

# **Y**SWIM TEAM™

We build strong kids, strong families, strong communities.

## **MIAMI COUNTY YMCA MARLINS SWIM TEAM MANUAL**



Miami County YMCA  
Piqua Branch  
223 W. High St.  
Piqua, Ohio 45356  
937.773.9622

[www.swimmcy.com](http://www.swimmcy.com)

Miami County YMCA  
Robinson Branch  
3060 S. County Rd. 25-A  
Troy, Ohio 45373  
937.440.9622

## **PREFACE**

Welcome to the Miami County YMCA and the “Marlins” Swim team. We hope that your family will enjoy its association with the competitive swim team as you seek the development of your child’s body, mind, and spirit through competitive aquatics.

We have found that the children who benefit the most from this program are those who receive the proper support from their family. For this reason, we have prepared this manual to provide necessary information to help you to understand your role as a swim team parent.

If you have any questions, we hope that you will contact the YMCA staff and coaches. They will be happy to discuss any questions with you.

## **YMCA MISSION**

To put Christian principles into practice through programs that build healthy Spirit, Mind, and Body for all.

## **YMCA PURPOSE**

### **YMCA of the USA**

The Young Men’s Christian Association, we regard as being in its essential genius, a worldwide fellowship, united by a common loyalty to Jesus Christ for the purpose of developing Christian personality and building a Christian society.

### **Miami County YMCA**

The purpose of this association shall be to promote the growth of Christian character and Christian living in its membership and in the community, it serves through a program of non-denominational religious, educational, social, and physical activities.

## **YMCA PHILOSOPHY FOR COMPETITIVE SPORTS**

The YMCA's involvement in competitive sports is a means of putting Christian principles into practice through programs that promote good health, strong families, leadership, community development, and international understanding.

Values education is an integral part of the Miami County YMCA sports programs. "Everyone plays, everyone wins!" More important than winning are the lessons learned from competitive sports:

- Respect for oneself
- Respect for others
- Self-discipline
- Responsibility as a team player
- Development of leadership
- Self-confidence
- Concern for physical fitness
- Life time involvement in sports and wellness

Competitive sport participants learn by example. Coaches, parents, officials, and administrators should strive to be the best possible example and create an environment in which competitors may reach their ultimate potential.

The Miami County YMCA Competitive Sports Programs are an integral part of a complex membership association. As such, team members, parents, coaches, officials, and administrators, must abide by all policies set forth by the Miami County YMCA for the greater good of the total association membership.

## **COACHING STAFF**

**Scott Ellis** – Scott Ellis is in his fourth year with the Marlins. He coached at Auglaize Mercer YMCA, the New Bremen Barracudas and the Sidney Lehman High School swim team. He has nine years of combined experience, including as an assistant coach at the University of Kentucky. Scott's focus will be the Gold and Senior groups, while overseeing the entire program.

**Pam Fulton** - Pam is returning to the Marlins. Pam has coached with the Troy Dolphin Swim Club, the Troy Tidalwaves and is an assistant coach for the Troy High School Swim Team. She has coached Jr. High Track and has been involved with the Troy Municipal Swim Team for the last ten years. Pam is married to Coach Jim Fulton, and lives with him and their four children; Dakota, Zane, Gabriella and Ezekiel in Troy. Three of the Fulton's children swim with the Marlins. Pam's focus group will be the Blue and White practice groups.

**Jim Fulton** - Jim Fulton lives on his family farm along with his wife (Coach Pam) and four children. Aside from caring for strawberry, pumpkin and sweet corn crops, Jim is also a pastor of a small church in Darke County. Jim's experience in coaching swimming comes from a near obsessed interest in his four children's progression in the sport over the past ten years. Jim is the coach for the Troy Christian High School. Jim's primary focus will be with the Blue and White Groups.

**Molly Dyer** – Molly will be helping with the Blue and White Groups two days a week. Molly is currently attending school at Edison State Community College.

## Fees

There are four fee-related requirements of all swimmers:

1. **Membership** - According to league rules, all participants must be annual members of the Miami County YMCA.
2. **Swim Team Program Fees** – Program fees cover practice time and coaching expenses.
3. **Meet Entry Fee Escrow Deposits** - The Meet Entry Fee Escrow is merely an advance payment to cover the cost of entries at Invitational meets. Each swimmer will be assessed the actual fee charged by the host YMCA. There is no fee for dual meets. Checks or invoices are issued at the end of the season, based upon the actual entry fees of each swimmer.
4. **Team Fee** - This fee is payable to the Parent Booster Club and will be used to defray the cost of awards, gifts and other club expenses.

