



# McCullough Swim Team Handbook



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## WELCOME

We are excited to welcome you in joining us for our first year of summer swimming in McCullough. We are so glad to have your participation and support! The McCullough Swim Team Board of Directors have joined together to provide an amazing opportunity for you and your swimmer this summer!

This handbook was developed to assist McCullough Swim Team families in understanding summer swimming. Revisions will be made as needed for each swim season. We urge all swim families to read it. Additional seasonal information may be provided annually as an appendix to this guide. Please plan to check our website for regular updates.

## OUR MISSION

McCullough Swim Team, Inc. is a 501(c)3 non-profit organization that was established to provide the children of the McCullough neighborhood and Pineville & Fort Mill areas with an opportunity to participate in a non-contact, competitive sport for all ages. Our goal is to create an atmosphere that is super fun, but also one that inspires a strong work ethic, discipline, self-motivation and self-esteem. We are motivated to instill good health habits for our children by providing a physical and recreational outlet. We strive to develop team unity, sportsmanship, team spirit and pride. In addition, we hope to unify our community by creating an environment where neighbors can meet, share interests, and get to know each other.



## GENERAL INFORMATION

### TEAM MEMBERSHIP

Swim Team membership is open to any eligible resident in the area\* through the age of 18. Registration fees must be paid in full at time of registration or by the due date established by the MST Board of Directors.

### 2023 REGISTRATION

- **McCullough Swim Team Residents** - \$150 for first child & each additional child \$125.
- **McCullough Swim Team Non-Residents** - \$175 for first child & each additional child \$150 (Non-Residents MUST be sponsored by a McCullough Resident Swim Family).
- **McCullough Residents Junior Swimmers** - \$75 (due upon receipt)

### ELIGIBILITY

To qualify for initial registration, your child must be able to get into the water unassisted and demonstrate active listening skills.

### MCCULLOUGH SWIM TEAM

Your child *must* have a basic foundation of swimming and *must* be able to swim unassisted from one end of the pool to the other.

### JUNIOR SWIMMERS

If your child does NOT meet the above requirement, or you are unsure, your child may participate as a "junior swimmer". This "junior" group of swimmers should also have a basic foundation of swimming and may still have an opportunity to participate based on 1) swimming ability 2) number of participants and 3) discretion of coaches. There will be no *initial* cost for this "junior" swim group to register. An assessment of this group will take place within the first two weeks of practice. Your child will be invited to join the team, continue in the junior swim program OR invited to return next year if your swimmer is not quite ready.

### REQUIRED LIABILITY FORMS

A copy of each form must be on file for each swimmer prior to participation in any swim team event.

- **RELEASE OF LIABILITY** - annual team liability form
- **NON-RESIDENT SPONSOR-WAIVER FORM** - Non-residents of McCullough will need a current resident of McCullough to sponsor their family and will need to submit a "Non-Resident Sponsor-Waiver Form".



## TEAM PRACTICES

Swimmers are expected to participate in practices but we understand that many kids will have conflicts with practices and meets due to camps and vacations. Please communicate as soon as possible any absences or conflicts so the coaches can prepare practice schedules and meet entries accordingly. Please see ATTENDANCE under TEAM RULES AND POLICIES for more information.

Swimmers should arrive at the pool no later than 5 minutes prior to their work out time. They should be picked up no later than 10 minutes following the conclusion of the practice. Parents who disregard this policy and leave children unattended will be reminded of the policy and ultimately, if abuse of the policy continues, the swimmer may be removed from the team.

Swimmers should be suited up and ready to swim on time. It is distracting to the coach and other swimmers when someone arrives late. Furthermore, the swimmer may not receive the appropriate warm up to avoid injury.

Swimmers may wear any suit to practice with the exception of tow piece suits for girls. For boys, it may be beneficial for them to wear a jammer so that they can get used to the fit and feel.

Parents are allowed to watch practices from the pool deck as long as their presence is not disruptive to the practice. Parents should NOT discuss concerns or comments with coaches or swimmers during practices. Parents with a "junior" swimmer are strongly encouraged to attend practices with their swimmer. Please see COACH CONVERSATIONS under RULES AND POLICIES for opportunities to talk the coaches.

