



**PARENT
HANDBOOK
2017-2018**

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WELCOME TO EXCEL AQUATICS

Parents,

It is my pleasure to welcome you to Excel Aquatics. Here at Excel, we value our membership and strive to create a community culture of success. Excel Aquatics is a USA Swimming Bronze Medal program that encompasses much more than any individual, whether athlete, parent, or coach. We are a united team striving for success.

For the past 30 years, Excel has provided a complete teaching and training environment where every participant learns not only stroke technique, but also learns invaluable life lessons such as teamwork, sportsmanship, personal accountability, and achievement. Excel is a community that is dedicated to the athletes and strives to help swimmers grow and achieve their goals.

This Parent Handbook will help introduce you to the many facets of Excel Aquatics and competitive swimming. We hope that you find this information both valuable and educational.

I am looking forward to working with you as you start to get involved with our program.

Sincerely,

Steven Murry - Head Coach



OUR MISSION STATEMENT

Excel Aquatics is dedicated to swimming technique, training, and performance in a positive environment for swimmers of all ability levels. We are committed to a “team” environment where every swimmer feels important and is encouraged to take the disciplines learned at the pool into their everyday life.

ONE TEAM, ONE GOAL

Excel is a program that encompasses much more than any individual, whether athlete, parent, or coach. Besides learning stroke technique, the swimmers also learn invaluable life lessons such as teamwork, sportsmanship, personal accountability, and achievement. Excel is a community that is dedicated to the athletes and strives to help swimmers grow and achieve their goals.

ORGANIZATION

Excel Aquatics is parent governed, not-for-profit organization dedicated to fulfilling our mission statement, and to providing an exceptional athletic experience for Middle Tennessee aquatics athletes. The Board consists of the President, Vice President, Secretary, Treasurer, and other representatives. In addition, there is a Team Administrator and a Business Administrator who handles various administrative functions for the corporation. Contact information can be found on the team website.

BOARD OF DIRECTORS

President - Bob Yakushi	venturesouth@comcast.net
Secretary - Kevin Fultz	kevin.fultz@philips.com
Vice President/Treasurer - Rick Rothman	rick.rothman@aon.com
Parent Rep - Laura Carrico	lcarrico@hotmail.com
Head Coach - Steven Murry	sjmurry@yahoo.com

ADMINISTRATION

Head Coach - Steven Murry	sjmurry@yahoo.com
Team Administrator - Shannon Oliver	shannonexcelswim@gmail.com
Business Administrator - Alicia Enroth	alenroth@comcast.net
Meet Entry Chairperson - Colin Faris	xcelmeetentries@gmail.com
Meet Manager - Lori Biller	tlbiller@comcast.net
Head Age Group Coach - Colin Faris	coachcolin@excelaquatics.org
Head Administrative Referee - Clay Minatra	clayminatra@gmail.com
Murfreesboro Coordinator - Brennan Riddle	coachbrennan@excelaquatics.org
Gallatin Site Coordinator - Andreea Mitrofan	andreeamitrofan@hotmail.com
Longview Site Coordinator - Dawn VanRyckeghem	dvanryc@aol.com

TRAINING SITES

BRENTWOOD

Williamson County Indoor Sports Complex (ISC)
920 Heritage Way, Brentwood, TN 37027

GALLATIN

Gallatin Civic Center

210 Albert Gallatin Drive, Gallatin, TN 37076

MURFREESBORO

MTSU Student Recreation Center (August-May)

1848 Blue Raider Dr. Murfreesboro, TN 37132

(Murfreesboro SportsCom outdoor pool, June-July)

SPRING HILL

Longview Recreation Center

2909 Commonwealth Drive, Spring Hill, Tennessee 37174



WHAT IS USA SWIMMING?

USA Swimming <http://www.usaswimming.org> is the national governing body for competitive swimming in the United States. The USA Swimming website offers a wealth of information for swimmers and parents so we urge you to visit the site.

There are several parts and levels that make up USA Swimming. There is the National governing body (national) level, the Zone (regional) level, and the Local Swimming Committee (local/state) level.

Within USA Swimming, there are 4 Zones: Eastern, Southern, Central and Western. Excel Aquatics competes in the Southern Zone.

With each Zone are Local Swimming Committees (LSC). There are 59 LSCs in the United States. Excel Aquatics competes in the Southeastern LSC (Southeastern Swimming), which consists of over 60 USA Swimming registered member clubs.

Within each Local Swimming Committee are Districts. Southeastern Swimming <http://www.seswim.org> is divided into four districts, East, West, Central and South. Excel competes in the West District.

All Excel year round swimmers are registered with USA Swimming. Typically Excel Aquatics will compete in swim meets once or twice a month. Our home meets are at the Indoor Sports Complex in Brentwood or sometimes we host a meet at the Centennial Sportsplex in Nashville. The travel meets can be as close as downtown Nashville or out of state.

Swimmers are divided by age for competition. There are two main groups: Age Group (12-under) swimmers and Senior (13-up) swimmers. Age Group divisions include 8 & Unders (10 & Unders for some events) 9-10's, and 11-12's. Senior swimmers are divided into two groups: 13-14's and Open.

USA Swimming is divided into two swim seasons, short course and long course. Each season progresses from standard meets to qualifying meets.

SHORT COURSE SEASON begins in September and runs through March, ending with championship meet opportunities. Short Course meets are held in 25-yard pools. Most meets will run a separate pool for girls and boys simultaneously, and meets are usually held on Saturday and Sunday.