**NO SWIMMER WILL BE PERMITTED TO SWIM AT PRACTICES OR IN ANY MEETS IF HIS/HER FEES ARE NOT CURRENT**, unless other arrangements have been made with the YMCA Staff.

**Short Course Fees:** (Short course is September- April)

		Senior	Gold	Silver	Blue	White
Pay In Full Amount	Program Fee	\$360.00	\$300.00	\$270.00	\$240.00	\$160.00
	Escrow Account Deposit	\$105.00	\$105.00	\$105.00	\$105.00	\$70.00
	Booster Fee	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00
	Total	\$505.00	\$445.00	\$415.00	\$385.00	\$270.00

### Payment Option:

Due Date:

Monthly amounts:

Sept. 15		126.25	\$111.25	\$103.75	\$96.25	
Oct. 15		126.25	\$111.25	\$103.75	\$96.25	
Nov. 15		126.25	\$111.25	\$103.75	\$96.25	\$135.00
Dec. 15		126.25	\$111.25	\$103.75	\$96.25	\$135.00

In keeping with the mission of the YMCA, financial assistance is available to those who qualify.



**U.S. Swimming** - USA Swimming is a national organization to which some of our team members belong. USA Swimming is the sanctioning organization for all officially recognized swimming in the United States , including Junior Olympics, Junior Nationals, Senior Nationals, and the Olympics. USA Swimming registration is not required for all swimmers .Costs are above and beyond the MCY fees. Swimmers must pay the additional fees to swim in order to compete in US Swimming meets.

US Swimming will require an additional payment of \$150.00 that will cover the cost of the swimmer registration, a portion of the coach's registration, a portion of the team registration, and a portion of the coach's expenses. Meet fees will be billed separately at the end of the season.

US SWIMMING IS OPTIONAL and by invitation of the coach.

Coach Scott is the contact for all US Swimming business.

## PRACTICE GROUPS/SCHEDULE

**White Group** -This is an introductory program for swimmers. The emphasis in this group is on developing fundamentals of the four strokes through drills and games in a "fun" atmosphere. The swimmers in this group will also learn the basics of competitive swimming: starts, turns and rules.

*Practice requirements: No requirements; 2-3 practices per week suggested*

### WHITE GROUP

Monday	5:45-6:30 pm	Piqua Branch
Tuesday	5:45-6:30 pm	Robinson Branch
Wednesday	NONE	Piqua branch
Thursday	5:45-6:30 pm	Robinson Branch

**BEGINS NOVEMBER 2, 2009**

**Blue Group** - This program will focus heavily on good stroke technique and mechanics of all four of the strokes. Establishing good practice habits is also stressed. Sprint training and interval training will also be introduced at this level. On the deck exercises will consist of an introduction to stretching.

*Practice Recommendation: 3-4 practices per week*

### **BLUE GROUP**

Monday	5-6 pm	Piqua Branch
Tuesday	5-6 pm	Robinson Branch
Wednesday	5-6:15 pm	Piqua Branch
Thursday	5-6 pm	Robinson Branch
Sunday	None	Robinson Branch

**Silver Group** - This group is for 13 & over swimmers. This program will continue to focus on good stroke technique and mechanics of all four strokes. Sprint and interval training will continue to be worked on with an introduction of a distance base. On deck exercises will consist of stretching and basic dry land training.

*Practice Recommendation: 4-5 practices per week*

*Meet Requirement: 3 meets, high school swimmers will need to have the 3 meets completed prior to competing with their high school team.*

### SILVER GROUP

Monday	5:45-7:15 pm	Piqua Branch
Tuesday	5:45-7:15 pm	Robinson Branch
Wednesday	5:45-7:15 pm	Piqua Branch
Thursday	5:45-7:15 pm	Robinson Branch
Sunday	3:30-5 pm	Robinson Branch

**Gold Group** – This program is for swimmers 11 & over, with ability at "AA" and Zone levels. There is a strong emphasis on refining technique before increase in volume. Once technique is established the swimmers will begin to identify with and establish different types of training such as establishing a distance base and sprint training. There is a more gradual increase in yardage over the season with short-term goals being stressed. On the deck exercises will consist of advanced stretching techniques and dry land training.