### **PRACTICE DATES AND TIMES**

**May 16<sup>th</sup> – June 8<sup>th</sup>**

**Tues/Thurs**

**SWIM TEAM 5:00PM – 5:30 PM**

**JUNIORS 5:30 – 6:00 PM**

**June 12<sup>th</sup> – July 14<sup>th</sup>**

**Mon/Wed/Fri**

**SWIM TEAM - 7:15 AM – 8:00 AM**

**JUNIORS – 8:00 – 8:30 AM**

Practices may be modified as needed by coaches.



## MOCK MEET/PRACTICE MEET

A Mock Meet is generally held prior to the first league meet. All parents and swimmers should plan to attend so that they can familiarize themselves with the process of a meet. Our mock meet will be held during practice on Thursday, June 1<sup>st</sup>.

Swimmers who are not able to participate in the practice meet will need to notify the coaches.

## SWIM CLINICS

The coaches will provide special emphasis on stroke techniques, efficient turns, and work individually with swimmers who may have been DQ'd or experienced other problems during a previous meet. Start and Turn Clinics may be offered throughout the swim season at the discretion of the coaches.

Coaches are NOT responsible for teaching your children *how* to swim (Please see the "MEMBERSHIP" section for swimmer eligibility). The McCullough Swim Team may be able to make arrangements with outside sources to offer lessons for interested families.



## JUST SWIM CHARLOTTE

We will be joining Just Swim Charlotte Swim League (JSC). JSC is a smaller league that supports newer teams. Most teams are in the Steele Creek area and are within a close driving distance to McCullough. JSC provides equipment for meet administration, select volunteers, ribbons, season awards and metals for end-of-season. Please visit their webpage at [www.justswimcharlotte.com](http://www.justswimcharlotte.com) for additional league information.

Teams participating in the JSC league are Berewick, Chapel Cove, The Crossings, Huntington Forest, Palisades, Planters Walk, and River Hills.

### SWIM MEETS

All swimmers will get the opportunity to swim in a meet each week, as well as special meets they are qualified to swim. We will have four (4) REGULAR season meets (all meets will be AWAY 2023), one (1) "FUN" meet and one (1) CHAMP meet.

Swim Age – year of age on April 1<sup>st</sup> determines each participant's age-group.

### **MEET SCHEDULE**

#### **SATURDAY JUNE 3<sup>rd</sup>**

@ Berewick vs. McCullough & Crossings

#### **SUNDAY JUNE 18<sup>th</sup>**

@ Crossings vs. McCullough & Huntington Forest (Parent Relays)

#### **SUNDAY JUNE 25<sup>th</sup>**

@ Berewick vs. River Hills & McCullough

#### **SUNDAY JULY 2<sup>nd</sup>**

@ Planters Walk vs. Chapel Cove & McCullough

#### **SATURDAY JULY 8<sup>th</sup>**

@ Crossings vs. Chapel Cove & McCullough

#### **SATURDAY JULY 15<sup>th</sup>**

CHAMP MEET @ STARCLAIRE



## WEEKEND MORNING MEETS

- Teams arrive at 6:30am to unpack/stretch
- Warm-ups begin at 7:00am
- 1st Event called at 7:30am
- We do not wait for late swimmers
- Meets need to be completed as close to 10am as possible
- PLEASE BE ON TIME

## PARENT RELAYS (June 18<sup>TH</sup>)

- Regular weekend time schedule applies
- Parents are not required to wear goggles or a swim cap
- Parents swim a 25m (one lap)
- #2 or #4 spot - water starts
- #1 or #3 spot - dive off block/deck
- No event ribbons for relays
- Heat winner tattoos for relays

Please visit [JustSwimCharlotte.com](http://JustSwimCharlotte.com) -> About Us -> Meet Format for additional information about swim meets.

## WHAT TO BRING TO THE MEET

### SWIMMERS:

- Please wear your TEAM SHIRT
- SUNSCREEN
- GOGGLES
- SWIM CAP
- TWO TOWELS
- A COVER-UP
- WATER BOTTLE
- MONEY FOR CONCESSIONS OR A SNACK

Some swimmers like to bring small games (such as cards) or a book to read between events. Please be sure to label all belongings.