LONG COURSE SEASON begins in April and runs through July or August, ending with championship meet opportunities. Long Course meets are held in 50-meter pools, and girls and boys swim in the same pool. Meets for this season are usually held on Friday, Saturday, and Sunday.

EXCEL AQUATICS SHORT COURSE & LONG COURSE MEETS

SHORT COURSE SEASON

September - Fall Fest Meet - Excel Hosted

October - NAC Meet at Centennial Sportsplex in Nashville, TN

November - Tullahoma and Tennessee Aquatics Travel Meets

December - Meet of Champs - Excel hosted. Excel also hosts a Middle School and High School meet. Also in December are the **Winter Short Course Junior Nationals** and the **Short Course Nationals Swim Meets**. Qualifying times apply.

January - Mardi Gras Meet - Excel Hosted, Dynamo Travel Meet in Atlanta, Georgia

February - **Southeastern Swimming Region Championships**-Regional Championships-all ages. Excel hosts at the Centennial Sportsplex in Nashville. No qualifying times for this meet.

Southeastern Swimming Short Course Championships - Short Course season ending championships held in Huntsville, Alabama. Qualifying times apply to this meet.

March -**Age Group Zone Championships** - Top Regional age group swimmers within the four designated Zones. Sometimes Excel hosts this meet.

Senior Sectional Zone Championships - Also known as the Speedo Champions Series. Top Regional senior swimmers within the different Zones. Each Zone hosts their own meet. Qualifying times apply. Sometimes Excel hosts this meet. **NCSA Jr. Nationals** - Championship meet in Orlando, Fl. Qualifying times apply.

LONG COURSE SEASON

April - Midtown Throwdown Swim Meet - Excel Hosted

May - Travel Meets

June - Stars & Stripes and Firecracker Meet - Both are Excel Hosted

July - **Southeastern Swimming Long Course Championships** - Qualifying times apply. This is the season ending Long Course Championship meet for Excel.

August - **Southern Zone Age Group Championships** - All-star team selected in each age group from results of the Southeastern Long Course Championships

USA Futures Championships - Qualifying times apply.

Junior Nationals - Qualifying times apply.

Senior Nationals - Qualifying times apply.

Olympic Trials (during Olympic year) - Qualifying times apply.

*Championship meet locations and time standards are updated periodically. Refer to USA Swimming and Southeastern Swimmings website for current information.

WHAT DOES IT COST TO TRAIN AT EXCEL?

Costs vary depending on the training group your child is in. Here is a breakdown of our current training group costs.

TRAINING GROUP	MONTHLY FEE	REGISTRATION FEE
BRONZE A & BRONZE (S)	\$80	\$150
BRONZE 1	\$90	\$150
TEAL A	\$100	\$150
TEAL 1 & TEAL (S)	\$110	\$150
JUNIOR A	\$110	\$150
JUNIOR A1 & JUNIOR (S)	\$130	\$150
JUNIOR 1	\$135	\$150
VARSITY A	\$140	\$150
VARSITY A1 & VARSITY (S)	\$145	\$150
VARSITY 1	\$155	\$150
SENIOR A	\$150	\$150
SENIOR 1 & SENIOR (S)	\$160	\$150
SENIOR NATIONAL	\$165	\$150

(S) - Satellite Site Name

ADDITIONAL FAMILY MEMBER DISCOUNT - Each additional swimmer in a family receives \$10 off monthly dues UP TO 3 MEMBERS.

USA REGISTRATION FEE

Besides the Excel monthly training fee, there is a \$150 registration fee for each swimmer. This covers the USA Swimming Registration Fee which comes with a subscription to Splash Magazine, insurance, the Excel Administration Fee, team swim cap, and team shirt.

USA Swimming dues are renewed on September 1 of each year, so even if you register at a later time, you will have to pay the registration fee again in September for the upcoming season.

HOW DO I REGISTER FOR EXCEL AQUATICS?

EVALUATIONS

All swimmers will be evaluated and placed in a training group according to their age, skill, endurance, and commitment level. Evaluations for the fall season are done in early August each year at each facility. If you are wishing to join EXCEL AQUATICS after the season has begun, you will need to schedule an evaluation.

HOW TO REGISTER

1. Once you have been evaluated, follow the steps below. If you still need to be evaluated, follow step two below and then email the coach of the location you wish to be evaluated.
2. Go to excelaquatics.org and select “Start Registration” (directly under “Sign In”).
3. Look to see when registration is open for you.
4. If registration is open, select “Register Now.”
5. Select either “I am not logged in but have an existing account” or “I am a new user or I am not sure if I already have an account.”
6. Set up or update your account by adding email addresses, billing information, and parent information.
7. Select “Add New Member” or select any existing member you want to register. Add requested information. Right below medical information, you will need to select the group in which you were assigned to by the evaluation coach. Go all the way down to the bottom of the group selections and click “Register the Member to the Selected Group” so that your selection will be saved. You will know it is saved if you see it in the form.
8. Below the member information are several waivers and policies that must be read and selected. After you have read and agreed to all of the conditions, please select the red “Continue” button at the bottom of the page.
9. On the next section you will need to enter your payment method for Registration Fees. Proceed to Checkout.

10. Enter Billing Details and Payment Information. You will need to save your credit/debit card or draft check to be used for monthly billing. You can always go back into your account and change the preferred card.
11. Print your receipt as proof of registration.
12. If you have any questions after following the steps above, please contact us.