*Practice Requirement: 5-6 practices per week*

*Meet Requirement: 3 meets, high school swimmers will need to have the 3 meets completed prior to competing with their high school team.*

### **GOLD GROUP**

Monday	6:30-8:30 pm	Piqua Branch
Tuesday	6:30-8:30 pm	Robinson Branch
Wednesday	6:30-8:30 pm	Piqua Branch
Thursday	6:30-8:30 pm	Robinson Branch
Saturday	7:45-9:30 am	Piqua Branch
Sunday	3:15-5:15 pm	Robinson Branch

**Senior Group** – This program is for those 13 and over athletes who have the ability and interest to train with a high level of commitment and intensity. The emphasis in training will be split by commitment and national qualifying standards. Year round training is stressed based on short and long term goals. The emphasis of training in this group is on work to promote high levels of endurance and strength; combined with speed conditioning and technique refinement.

*Practice Requirements: 6 per week, unless in a high school sport - then 5 per week*

*Meet Requirement: 3 meets, high school swimmers will need to have the 3 meets completed prior to competing with their high school team.*

### **SENIOR GROUP**

Monday	6:30-8:45 pm	Piqua Branch
Tuesday	6:30-8:45 pm	Robinson Branch
Wednesday	6:30-8:45 pm	Piqua Branch
Thursday	6:30-8:45 pm	Robinson Branch
Saturday	7:45-9:45 am	Piqua Branch
Sunday	3-5:30 pm	Robinson Branch

## **PRACTICE PROCEDURES AND POLICIES**

**ATTENDANCE** - There are no mandatory attendance requirements for the White, Blue and Silver Groups, only suggestions. Gold and Senior Groups have practice requirements determined by the coach. However, it should be recognized that those who progress the most during the season are those who have practiced the most.

### **YOU GET OUT WHAT YOU PUT INTO IT!**

Regular practice is the basic building block for optimum systematic development in a conditioning sport. Our practices are planned in a sequence where by we build upon the previous practices instruction and work. The practices are sequenced into a training rhythm in which continual advanced adaptations are made by the swimmer's cardiovascular, respiratory, and neuromuscular systems to increased training stress. To miss practices it to fail to build the strength and endurance needed to perform well in swimming.

**ATTENDANCE RECORDS** - Daily attendance records are taken to record presence, promptness and performance.

**ABSENCES** - White, Blue and Silver groups should notify the coaches with a note beforehand if a swimmer is going to be missing a significant number of practices. (I.e. illness, vacation, other conflicts, etc.)

Gold and Senior Group swimmers have mandatory attendance requirements and must assume the responsibility to notify the head coach if for some reason they will not be able to fulfill the obligations for that group during a certain time.

This is the swimmer's responsibility, not the parent's. Notification can be either by telephone, in person, or by letter addressed to the Head Coach. **WORD OF MOUTH IS NOT ACCEPTABLE.** If the attendance of a swimmer in the Gold and Senior Group falls below the requirements, he/she will be consulted.

**PROMPTNESS** - All swimmers are expected to arrive at the pool early enough (at least 10 min.) to be on deck and stretching and ready to meet the coach and begin practice at the designated time.

**PRACTICE AND MEET EQUIPMENT**- Swimmers should be equipped with: a nylon or lycra competitive swim suit, swim cap and a pair of goggles. Senior, Gold, and Silver groups should also have swimming fins and hand paddles.

## TEAM RULES

### A. Profanity

Profanity and/or other objectionable language will not be tolerated at any time during practice meets, or travel to and from meets. This shall include any other times when the individual is associated with the YMCA Swim Team (hotels, restaurants, etc.)

### B. Substance Abuse

The use of drugs, including tobacco and alcohol, shall not be tolerated. Swimmers who violate this rule shall not be permitted to participate with the team for the remainder of the season. Determination of a violation of this rule shall not be based upon rumor, but rather upon facts (from parents, school, or personal observation).

### C. Appropriate Representation

Each position on a relay is based upon the best time for that stroke and distance. Best times are derived from previous meets and/or time trials and shall reflect consistent performance. Exceptions to this rule shall be made for:

- Disciplinary reason
- Illness or injury
- Chronic absences or tardiness at practice
- Inconsistent performance or failure to repeat best time
- Absence from a meet without notifying the coach
- Repeatedly causing the team to be disqualified.
- Swim offs may occur between swimmers when a progression swimmer is performing as well as participants on a given relay and will be used at the discretion of the coaches to benefit the team.
- During the regular season meets the coaches may, at times, change this format. Everyone, regardless of their times, will be given the chance to participate in relays. In Championship meets, the relays will consist of the fastest swimmers as chosen by the coaches.