### PARENTS AND SPECTATORS:

- FOLDING CHAIR
- SUNGLASSES
- HAT OR SUNSCREEN
- MONEY FOR CONCESSIONS

\*All Coaches/Volunteers/League personnel will have deck pass. Any adult without a deck pass is not permitted on the pool deck. Spectators will stay in designated seating areas. Swimmers will stay with their teams on deck.





## SWIM MEET FORMAT

1. All Swimmers will stay with their respective team on deck.
2. Spectators will stay in designated seating areas.
3. Volunteers, Coaches, Swimmers and Meet Staff are allowed on deck.
4. Clerk of Course will not chase down swimmers who are late to check in for their event.
5. Swimmers that do not report for their event will be marked as NS in the system and will not be permitted to swim in another heat for the missed event.
6. No 'deck-seeding' allowed. Swimmers not entered in their team's Meet Entry file will not be permitted to be added to the Meet Program on the day of the swim meet.
7. Each swimmer is allowed max 3 Individual Events and 2 Relay Events per swim meet
8. Swimmers are not permitted to 'swim-down' age groups
9. Swim Age – age on 4/1/2023 determines each participant's age-group for events during swim meets.

## REGULAR SEASON SWIM MEETS

**6U (6 and UNDER)** – Participants that can complete one length of the pool unassisted

1. Eligible ages – 4 years to 6 years
2. Individual Events – 25 each Freestyle, Backstroke, Breaststroke & Butterfly
3. Relay Events – 10U relays – 100 Freestyle & 100 Medley
4. Participants swim gender combined heats
5. Results reported as gender specific
6. All tattoos/ribbons awarded as gender specific
7. Regular season ribbons eligibility: Event places 1-6 and Personal Best
8. No Event awarded beyond 6<sup>th</sup> place

**7 & 8** – Participants that can complete one length of the pool unassisted

1. Eligible ages – 7 years & 8 years
2. Individual Events – 25 each Freestyle, Backstroke, Breaststroke & Butterfly
3. Relay Events – 10U relays – 100 Freestyle & 100 Medley
4. Participants swim gender combined heats
5. Results reported as gender specific
6. All tattoos/ribbons awarded as gender specific
7. Regular season ribbons eligibility: Event places 1-6 and Personal Best
8. No Event awarded beyond 6<sup>th</sup> place

**9 & 10** – Participants that can complete one length of the pool unassisted

1. Eligible ages – 9 years & 10 years
2. Individual Events – 25 each Freestyle, Backstroke, Breaststroke & Butterfly & 100IM
3. Relay Events – 10U relays – 100 Freestyle & 100 Medley
4. Participants swim gender combined heats
5. Results reported as gender specific
6. All tattoos/ribbons awarded as gender specific
7. Regular season ribbons eligibility: Event places 1-6 and Personal Best
8. No Event awarded beyond 6<sup>th</sup> place



## RELAY TEAMS

**10U (10 and under)** - Participants that can complete two lengths of the pool unassisted

1. Assisted swimmers are not eligible for participation in relays.
2. Combination of swimmers from 6U to 10U age group
3. Maximum two (2) swimmers from the 9-10 age group per relay
4. Relay changes can only be made due to a swimmer not in attendance for the current swim meet.
5. A replacement must already be in the current meet program.
6. A replacement must meet the guidelines above of the relay will be marked as exhibition and not eligible for awards.
7. The replacement cannot exceed the max number of swimmer events per meet or the relay will be marked exhibition and not eligible for awards.

**11 & UP AGE GROUPS** - Participants that can complete two lengths of the pool unassisted

1. Eligible ages – 11 years & 12 years
2. Individual Events – 50 each Freestyle, Backstroke, Breaststroke, Butterfly & 100 IM
3. Relay Events – 11+ relays – 200 Freestyle & 200 Medley
4. Participants swim gender combined heats
5. Results reported as gender specific
6. All tattoos/ribbons awarded as gender specific
7. Regular season ribbons eligibility: Event places 1-3 and Personal Best
8. No Event awarded beyond 3<sup>rd</sup> place