EXCEL PAYMENT TERMS AND PAST DUE POLICY

Upon registration you will be required to set up your method of payment. Sign in, go to “My Account”, and then find “\$ Payment Setup”. Here you will be able to enter your credit card or electronic ACH (bank draft) information that will stay on file for monthly billing. Paper payments will not be accepted. Dues and any additional fees will be billed to your account at the beginning of each month. You can view your account information and billing history at any time by going to “\$My Invoice/Payment.”

In order to ensure uninterrupted swimming, payment in full must be received no later than the 25th day of the current month. A \$10.00 late fee will be charged to past due accounts/per month. Any billing errors or questions should be directed to the Team Administrator. Swimmers with past due accounts will not be allowed to practice or participate in team sponsored meets.

Thirty (30) days advanced written notice is required for any swimmer wishing to leave the EXCEL AQUATICS program. All notifications must be made by the first day of the month, 30 days prior to when you wish to leave the EXCEL AQUATICS program. Dues will be payable for the current month of swimming and for the next 30 days. All current job requirements must be completed prior to leaving the program or they will be billed to your statement.

Swimmers wishing to take off during the summer months to swim only for their summer league team must submit their 30 day notice as stated above, otherwise they will continue to be billed monthly.

Summer Jobs: If families do not get their 30-day notice in by May 1st, all summer job requirements must be completed. All swimmers are marked as inactive for the month of August, and are not billed for the month of August. Swimmers wishing to continue to swim when training begins in mid-August must register again before the end of August. The registration fee will be billed, but fees will not be charged until September 1 for the month of September's training. August's training is free.

WHAT ARE MY FUNDRAISING REQUIREMENTS?

Excel Aquatics is a not for profit organization which relies on the monthly dues and active working support of each family to meet the monthly obligations of the team.

More than 50% of our annual budget is met with funding from sources other than monthly training fees, such as hosting swim meets and supporting USA Swimming's fundraiser, Swim-A-Thon. **All Excel swimmers, no matter what training group, are expected to participate in the team fundraising programs, even if the swimmer does not participate in meets.** There are several programs available throughout the year. Notifications will be sent out as new fundraising programs start.

Note: The requirement for families with multiple athletes is the highest training group. Half of the annual requirement is due prior to December 31, and the remaining half is due prior to June 1. Any unmet portions are billed accordingly.

To view your Fundraising balance, log into your account, go to “\$My Invoice/Payment,” and select “Fundraising.” If you have any questions about your fundraising account, please contact Alicia Enroth at alenroth@comcast.netExcel fundraising programs: Swim-a-thon, Kroger Cares Program and Belk Charity Tickets

FUNDRAISING REQUIREMENTS BY GROUP

GROUP	FUNDRAISING REQUIREMENT (1/2 DUE BY DEC. 31 AND JUNE 1)
BRONZE A & BRONZE (S)	\$125
BRONZE 1	\$125
TEAL A	\$175
TEAL 1 & TEAL (S)	\$175
JUNIOR A	\$175
JUNIOR A1 & JUNIOR (S)	\$175
JUNIOR 1	\$175
VARSITY A	\$250
VALSITY A1 & VARSITY (S)	\$250
VARSITY 1	\$250
SENIOR A	\$250
SENIOR 1 & SENOR (S)	\$250
SENIOR NATIONAL	\$250

(S) - SATELLITE SITE NAME

**The fundraising requirement for families with multiple athletes is the highest training group.

WHAT ARE MY JOB REQUIREMENTS?

All Excel Job Requirements vary per quarter and you can find the current requirement on our website under Parent Info or Swim Meet Info. Excel hosts between 10 and 14 meets each year. We work diligently to make sure our meets start on time, end on time, results are posted in a timely manner, and delays are kept to a minimum. In order to continue our tradition of hosting well-run, well-staffed meets, we depend on our parents to fill over 3000 meet positions each year in our Job Requirement Program.

Minimum job requirements per family are 3-4 sessions for September-December, 2-3 sessions for January-March and 2-3 sessions for April-August (exact amount depends on the meets we host). **All Excel Parents, no matter what training group their swimmer is in, are required to fulfill the Excel Job Requirements.**

It is not our desire to penalize families, but rather to unite our families to work together to deliver quality meets. We need everyone to willingly work the meets and help us represent Excel as a team. If you do not fulfill your job requirements, all unmet and missed required job shifts will be billed to your Excel Aquatics account at **\$150.00** per unmet or missed job shift. You may also be charged \$150 if you do not show up for your job. These fees will be billed to your account at the end of each session. Most job shifts last from 3-5 hours. Please do not sign up for a job that you cannot complete.

****Summer Jobs: If families decide to suspend their account for the summer and they do not get their 30-day notice in by May 1st, all summer job requirements must be completed or the unmet jobs will be billed to the members account.**

WHAT ARE THE JOBS?

A list of all the jobs and their description are on our website under “Parent Info” or “Swim Meet Info”.

HOW TO SIGN UP FOR A JOB

An email will go out to alert you that job sign ups will be available on a certain date and time. Another email will be sent to tell you when jobs have been turned on. Sign ups are on a first come first serve basis, and jobs can go quickly. Limits will be placed on the number of jobs you are allowed to sign up for, giving all families an opportunity to sign up, but some jobs will be harder to get than others. If you have any questions about your job requirements, please contact Lori Biller at tlbiller@comcast.net.

To sign up for jobs, follow the steps below:

1. Set an alarm to remind you when jobs will be opening and log into your Excel account.
2. Find the meet that is scheduled to be opened under “Swim Meets”, and select “Job Signup”.
3. As soon as the jobs are opened up, you will be able to select the job that you want. If more than 2 people are selecting the same job, only one person will be able to save it so keep trying other jobs if your first choice could not be saved.
4. Select a job that you know that you will be able to fulfill. Make note of times and requirements.