## COMMUNICATION

Effective communication is essential to a successful team! The Miami County Marlins YMCA Swim Team strives to create an open and informative environment for communication among swimmers, parents, and coaching staff. No question should go unanswered! There are several channels of communication available:

**Website** – The Marlins website is [www.swimmcy.com](http://www.swimmcy.com) Our website will have timely information on practice schedules, meet schedules, parent information, important announcements, glossary of terms, top times, directions to meets and links to other important sites.

**Every Family is responsible for checking the team website daily for updates and information.**

**Team File Box** (mail boxes) – This is where all written communication will be placed well as award ribbons. Each family will have a folder in the box with their name on it. It is the swimmer's responsibility to check their folder regularly.

File boxes are located at each branch:

Robinson – in the lobby near the pool window

Piqua – on the counter in the window between the front desk and the game room

Family mailboxes were assigned based on address. Example: if you live in Tipp City, your mailbox is at the Robinson Branch.

**E-mail** – e-mails will be sent with important information regarding upcoming event, meet entries, meetings, etc.

**Bulletin Board** – There are team bulletin boards on each pool deck. The bulletin boards are used to post meet results, upcoming events, and any written communication.

**Coaches** – When contacting coaches, please be considerate. During practice times the coaches are focused on running the workout. The best time to speak to a coach is after practice. All coaches have email addresses posted on the website or you can send a note with your swimmer(s).

The following are some guidelines for communicating with a coach: Please remember that you and the coach have your child's best interest at heart.

Trusting that a coach's goals coincide with yours even though the approach may be different will lead to a positive dialogue. Coaches must balance your perspective of what is best for your child with the needs of the whole team and/or training group.

If your child swims for an assistant coach always discuss the matter first with that coach. If necessary, you may then ask the head coach to join in the discussion as a third party.

Many times it is best to wait 24 hours to talk to the coach if there has been an incident or issue. This allows all parties to take time to reflect on the situation.

If another parent uses you as a sounding board, listen but encourage him/her to speak with a coach.

## **DUTIES AND RESPONSIBILITIES OF THE COACH**

Coaches are expected to fulfill the following responsibilities:

- Abide by and enforce all rules set by the Miami County YMCA.
- Teach and support the philosophy of the YMCA
- Attend, in a coaching capacity, all Miami County YMCA practice sessions and meets.
- Set an example of good behavior and sportsmanship for all swimmers at all times.
- Give swimmers an opportunity to develop skills and to promote their involvement as part of a team rather than as individual participants.
- Monitor the attendance and conduct of swimmers.
- Prepare, instruct, supervise and conduct workouts for the team, so athletes might reach their potential in accordance with the principles and philosophy of YMCA competition.
- Discuss with the YMCA Director all concerns regarding discipline, schedule, organization, participant qualification, and other related matters.
- Report to the YMCA Director any conflicts in performing coaching duties as outlined above.

## **DUTIES AND RESPONSIBILITIES OF THE SWIMMER**

Swimmers are expected to conduct themselves with Caring, Honesty, Respect and Responsibility, as well as:

- Attend practices and meets regularly
- Notify the coach when unable to attend
- Strive to reach their potential through practicing hard, giving great effort and listening to instructions.
- Fulfill academic, as well as swimming commitment
- Treat their coaches, officials, teammates, and others with respect, while following all rules.
- Take responsibility for the care and upkeep of the YMCA equipment and facilities.
- Display emotions appropriately and avoid any displays of temper and/or bad sportsmanship.
- **HAVE FUN!!**

## **DUTIES AND RESPONSIBILITIES OF THE PARENTS**

In order to have successful youth competitive teams, parents as well as children, should participate in the program, as individuals, as well as members of the Boosters Club. As individuals, parents should fulfill the following responsibilities:

- Provide encouragement and positive reinforcement for the swimmer and coach.
- Deliver swimmer to practices and meets on time and ready for warm-up.
- Assure that swimmer receive proper rest and nourishment.
- Assure that swimmer maintains appropriate level of academic achievement.
- **REQUIRED** to work at swim meets, with, concessions, fund-raising, and other activities of the Booster Club. It is **MANDATORY** that all families work at meets throughout the season.
- Attend meetings of the Parent Booster Club

## **DUTIES AND RESPONSIBILITIES OF THE PARENTS BOOSTER CLUB**

A strong working Parents Booster Club is the backbone of any competitive team. Any parent whose child is a participant on a Miami County YMCA competitive team is automatically considered a member of that team's Parent Booster Club.