**13 & 14** – Participants that can complete two lengths of the pool unassisted

1. Eligible ages – 13 years & 14 years
2. Individual Events – 50 each Freestyle, Backstroke, Breaststroke, Butterfly & 100 IM
3. Relay Events – 11+ relays – 200 Freestyle & 200 Medley
4. Participants swim gender combined heats
5. Results reported as gender specific
6. All tattoos/ribbons awarded as gender specific
7. Regular season ribbons eligibility: Event places 1-3 and Personal Best
8. No Event awarded beyond 3<sup>rd</sup> place

**15 to 18** – Participants that can complete two lengths of the pool unassisted

1. Eligible ages – 15 years - 18 years
2. Individual Events – 50 each Freestyle, Backstroke, Breaststroke, Butterfly & 100 IM
3. Relay Events – 11+ relays – 200 Freestyle & 200 Medley
4. Participants swim gender combined heats
5. Results reported as gender specific
6. All tattoos/ribbons awarded as gender specific
7. Regular season ribbons eligibility: Event places 1-3 and Personal Best
8. No Event awarded beyond 3<sup>rd</sup> place



## 11+ RELAY TEAMS

1. Combination of swimmers from 11-12 to 15-18 age group
2. Maximum two (2) swimmers from the 15-18 age group per relay
3. Relay changes can only be made due to a swimmer not in attendance for the current swim meet.
4. A replacement must already be in the current meet program.
5. A replacement must meet the guidelines above of the relay will be marked as exhibition and not eligible for awards.
6. The replacement cannot exceed the max number of swimmer events per meet or the relay will be marked exhibition and not eligible for awards.

## 19 + UP – EXHIBITION EVENT

1. Open to any participants aged 19 and up
2. Entries not included in Meet Entry file
3. Can swim on day of meet
4. Individual Events – 50 each Freestyle, Backstroke, Breaststroke, Butterfly & 100 IM
5. Relay Events – not eligible
6. Participants swim gender combined heats
7. Results reported as gender combined
8. Not eligible for Event awards

## PARENT RELAYS WEEKEND

1. All relays must have a participant aged 19 or up
2. Relays without a participant aged 19 or up are not eligible to participate
3. Parent Relays are exempt from ribbons



## TEAM RULES AND POLICIES

### ATTENDANCE

All swimmers are strongly encouraged to attend all practices. Swimmers having practice schedule conflicts (camp, summer school, etc.) should talk to the Head Coach or Team Representatives. Swimmers must be punctual for their designated warm-up/ practice times. Swimmers should allow time to adjust goggles, put on caps, etc. before the practice warm-ups.

Swimmers are expected to always put forth their best effort at all practices and meets and to show respect to the coaches at all times. Coaches will ask disruptive swimmers to leave if necessary.

If a swimmer will not be available for a meet, he/she should notify the Coach before the season begins or as soon as the family is aware that an absence will occur. The only exceptions for this deadline are injury, illness, or family emergencies.

### TEAM CODE OF CONDUCT

All swimmers, parents and spectators are expected to adhere to all pool rules, and team and league rules. Failure to adhere to these guidelines will result in the child not being allowed to participate.

Swimmers and families will conduct themselves at practices and meets so as to exhibit good discipline and sportsmanship toward all swimmers, coaches, and meet officials.

Foul, abusive or otherwise unseemly language will NOT be tolerated.

Swimmers should treat all adults with respect, especially Stroke Judges, Team Parents and Coaches, including Opposing Coaches and Team Parents.

Any swimmer not adhering to this guideline, by the discretion of the Head Coaches, Meet Officials or the Board, may be suspended from practices, meets, social events, or dismissed from the team.

### COACH CONVERSATIONS

Coaches are selected by, and report to the MST Board. Their main responsibility is to assist swimmers to improve their strokes and times, and ensure a fair and fun season. The coaches will make every effort to provide "Coaches Corner" time, where parents and swimmers are free to ask questions and advise on anything related to swimming. Coaches should NOT be interrupted during practices, so they can devote their full time and attention to the needs of the team. Swimmers are responsible for listening for information passed along from the coaches at their practices and for posting their monthly schedule of activities at home.