HOW MANY JOBS HAVE I DONE?

To view your job history, log into your account on the excelaquatics.org website, go to “\$My Invoice/Payment,” and the tab at the top that says “Service Hours.” If you have any questions about your service hours balance, please contact Lori Biller at tlbiller@comcast.net.



TRAINING GROUPS & PRACTICE

All training group descriptions and practice information is located on our website under ‘Practice Info’.

PRACTICE EQUIPMENT

Each practice group will be given a list of equipment that their coach requires for practice. These items need to be brought to EVERY practice, and they should be CLEARLY MARKED with your swimmer’s name. A swimmer without necessary equipment may be asked to sit out of practice for the day. If equipment is lost, please ask the lifeguards if you can look in their lost and found.

All groups will need the following items:

- 2 pairs of goggles (one for a spare)
- 2 swim caps (one for a spare)
- Fins
- Competitive Swimming Practice Suit (no two piece, loose trunks or fashion suits)
- Mesh swim bag to hold wet equipment
- Sports water bottle

Some coaches will require the following items in addition to the list above:

- Hand paddles
- Buoy
- Snorkel
- Tennis shoes for dry land

Additional items swimmers might want to have:

- Swim Backpack
- Swim Parka
- Team Warm up Suit

**All meet and practice equipment can be purchased from the authorized team dealer, ALL AMERICAN SWIM SUPPLY, located in Brentwood at 5006 Thoroughbred Lane, Suite A5, Brentwood, TN 37027, (615) 309-7636.

PRACTICE SCHEDULE

The practice schedule for all sites is available on our website under “Practice Info”.

PRACTICE SCHEDULE CHANGES

At times, there will be practice schedule changes. Please check the Excel website, excelaquatics.org, regularly to determine if there are any changes. If your child’s practice group is not listed, then they will be on regular schedule. Additionally, every effort will be made to alert parents by email of schedule changes.

INCLEMENT WEATHER

Whenever there is bad weather that causes a change in the practice schedule or a swim meet, information will be available on the team website. Information also will be sent by e-blasts. Be sure to check your email for updates.

PRACTICE EXPECTATIONS

Swimmers are placed in groups based on age, skill, experience, and proficiency. The assignment of the swimmers to the practice groups are made by the coaching staff after an appropriate evaluation. Swimmers in the more developmental groups not only are encouraged to participate in other sports and activities, but also are given a flexible schedule of practice times to choose from. The practice schedule for these groups typically offers more practices than swimmers are recommended to attend. Please keep in mind that swimming is a cumulative sport in terms of technique and conditioning. As swimmers age and advance, the need for more practice increases. There is a direct correlation to performance and consistent training.

SWIMMER PRACTICE BEHAVIOR

1. Swimmers are expected to show respect to coaches, teammates, facility staff, and patrons at all times. This includes no talking when the coach is talking.
2. Swimmers are expected to follow the rules of the coach and facility at all times.
3. Abusive language, bullying (see below), lying, stealing, or vandalism will not be tolerated, and immediate action will be taken against any swimmer participating in such behavior.
4. Swimmers should follow lane etiquette rules established by the coach at all times. This includes circle swimming, no pulling or hanging on lane ropes, and no physical contact with other swimmers.
5. Swimmers are encouraged to come to practice with a positive attitude, and expected to support their teammates. Remember ONE TEAM, ONE GOAL!
6. Swimmers should be familiar with our team policies regarding Bullying, Travel and Communication. The team policies can be found on our website under Policies.

BULLYING

Bullying of any kind is unacceptable at Excel Aquatics and will not be tolerated. The USA Swimming Code of Conduct prohibits bullying. Generally, bullying is the use of aggression, whether intentional or not, which hurts another person. Bullying results in pain and distress. Bullying is counterproductive to team spirit and can be devastating to a victim. Excel is committed to providing a safe, caring and friendly environment for all of our members. If bullying does occur, all athletes and parents should know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell a coach, board member or athlete/mentor.

***Excel has a Bullying Policy on our website under Policies. Please make yourself familiar with it.**



YOUR ROLE AS A PARENT

"I LOVE WATCHING YOU SWIM!"

Parents have a special role in helping their swimmer progress in the sport. Swimmers need their parents' support and encouragement no matter what their performance may be. They need to know that they can come to you and be accepted unconditionally. Tell them you love watching them swim! It is a good idea to leave the coaching to the coaches. Always look for the positive. Congratulate swimmers when they beat their own time. Look for evidence that they are listening to tips from their coaches. Praise swimmers for their sportsmanship, great attitude and team spirit.

Set a positive example for your swimmer by your actions. Step up and volunteer wherever needed. Encourage and show respect to coaches, fellow parents, and staff. Always lift up the team in your conversations. If you have any concerns about an issue, please communicate those to the appropriate coach, staff member, or board member, not with other parents. Remember ONE TEAM, ONE GOAL!

DROP OFF AND PICK UP INSTRUCTIONS

Parents may park in the parking lots available at each facility. At MTSU you must have a parking sticker; one can be obtained at the MTSU Recreation Center. Please contact the Site Coordinator if you need assistance in obtaining a sticker. When you pull up to drop off or pick up your swimmer, please do not leave your car unattended for even the shortest amount of time. Make sure your swimmers make it safely into the building. Some facilities have age limits on leaving children unsupervised, so please follow these rules.