The purpose of the Parents Booster club is to support the Swim Team Program and the swimmers participating. The Parent Booster club is expected to fulfill the following responsibilities:

- Cooperate with the YMCA Director, Staff, and Coaches.
- Assist with running swim meets and fundraising
- Support the Miami County YMCA Competitive Swim Program and its philosophy.
- Recognize that purchased or donated equipment or materials are YMCA property.
- Recognize that any monies accrued from donations or fund-raising campaigns become YMCA property.
- Recognize that all fund-raising activities are conducted under the name of the Miami County YMCA and are, therefore, subject to the authority of the Board of Directors.
- Elect an Executive Board to implement and administer the activities of the Parents Booster Club. Such Executive Board shall consist of a President, Vice-President, Secretary, Treasurer, Director of Communications, and four At-Large Members. Such Executive Board shall perform its duties in a manner consistent with the Constitution and By-Laws of the Miami County YMCA, as well as the By-Laws of the Parents Booster Club.

## **DUTIES AND RESPONSIBILITIES OF THE YMCA DIRECTOR AND STAFF**

The designated YMCA Director and support staff is expected to fulfill the following responsibilities:

- Maintain a communication link between YMCA Staff, Coaches, and Parent Booster Club.
- Review the team program budget (YMCA Operating Fund) with the Executive Board of the Parents Booster Club before the start of each season. The recommendations of the Executive Board, relative to the budget, are desirable, but approval of the final budget is the responsibility of the YMCA Staff and the Board of Directors.
- Collect participation fees with the assistance of the Coach and the Executive Board.
- Assure that all swimmers meet the membership requirements for participation in YMCA competitive sports programs.
- Employ and supervise the swim team coaching staff within the parameters of the Miami County YMCA Personnel Policy as adopted by the Board of Directors.
- Deposit and disburse all funds of the Parent Booster Club in the YMCA Custody Fund. Funds shall not be disbursed without the appropriate authorization of the Executive Board.
- Work closely with the Executive board to coordinate fund raising efforts and assure that all fund raising is conducted within the guidelines of the YMCA Board of Directors and the United Way.

## MEET ENTRY PROCEDURE

Each swimmer has an opportunity to select the events in which he/she wishes to swim at the Invitational Meets. The procedures for Invitational Meet Entries are as follows:

- Swimmer establishes an individual meet entry escrow account. Payment of \$105, can be divided into 4 equal payments. **No swimmer will be permitted to participate in meets if his/her entry escrow account is not current.**
- Meet entries will be done through the Direct Athletics website. [www.directathletics.com](http://www.directathletics.com) (can be accessed through the MCY website)
- A Username and password are required to access the MCY meets on the Direct Athletics website. If you need help or need a username/password, please contact Becky Glover, Entry Chair.
- All entries must be done prior to the stated deadline. It is important to note the time of day, as well as the date. No entries will be accepted after the deadline.
- The coaches retain the right to modify the entries if they feel it is in the best interest of the swimmer. The swimmer and parents will be notified if changes are to be made by coaches.
- Each swimmer's entry fee account is charged according to the number of events entered.
- After entries are submitted to the host team, charges to the swimmer's account cannot be reversed because the team is held financially responsible for all entries.
- If a swimmer is entered into a relay, he/she is only charged for his/her portion of the entry fee. If you would rather not swim a relay, please e-mail the coach to let him know this.
- If a relay is forced to scratch after the deadline, because of the absence of one or more members; *the entire relay entry fee will be charged to the absent swimmer.* Substitutions will be made whenever possible.

- At the end of the year, the individual entry fee account of each swimmer is calculated and a refund or statement of balance due will be issued.
- Entry in Championship meets is administered in the same manner with the exception that swimmers must qualify for their events, rather than simply choosing them.
- For billing information - contact Melissa Leingang at 773-9622 or by e-mail at [m.leingang@miamicountnymca.net](mailto:m.leingang@miamicountnymca.net)

## **HOW TO DETERMINE A SWIMMERS AGE AT A MEET**

### **Short Course**

A swimmers age group is determined by their age as of December 1 each year.