## TEAM ATTIRE

For the 2023 swim season swimmers will be able to purchase a swim suit chosen for the team by the MST Board. The team swim suit is recommended but not mandatory for any team member. **Team suits are worn for swim meets.** Swimmers may wear any suit to practice with the exception of tow piece suits for girls. For boys, it may be beneficial for them to wear a jammer so that they can get used to the fit and feel.

Goggles and caps are strongly encouraged but not required.

If you choose to not purchase the team suit please email [mcculloughswimteam@gmail.com](mailto:mcculloughswimteam@gmail.com) for swimsuit approval.

\*Two-piece swim suits are not allowed.

## PARENT VOLUNTEERS

***Parent volunteers are a requirement.*** A parent from each family will be required to volunteer 1-2 times during the season. Please see PARENT PARTICIPATION for additional information.

Note: All Coaches/Volunteers/League personnel will have a deck pass for swim meets Any adult without a deck pass is not permitted on the pool deck. Spectators will stay in designated seating areas. Swimmers will stay with their teams on deck



## PARENT PARTICIPATION

Please be supportive of all swimmers from all teams! We are here to have fun with a little friendly competition but let's be sure to show everyone great sportsmanship. Let's cheer on and celebrate every swimmer from every team. Let's build up our team and league with motivation and positivity!

### PARENT VOLUNTEERS

Volunteers are key to the success of our swim team! This year we are joining Just Swim Charlotte (JSC) and our volunteer needs will be greatly reduced versus needs for future seasons. JSC permits first season teams to have all "AWAY" meets in order to provide the new team an opportunity to experience the process and flow of swim meets. This will allow us to learn and grow as a new team so that we can easily transition into our second season with more knowledge and experience. Even still, there will be many opportunities and needs to help support our team.

***Parent volunteers are a requirement. A parent from each family will be asked to volunteer 1-2 times during the season. A description of volunteers and roles will be provided to assist you in determining which role is best for you. A Sign-Up Genius will be created and sent out to all parents. Please see VOLUNTEER POSITIONS & DESCRIPTIONS for details.***

Committees and volunteers for the 2024 season will be formed at the end of the 2023 season. We strongly urge parents to select a committee or position on which to serve.

### **TIMERS**

2 per meet

### **PARENT CHAPERONES**

1 per meet

### **TATOO APPLIER**

1 per meet

### **ASSISTANT CLERK**

1 per meet

\*All Coaches/Volunteers/League personnel will have deck pass. Any adult without a deck pass is not permitted on the pool deck. Spectators will stay in designated seating areas. Swimmers will stay with their teams on deck.



## COMMUNICATIONS

The McCullough Swim Team will provide updates and necessary information by email and by updating our website at [www.mcculloughswimteam.com](http://www.mcculloughswimteam.com). ***Our team page will be the primary tool for disseminating information.*** Parents and swimmers are responsible for knowing about team meets and events.

## CONTACTS

### MCCULLOUGH SWIM TEAM, INC. BOARD OF DIRECTORS

Erin Beck, President  
Jordan Hennessy, Vice-President  
Laura Maxim, Treasurer  
Anna Daly, Secretary  
Drew Bollea  
Claire Browning  
Parker Browning  
Kevin Hennessy  
Michael Kapaldo

### HEAD COACH

Drew Bollea

### ASSISTANT COACH

Victoria Cross  
Hayden Stone

### TEAM PHOTOGRAPHER

Anna Kendrick

### SOCIAL MEDIA

Ruth Shropshire

### WEBSITE

Parker Browning

For any concerns or questions please email [\*\*McCulloughSwimTeam@gmail.com\*\*](mailto:McCulloughSwimTeam@gmail.com)

Please refer to our team page for updates and other important information  
[\*\*www.mcculloughswimteam.com\*\*](http://www.mcculloughswimteam.com)



## **VOLUNTEER POSITIONS & DESCRIPTIONS**

This document aims to give brief descriptions of the various jobs that are required to execute a swim meet successfully. We expect that all parents show up on time for your respective shift. Please be sure to communicate any conflicts well ahead of time with a member of the MST Board. A Sign-Up Genius will be sent out for parents to volunteer. Parents should expect to volunteer a minimum of 2 times during the swim season.