GUIDELINES FOR WATCHING PRACTICE

Parents are encouraged to watch practice from time to time. When you do decide to watch practice, please sit in designated areas only. It is important for coaches to have the undivided attention of the swimmers at all times. If your swimmer is distracted by your presence, please step out of their line of sight. Young swimmers will be expected to separate from their parents and go with their class without a problem.

Please do not attempt to coach your swimmer during practice. It is the coach's responsibility to direct and correct your swimmer. Parents will be asked to leave if they become distracting to coaches or swimmers.

Please make sure all siblings that stay to watch practice are not a distraction to coaches or swimmers. Parents are expected to supervise any non-swimming children, making sure they remain safe, are respectful of the facility and staff, and are courteous to other parents.

Parents should not attempt to communicate with their swimmer's coach during their practice. If their coach is coaching before or after practice, email the coach and set up an appointment.

A PARENTS' ROLE (FROM USA SWIMMING)

1. DON'T COACH - Leave coaching to coaches. This includes pre-race psyching, motivation, after race critiquing, setting goals, etc.
2. SUPPORT THE COACH - Your coaches are the experts. They need your support for everyone to "win".
3. SUPPORT THE PROGRAM - Get involved. Volunteer. Help out at meets, fundraisers, etc.
4. BE YOUR CHILD'S BEST FAN - Support your child unconditionally. Do not withdraw love when your child performs poorly. Your child should not have to perform to win your love.
5. SUPPORT AND ROOT FOR ALL ATHLETES ON THE TEAM - Foster teamwork. Your child's teammates are not the enemy. When they go faster than your child, your child now has a wonderful opportunity to improve.
6. DO NOT BRIBE OR OFFER INCENTIVES - Your job is not to motivate. Leave this to the coaching staff. Bribes will distract your child from proper race concentration.
7. TAKE YOUR CONCERNs AND PROBLEMS DIRECTLY TO THE COACH - If you have a problem with the coach, do not go to other parents to discuss it. Go straight to the coach involved. Talking behind the coach's back will not get you what you want.
8. UNDERSTAND AND DISPLAY APPROPRIATE MEET BEHAVIOR - Remember your child's self-esteem and race performance is at stake. Be supportive and cheer but always be appropriate.
9. MONITOR YOUR CHILD'S STRESS LEVEL AT HOME - Keep an eye on your athlete to make sure that they are handling stress effectively from the various activities in his life.
10. MONITOR EATING AND SLEEPING HABITS - Be sure your child is eating the proper foods and getting adequate enough rest.
11. HELP YOUR CHILD KEEP HIS PRIORITIES STRAIGHT - Help your child maintain a focus on schoolwork, relationships and the other important things in life besides sports. Also' if your child has made a commitment to one sport help him keep the priorities around this in mind.

12. "REALITY TEST" FOR YOUR CHILD - If a swimmer, for example, comes out of the pool with a personal best time and a last place finish, help them understand that this is a "win". Help them keep things in their proper perspective including losses, disappointments and failures.
13. KEEP YOUR CHILD'S CHOSEN SPORT IN PERSPECTIVE – The sport should not be larger than life for you. If your child's performances elicit strong emotions, keep these away from them. Remember your relationship will continue with your children long after their competitive days are over. Keep your goals and needs out of your child's sport.
14. BE AN APPROPRIATE LIAISON TO THE COACH - Keep the coach informed as to how your child is responding to the experience (when appropriate). If your child is having trouble with something that happened at practice or with something the coach said, help the child deal with it and if necessary, speak directly with the coach.

COMMUNICATION

Communication is the key to a successful experience in the EXCEL AQUATICS' program. If at any time you have questions or concerns, feel free to contact any member of our staff. All Staff emails can be found on our website.

For questions regarding non-swimming concerns, please consult the Site Coordinator, Committee Coordinators, Parent Representatives or the Board of Directors. All of their emails are on the Excel Website.

If you have a question that is specific to your swimmer, then it is best to communicate directly with your swimmer's training coach. The best time to talk to your swimmer's coach is before or after practice. If your swimmer's coach is coaching another group both before and after your practice, the best way to communicate with them is through email. They would be glad to set up a meeting with you if you would like. Unless your coach has said otherwise, please do not phone or text coaches since they are not on call all hours of the day, and many have other jobs or responsibilities.

MODES OF EXCEL COMMUNICATION

1. Excel Website: excelaquatics.org - become familiar with our website.
2. E-mail: Parents will receive emails from coaches, staff and board members. Please make sure to read each and every email in detail so that nothing important is missed.
3. Newsletters: Newsletters will include important information about upcoming events. Please read all newsletters to insure nothing important is missed.
4. Excel Table: Check the Excel table for program information. One is located outside the Excel office at the ISC.
5. Parent Meetings: EXCEL AQUATICS periodically conducts general parent meetings and specific practice group parent meetings.
6. Signs & Bulletin Boards: Some facilities will post signs up in the lobby or doors to communicate facility closures and important information. Please pay attention to these notices.

OTHER FORMS OF SWIM INFORMATION

SPLASH MAGAZINE - A newsletter published by USA Swimming, Inc. is mailed as a benefit to each registered member of USA Swimming. The newsletter includes a variety of articles and information about every level of competitive swimming.

USA Swimming Website - www.usaswimming.org - A great source of information!

Southeastern Swimming Website - seswim.org

***Please review the Electronic Communication Policy on our website.**

SWIM MEETS

MEET SCHEDULE

The swim meet schedule is found on our website, excelaquatics.org by selecting the “Swim Meet Info” tab. Once you are signed in to your Excel account, you can select the “Swim Meet Info” tab itself, and you can sign up for available meets and jobs. Select the “Meet Schedule” link under the tab, and it will show the list of meets on the schedule. Each season’s meet schedule is distributed via Excel email and is also available on the website, excelaquatics.org. The meet schedule for September – March will be available in early September. The meet schedule for April – July will be available in March.

