroke, breaststroke, and freestyle.

ISI – an abbreviation for Illinois Swimming Inc.

JO’s or Junior Olympics – a USS/ISI sanctioned meet for all 14 & Under Illinois swimmers who meet the time standards, typically held in mid March and early August.

Long Course – a 50 meter pool; this is an international standard for swim meets and is used in the Olympics.

LSC – stands for Local Swimming Committee. USA Swimming is divided into LSC’s who oversee a certain area.

Negative Split – swimming the second half of the race equal to or faster than the first half.

Non-conforming Times – qualifying time standard that does not correspond to the course that will be competed in a meet.

Official – a judge on the deck of the pool at a sanctioned competition who enforces USS rules. There are stroke and turn judges, administrative officials, starters, timers and referees.

Pentathlon – A meet where each swimmer swims five total events. For swimmers 9 and over this means one race of each of the four strokes and an individual medley. For 8 and under this means one race of each stroke and either a 50 or 100 Freestyle event.

Positive Check-In – an attendance procedure at meets which allows for greater efficiency by leaving no open lanes, which in turn eliminates any extra heats, providing a shorter competition. The swimmer simply highlights his/her name and event numbers on the sign-in sheet before the warm ups begin.

Prelims/Finals Meet – a meet where the qualifying round of heats is held in the day, and a heat of the fastest times will come back in the evening to swim one more time to determine the final standings. A meet may also swim two heats in the finals with the first being the consolation heat from the day session.

Psych Sheets – a program listing the swimmers in a meet per event, gender and age, from fastest to slowest times.

Referee – the head official on the pool deck whose decision is final on the application of a swimming rule.

Relay – an event in which four swimmers compete together as a team to achieve one time.

Scratch – to withdraw from an event in a competition.

Seed Times – the entry times submitted to a team hosting a meet, which will be used to rank all the swimmers in the competition.

Short Course – a 25-yard pool or meter pool.

Split – a time for a segment of a longer race.

Sprint – describes the shorter events (50 yards/meters and 100 yards/meters); it also means to swim as fast as possible for a short distance.

Starter – the official who starts each race.

Streamline – the position used by swimmers when starting or pushing off the walls designed to reduce water resistance.

Stroke Judge – the official who watches each swimmer in a race to make sure the stroke, turn and finish is being done correctly, and who issues disqualifications when necessary.

Taper – the final preparation phase prior to a major meet, sometimes referred to as “rest”, where the swimmers ease up on their normal training routine. Some of the older, more experienced male swimmers will shave their entire bodies to reduce resistance and heighten sensation in the water.

Time Standards – qualifying times that are used in order for an athlete to qualify for a particular swim meet.

Top 16 – a tabulation of the top 16 times in each event and age group of the past season.

Touch Pad – the part of the electronic timing system that the swimmer has to touch to record their time for the race.

USS – the abbreviation for United States Swimming, which governs amateur swimming in the USA.

Warm Down – low intensity swimming used by swimmers after a race or main practice set to rid the body of excess lactic acid and to gradually reduce heart rate and respiration.

Warm Up – low intensity swimming used by swimmers prior to a main practice set or race to get muscles loose and warm. Warm up gradually increases heart rate, respiration and helps prevent injury.

Watches – Stopwatches used to time swimmers during a competition. When totally automatic timing equipment is used, watches serve as a back-up method.

Zone Cut – Following USA Swimming's Motivational Time Standards, a zone cut is generally equivalent to the 'AAA' time standard. This "cut" is needed to compete at the Central Zone meet.

Zone Meet ("Zones") – USA Swimming is split into different Local Swimming Committees (LSC's). Each LSC is assigned a different zone. Within each zone there are generally four to eight LSC's that comprise the entire zone. The Zone Championships occur once every long course season and are the championship meet for all of the LSC's in the zone. The location of this meet is subject to change every year.