*PLEASE NOTE: We will not be hosting home meets in 2023 so many of these positions will not be required. Please refer to PARENT VOLUNTEERS on page 10 for a list of volunteer needs for 2023. Volunteer needs for 2023 are italicized below.*

### **CHECK-IN**

All volunteers must check in at volunteer desk during warmups at least 15 minutes before the meet starts.

### **TENT SET-UP & BREAKDOWN**

We need parents to volunteer to bring tents to all meets, both home and away. These parents will be responsible for setup and breakdown of their tents.

### **SETUP**

These volunteers will need to have areas ready 20 minutes prior to the start of meet warm-ups. This includes: moving chairs, tables, assisting with team tent set-up, hanging sponsorship signage, setting out watches and clipboards for timers, setting out DQ slips and clipboards for judges, setting up coaches' chairs, preparing the computer desk, etc.

### **MEET BREAKDOWN**

To reduce the need for breakdown volunteers, please make sure that where your child sat is left tidy. We ask that you help out and pick up things that are trash even if they are not yours. There is a lot to be done at the end of a meet. Lane lines need be put away, tents need to be taken down, chairs and tables put away, etc. All parents and swimmers should ensure we leave the pool better than how we found it. This is necessary for both home and away meets.

### ***CHAPERONE/TEAM PARENT***

*Responsible for making sure swimmers are sitting together in their respective age group. The Team Parent/Chaperone will sit with the assigned age group and get them to the Clerk of Course before their race.*

### **CLERK OF COURSE**

The Clerk of Course checks each swimmer for each event and gets them in the correct order and correct lane according to the heat sheet. Note: The heat sheets are





papers that tell what swimmer is in what lane and what stroke they are swimming. We need a Clerk of Course for each meet. This is also the designated area where swimmers go to be pre-staged for the upcoming events; swimmers are usually placed on benches in the order they will swim.

### ***ASSISTANT TO CLERK OF COURSE***

*Helps keep the order at the Clerk of Course, helps line -up swimmers in the correct heat and lane for each event and walks each heat from the Clerk of Course to the starting blocks.*

### **STARTER**

This is the person at home meets who will run the show. They announce when the swimmers need to step up to the block. They also announce which events should report to the Clerk of Course. The Starter checks with the head timer to make sure that the timers are ready. The Starter will then start each race with a blow horn. This job is important because it sets the pace for the meet.

### **HEAD TIMER**

The home team is responsible for having a head timer. The head timer has extra stopwatches and a paddle. They start two extra stopwatches for each race in backup capacity, in case a timer's watch doesn't start, and gets a replacement watch to that timer before the swimmer finishes. They are in charge of the timers and telling the Starter when it is ok to go.

### ***TIMERS (please see "Timer Guidelines")***

*Responsible for capturing and recording times for each race using stopwatches provided by the home team. There are three timers per lane (two home, one away). We like to have enough volunteers so that timers work for only half of a meet. The times they capture are recorded on time sheets. A Runner will come by each lane to pick up the time sheet and take it to the scorekeepers table. Timing is a spot that most people like and feel comfortable in and it's front row seat to the races!*

### **TIME SHEET & DQ SLIP RUNNER**

A Runner will collect the sheets from the timers and the DQ slips from the Stroke & Turn Judges and bring them to the scorekeepers table. You will get your steps in for the day if you are a runner!

### **RIBBON RUNNER**

A Runner will hand out heat winner ribbons and participation ribbons. Participation ribbons are only for 6 & Under swimmers.



## STROKE & TURN JUDGE

Judges make sure that swimmers are swimming the strokes correctly during the meet. It is not necessary to have a swimming background, but it helps.

## HEAD JUDGE

The head judge will share the responsibilities of making sure all DQ slips are valid and signed by the Stroke & Turn Judge and have the heat, lane and name of the swimmer. The head judge may collaborate amongst judges and provide recommendations and guidance regarding proposed disqualifications.

## **TATTOO APPLIER**

*This is the person that will apply tattoo awards for swimmers.*

## RIBBON WRITER

This is the person who prepares the ribbons earned by the swimmers. Once labels are printed, they are applied to the appropriate place ribbon and organized for the coaches to distribute.