HOW TO SIGN UP FOR A MEET

The Excel meet schedule is posted on the website, excelaquatics.org. Go to “Swim Meet Info” and click on the title of the meet you want to look at. On each meet page you will find the “Meet Invitation” under the forms/documents section that gives the particulars of each meet, including the schedule of events, warm up and start times, and pool location. The team hotel information will also be posted on this page along with the meet entry deadline.

Look for the Excel entry deadline on the meet page, not the one listed in the meet invite; Excel has to process the meet entries of hundreds of swimmers, so we set a deadline ahead of the meet invitation deadline. Excel families will receive notice that meet entry deadlines are approaching via Excel email and through the weekly news that is emailed to each practice group. Each Excel team member must enter themselves in the competition that they desire by the Excel deadline. Once the entry is submitted, the family is responsible for the entry fee even if the swimmer fails to compete. Any entry that is late will be charged an additional fee.

Follow these steps to register for meets:

1. Go to excelaquatics.org and log into your account.
2. Under Upcoming Events/Swim Meets, click on Accept/Decline.
3. Or, to read the Meet Invitation, click on the title of the meet and you will find the Meet Invitation under Forms/Documents on the meet page. Look at the schedule of events to see what your schedule will allow. Make sure you look for when your swimmer’s age group will be swimming. Meets last multiple days and some may be during times that do not work for your schedule.
4. Look for the maximum number of events allowed per session in the meet invitation.
5. Select the “Attend/Decline” button at the top right corner of the meet page.
6. On the next page you need to click on the name of the swimmer that you want to enter.
7. Beside “Declaration” you can select whether you want to attend the meet.
8. The next page will have all of the events that are available for your swimmer. Select the events your swimmer would like to swim, double checking with the meet invitation dates and times. When selecting events, please make sure you select events that are age specific. OPEN events are generally for the 15 and older

swimmers and are usually in a different session; please make sure these are not selected if your swimmer is younger, unless it is an event that is not offered to younger swimmers.

9. Make sure you select “Save Changes” at the bottom of the page.
10. You can come back at a later date and change the entry or un-commit your swimmer until the entry deadline. Once the deadline has past, you will NOT be able to un-commit your swimmer. At this time the entries are processed. **Please be aware that once meet entries are sent to the meet host, the swimmer's entry fees have been paid. It is too late to get the fees refunded.**
11. Coaches reserve the right to modify your swimmer’s entry if they determine it is in the best interest of your athlete.

ENTRY FEES

Entry fee information can be found on the Meet Invitation, which is found on the meet page under Forms/Documents. Fees will vary by meets, but will usually include the following:

- Per individual event
- Per relay event (split between four swimmers)
- Surcharge per swimmer (only SES fee or Non-if out of town and division, not both)
- Facility surcharge per swimmer

RELAYS

Coaches will determine who swims on relays, and relay changes may be made at the meet. Coaches will start seeding relays using a software program that finds the best relays available from the times on file. They may change relays if they feel a swimmer has proven themselves during the meet or during practices leading up to the meet. In some situations poor performance or attitude during a competition will necessitate a deviation from this policy. Every swimmer competing should confirm before leaving the venue that he/she is not on a relay.

Since relays are usually determined by times we have in the system, it is important that your swimmer swims 25/50's (depending on age) of each stroke and the 100 Freestyle. All times will remain in the system from year to year, but your swimmer will improve as they get older.

WHAT EVENTS SHOULD I ENTER?

Beginning swimmers should enter the 50's of all events that they enjoy even if they have not mastered the stroke yet. Disqualifications may result, but they are a great opportunity for coaches and swimmers to work on necessary improvements. Beginning swimmers may want to avoid signing up for the 100's in strokes that they are not proficient in until after they have successfully completed the 50 of that stroke. Don't hesitate to ask their coach for recommendations.

Swimmers will want to swim events that they enjoy as well as events that they may not. Swimmers will want to experiment with distances and strokes along the way so that they can grow as a swimmer.

CHAMPIONSHIP MEETS

Southeastern Championship meets, Age Group Sectional Championships, Senior Sectional Championships and U.S. Nationals are meets that require qualifying times.

Team championship meets are indicated on the meet schedule. Swimmers who are qualified to swim should plan to attend these meets and contribute to the total team scoring.

THE WEEK BEFORE THE MEET

1. The team entry report will be available on the Excel website soon after the Excel entry deadline. Review your swimmer's entries for accuracy. Notify your coach as soon as possible to make corrections.
2. The Monday before a meet, the psych sheet is usually posted. Please look for your swimmer's entries and notify your coach as soon as possible if there are any errors.
3. Set goals and ask coaches for race strategies before the meet. Train at race pace and work on race strategies in practice so it will be natural at the meet.
4. Coaches sometimes post relays ahead of time, so look for emails that might contain these. Relays are always subject to change, so always check with your coach before leaving the meet. If you are unable to participate in a relay, please let your coach know BEFORE the day of the meet. Some relays are at the beginning of the meet, and some are at the end. See RELAYS above for more information.
5. Make sure your swimmer eats well and stays well hydrated starting several days before the meet. Try to get at least 7-9 hours of sleep the two nights before the meet. Experiment with different meals and how they affect your swimmer during practice starting weeks before competition. Proteins are good for long term energy and carbohydrates are good for short term energy. Carbonated drinks should be avoided during training season.
6. Read the email or newsletter that tells you what color Excel team t-shirts to wear. We usually alternate blue and black each day. If you do not have a different color we highly recommend purchasing one, as it promotes team unity and pride.
7. Read the meet invite or meet page to see when warm-ups begin. Look over the invite to familiarize yourself with any special information that you might need to know about the meet including directions, parking, concessions, entry fees, parking fees, rules, etc. You want to be prepared.
8. Make sure you have cash on hand for heat sheets and concessions.
9. Make a list of your swimmer's events, including the event number. Younger swimmers can mark these on their arm or leg with a Sharpie pen the night before and finish the heats and lanes after purchasing the heat sheet at the meet.
10. Do not hesitate to ask a veteran parent or coach if you have any questions.
11. Set your alarm. Give yourself plenty of time to eat a light breakfast and allow time for travel. Swim warm-ups can start as early as 6:30 am.