Examples:

A swimmer, who turns eleven on December 1, will swim with the 11-12 age group through the season.

A swimmer, who turns eleven on December 2, will swim with the 9-10 age group through the season.

### **Long Course**

A swimmers age group is determined by their age as of June 1 each year.

### **Senior Events**

A swimmer must be twelve years old as of the first day of the YMCA Short Course National Swimming Championships.

## YMCA Staff Contact Information

<b>Title</b>	<b>Name</b>	<b>Phone #</b>	<b>E-mail</b>
Robinson Branch Aquatics Director	Kathi Roetter	440-9622	<a href="mailto:k.roetter@miamicountyymca.net">k.roetter@miamicountyymca.net</a>
Piqua Branch Aquatics Director	Melissa Leingang	773-9622	<a href="mailto:m.leingang@miamicountyymca.net">m.leingang@miamicountyymca.net</a>
Head Coach	Scott Ellis	489-3118	<a href="mailto:haloorswim@yahoo.com">haloorswim@yahoo.com</a>
Asst. Coach	Pam Fulton	335-4182	jpfulton88@clearwire.net
Asst. Coach	Jim Fulton	335-4182	Jpfulton88@clearwire.net
Senior Program Director	Donn Craig	778-5247	d.craig@miamicountyymca.net

## **GLOSSARY OF TERMS**

**“AA”** - These are time standards established by the league to classify the swimmers. To qualify to swim in the League Championship Meet, a swimmer must establish, at a swim meet, a time equal to or better than the “AA” time. A swimmer who does not qualify for the League Championship Meet is qualified to swim at the League Sectional Championship Meet.

**AGE GROUP DIVISIONS** - Swimmers are divided according to their age. The age divisions are 8 & under, 10 & under, 11 & 12, 13 & 14, 15-18, and Senior 12-18.

**CLERK OF COURSE** - The person in charge of distributing lane assignments to each swimmer.

**D.Q. - (DISQUALIFICATION)** - Elimination of the swimmer from the race, usually because of stroke, turn or start error.

**DUAL MEET** - A meet in which only two teams compete; home team versus visiting team.

**EXHIBITION** - Heat in which the swimmer swims only to establish a time. His/her performance does not count for awards or team points.

**FALSE START** - leaving the starting block before the gun or horn in an individual event; or leaving the block before the previous swimmer touches the wall on a relay event. One false start results in disqualification.

**HEAT** - Entries are divided into groups of swimmers based upon the number of lanes in the pool. The slowest swimmers, based upon previous times submitted by the coach, are entered in the first heat of the event, while the fastest swimmers are in the last heats of the event.

**I.M. (INDIVIDUAL MEDLEY)** - One swimmer swims all four strokes in one event in the following order: Butterfly, Backstroke, Breaststroke, and Freestyle.

**INVITATIONAL MEET** - A meet in which the home team invites many other teams to compete. Usually a large meet, which involves many teams and two or more days of competition.

**LONG COURSE** - Meet which utilizes a 50-meter pool. All world-class meets, such as the Olympics, are Long Course Meets. In age group swimming, usually refers to summer leagues.

**MEDLEY RELAY** - Relay event consisting of all four competitive strokes in the following order: Backstroke, Breaststroke, Butterfly, and Freestyle.

**METER** - A metric unit used in international competition as well as some local competition. Most pools are 25 yards, while some are 25 meters. To convert from meter times to yard times, multiply by .914. To convert from yard times to meter times, divide by .914.

**NATIONALS** - A National YMCA Meet held in Ft. Lauderdale, Florida in April. To compete in this meet you must be 12 years of age or older and have times equal to or better than the National cut-off times.

**PRELIMS** - Elimination rounds at the beginning of a meet used to eliminate the slower swimmers before the final rounds.

**SEED** - The starting position for a swimmer in the line-ups. Seeds are determined by the swimmer's best time (submitted by coach) in comparison to the best times of the other swimmers.

**SHORT COURSE** - A swim meet, which utilizes a 25-meter or 25-yard pool.

**TIME FINALS** - After all events are over, the times are arranged in order from fastest to slowest.

**TRI-MEET** - A meet in which three teams compete against each other; home team versus two visiting teams. Each team will be entitled to two swimmers per event in a normal six-lane pool.

**ZONES** - An annual championship meet for swimmers within a selected locale. To qualify, the swimmers must have times equal to or better than the Zone cut-off times.