## **SWIMMING TERMINOLOGY**

### **CLERK OF COURSE:**

The Clerk of Course checks the swimmers each for each event and gets them in the correct order and correct lane according to the heat sheet. This is also the designated area where swimmers go to be pre-staged for the upcoming events; swimmers are usually placed on benches in the order they will swim.

### **DQ (Disqualified):**

A swimmer who commits a stroke violation or fails to touch properly. No time is recorded and no points scored for that swimmer for that event.

### **EVENT:**

Any race or a series of races, in a given stroke and distance.

### **EVENT LENGTHS:**

25 meters or one pool length, 50 meters or two pool lengths, 100 meters or 4 pool lengths

### **FALSE START:**

Any swimmer who is not motionless when the starting gun is fired or who leaves the starting blocks before the gun is fired is charged with a false start. A swimmer charged with 2 false starts is disqualified from the particular event.

### **HEAT:**

A division of an event in which there are too many swimmers to compete at one time. A pool usually has 6 lanes for each race. If there are more racers than lanes, multiple heats may be swum for a single event to allow all swimmers a chance to swim that event.

### **HEAT SHEET:**

A booklet that lists the event, heat, and assignment for each swimmer.

### **I.M. (Individual Medley):**

An event in which the swimmer uses all four strokes in the following order: butterfly, backstroke, breaststroke and freestyle. This event is not swum at the meet, but is often done in practice.



#### LANE:

The specific area, marked by lane lines, in which a swimmer is assigned to swim.

#### LANE LINES:

Continuous floating markers attached to a line stretched from the starting end of the pool to the turning end of the pool, for the purpose of separating each lane.

#### LEG (Relay):

The part of a relay event that is swum by a single team member.

#### MEET:

Competition designed to be a learning experience. By implementing what has been learned in practice, swimmers test their time against the clock and other swimmers to see how they are improving.

#### MEDLEY:

Race consisting of all four strokes (free, back, butterfly and breast stroke)

#### FREE RELAY:

An event in which several swimmers compete together as a team to achieve one time.

#### STROKES:

Freestyle, backstroke, butterfly and breast stroke

#### SCRATCH:

To withdraw from an event in a competition.

#### STARTING BLOCK:

The platform the swimmer stands on to begin a race.

#### BACKSTROKE FLAGS:

Located 15 feet from each end of the pool and strung across the pool above the water, indicating to backstroke swimmers that they are nearing the end of the pool.



## **TIMER GUIDELINES**

### **BEFORE THE MEET STARTS**

- Please arrive on time and check in with the volunteer coordinators.
- There will be a brief meeting prior to meet to distribute stopwatch and assign lanes.  
The goal is to have enough timers to switch off at mid-point of meet.
- Make sure stopwatch works and that you understand how to use it.

### **DURING THE MEET**

- Listen for Starter to announce the events. Utilize heat sheet/time card to confirm the event distance (25, 50 or 100), stroke & gender (boys/girls).
- For 25 events (10 & U) timers stand at the shallow end of the pool. All other events (relays, 50's and 100's), timers stand at the deep end of the pool.
- Ensure that name on the sheet matches with swimmer preparing to swim. If the name does not match, write it in. This is important! In the event of a combined event, make SURE that you write in the swimmer's name. If you need more time, hold up your hand to announcer.
- Start stopwatch at horn, stop stopwatch when swimmers hand touches the wall.
- All 3 times will be recorded on the event sheet. Circle the middle time. Hand sheet to the runner who will collect and turn in to scorekeeper's table.
- A Head Timer will have back up watches. If you miss a start or make a mistake raise your hand and get his/her attention. They will switch out running stopwatch with you.
- Meets move quickly. Reset watch after time is recorded to prepare for next heat.
- Relays involve 4 swimmers. Swimmer 1 & 3 stand in the deep side of the pool; 2 & 4 stand on the shallow side. Clerk of course should have this set up but ensure that is correct and all swimmers know what they are going to swim.
- Medley relay: back, breast, fly, free
- Freestyle relay: all kids swim freestyle
- Ensure that swimmer pops out at the end of event in a timely manner.
- Swimmers work very hard to improve times so please be mindful of starting on time and stopping the instant they touch the wall.

Finally, have fun!



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