12. Prepare bags the night before and set out swimsuit and clothes. Below is a list of items to bring to a meet:

- Team swimsuit
- 2 team swim caps
- 2 pairs of goggles
- Excel team shirts
- Parka and/or warm-ups
- 2 towels (minimum)
- Blanket, sleeping bag or chair (check facility rules)
- Quiet games or books
- Food—nutritious snacks
- Water bottle
-

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?? vs Wells Branch - 5/22/2010
Meet Program - RWB 2010

Event Number	Event Name	Age	Team	Seed Time
#1 Mixed 6 & Under 100 Yard Freestyle Relay				
Lane	Team	Relay	Seed Time	
Heat	1 of 1	Finals		
1	WB-ZZ	E	NT	
	Stephan, Karla G W5	Scott, Daeni E W5		
	Shane, Kyla A W6	Simpson, Abs B W6		
2	WB-ZZ	C	NT	
	Wadehra, Beck R M5	Zayas, Riley S M5		
	Brieger, Mara E W6	Cardwell, Aubrey G W6		
3	WB-ZZ	A	NT	
	Larimore, Faith M W6	Yang, Hailee J W5		
	Jahnke, Abby K W6	Koester, Riley H W6		
4	WB-ZZ	B	NT	
	Uribe, Isa G W5	Uribe, Max N M4		
	Mendez, Mario R M6	Waworuntu, Diercen M6		
5	WB-ZZ	D	NT	
	Herold, Mari P W5	Harris, Arwen M W4		
	Christian, Annabelle E V	Freeman, Ephraim S M6		
6	WB-ZZ	F	NT	
	Young, Marie E W6	Nguyen, Carolyn R W6		
#12 Girls 6 & Under 25 Yard Freestyle				
Lane	Name	Age	Team	Seed Time
Heat	1 of 4	Finals		
1	Chambers, Joy C	4	WB-ZZ	NT
2	Walker, Mia T	4	WB-ZZ	NT
3	Harper, Sophia N	5	WB-ZZ	NT
4	Harris, Arwen M	4	WB-ZZ	NT
5	Nguyen, Elisabeth	4	WB-ZZ	NT
Heat	2 of 4	Finals		
1	Scott, Daeni E	5	WB-ZZ	NT
2	Yang, Hailee I	5	WB-ZZ	NT
3	Stephan, Karla G	5	WB-ZZ	NT
Heat 2 of 2 Finals				
1	Zayas, Riley S	5	WB-ZZ	NT
2	Freeman, Ephraim S	6	WB-ZZ	NT
3	Waworuntu, Darren	6	WB-ZZ	NT
4	Mendez, Mario R	6	WB-ZZ	NT
5	Prendeville, Ryan	5	WB-ZZ	NT
6	Wright, Jackson H	5	WB-ZZ	NT
#14 Girls 7-8 25 Yard Freestyle				
Lane	Name	Age	Team	Seed Time
Heat	1 of 3	Finals		
1	Tran, Kimberly T	8	WB-ZZ	NT
2	Kane, Jennifer T	7	WB-ZZ	NT
3	Finch, Chloe E	8	WB-ZZ	NT
4	Schulze, Rachel B	8	WB-ZZ	NT
5	Prosper, Anne-Marie J	8	WB-ZZ	NT
6	Adams, Fifi J	7	WB-ZZ	NT
Heat	2 of 3	Finals		
1	Mehta, Anaya	8	WB-ZZ	NT
2	Wadehra, Serena J	8	WB-ZZ	NT
3	Carter, Ansaya J	8	WB-ZZ	NT
4	Waworuntu, Demi K	8	WB-ZZ	NT
5	Miles, Payton P	8	WB-ZZ	NT
6	Harper, Shelby N	8	WB-ZZ	NT
Heat	3 of 3	Finals		
1	Verdiachio, Abbie H	7	WB-ZZ	NT
2	Jamalsib, Hanna	7	WB-ZZ	NT
3	Buckley, Emma R	8	WB-ZZ	NT
4	Ulak, Caren R	7	WB-ZZ	NT
5	Yang, Syd A	7	WB-ZZ	NT
6	Kumar, Riya A	8	WB-ZZ	NT

HOW TO MARK YOUR SWIMMER'S ARM

E=Event # H=Heat L=Lane



AT THE MEET

1. Arrive at the pool at least 20 minutes before your swimmer's warm-up session. Allow time for parking.
2. If you are working a job, check in with the job coordinator to get your name tag.
3. Next, find a place to put your swimmer's things. Older Excel swimmers like to sit together, so look for other swimmers when you arrive. Younger swimmers usually sit with their parents, but we encourage you to sit together as a team as much as possible.
4. Purchase a heat sheet, usually found at the entrance of the meet. Some meets will have Heats Sheets only available online. In the heat sheet you will need to go to the event number that your swimmer is swimming and look for their name. You will need to make note of the heat and the lane. Younger swimmers can use a Sharpie pen to mark their arms or legs with the information so that they will not lose the information. Above is an example to help you read a heat sheet and mark your swimmer.
5. If your swimmer is in a long distance event that is not yet seeded, they will need to go to POSITIVE CHECK-IN and sign in before warm-ups begin. If you do not know if they are in an event that requires positive check-in, you can look at their events on the heat sheet. Any event that does not have heats or lanes already assigned are positive check-in events.
6. Prepare for warm-ups and check in with your swimmer's coach. Warm-up assignments are posted on the meet page on the website, and are usually posted at the meet. Look for XCEL and make note of the warm up time and lanes. Please do not be late for warm-ups. Warm-ups are short and lanes are usually crowded. They are intended to gradually warm up swimmers to prepare them for competition. Swimmers who are late can risk injuring themselves.
7. During the meet your swimmer needs to stay hydrated and eat light snacks.
8. Swimmers need to warm up before and cool down after each event. Warm-ups not only get your body loose, they also get your heart rate up. Try to time your warm-up so that you are only out of the water for about 10 minutes before your race. On deck exercises can be done to get your heart rate up if there is an unexpected delay or if warm-up lanes are not available. Remember to use perfect technique during warm up and cool down; never get sloppy. Also, remember to always SLIDE IN FEET FIRST to prevent head-on collisions with other swimmers.
9. Swimmers should keep themselves covered and warm at all times. Swimmers should wear swim parkas or sweat suits, shirt and shoes any time they are not in the water. Extra towels are always a good idea to have on hand.
10. Swimmers should stay off their legs as much as possible.
11. Coaches recommend no electronic video games or iPads be used during the meet. Music may be used with earphones. Swimmers need to focus on their events.
12. Swimmers need to report to their coach before and after each race to discuss the race. Swimmers should not talk to anyone about the race before they talk to their coach—this includes parents. Parents should praise their swimmers on how great

a job they did and how proud they are of them. The coach will discuss stroke technique with them.

13. If a swimmer misses their event, they should go immediately to the starter and notify them. If space is available in another heat, the starter will usually try to place them in another heat.
14. There is usually Clerk of Course available for 8 and under swimmers. Swimmers will need to go to Clerk of Course to be lined up by heats and lanes, and taken, as a group, to the starting blocks.
15. Swimmers must check with their coach prior to leaving a meet. Should it become necessary for a swimmer to leave early, their coach must be notified.
16. In prelim/final meets, all swimmers who qualify to compete in the finals are expected to participate in the finals. All team members are strongly encouraged to return to the finals sessions to support the team and take advantage of the opportunity to learn from watching the finals. At times, alternate and relay positions open up that need to be filled.
17. Team members and parents are expected to display proper respect and sportsmanship toward coaches, officials, meet administrators, and fellow competitors.
18. As a matter of team pride and courtesy to the meet host, swimmers are expected to leave the Excel team area in a neat and clean condition at the conclusion of each session of the meet.
19. All questions swimmers or parents may have concerning meet results, an officiating call, or the conduct of a meet, should be referred to the Excel Coaching Staff only.
20. In accordance with USA Swimming policy, parents are expected to remain in the spectator area and off of the immediate competitive deck unless they are working the meet in an official capacity.
21. Swimmers are expected to use available dressing rooms to change clothes. No deck changing is permitted. No phones or other video recording devices may be used in the locker rooms.
22. No video or photography is allowed behind the starting blocks, and flash photography is not allowed during the start of each race.
23. For long distance events, usually 500+, swimmers are required to provide their own counter and may be required to provide their own timer.

TRAVEL MEETS

Travel meets are not required, but highly encouraged, especially for advanced swimmers. Championship meets are often in a different town, so it is always a good idea to experience away meets before you qualify for a championship meet. Each family is responsible for their own hotel and travel arrangements. Most travel meets will have information for our team hotel on the meet page. These hotels will usually be at a discounted group rate; there are only a limited number of rooms available, so early booking is suggested. For most meets, the parents are totally responsible for their children, outside of the meet itself. A few higher qualifying meets will require Excel coaches and chaperones to travel with your swimmers. Please see the travel policy below.

TEAM TRAVEL POLICY

Purpose: Athletes are most vulnerable to misconduct during travel, particularly overnight stays. This includes a high risk of athlete-to-athlete misconduct. During travel, athletes are often away from their families and support networks, and the setting – new changing areas, locker rooms, workout facilities, automobiles and hotel rooms – is less structured and less familiar. **Please review our Team Travel Policy that is on our website under Parent Info/Policies and discuss travel rules with your swimmer/s.**

YOUR SWIMMER'S RESULTS

POSTED RESULTS

Official results during a home or travel meet will be posted as events are completed, usually in a lobby or hallway accessible to parents. At the ISC you will find the results posted on the windows in the hallway past concessions. If you have any concerns that a result is incorrect, please communicate with your swimmer's coach. Parents are not allowed to communicate with the scoring table or officials, only coaches can do this. Mistakes do occur from time to time, so make sure you keep up with your swimmer's results and get them corrected, if necessary, before the meet is completed.

All of your swimmers meet results will also be posted on the Excel Website. Sign In and click on My Account, then My Meet Results.

DECK PASS

DECK PASS is a free app that is available from USA SWIMMING. We will register you for USA SWIMMING after you register with Excel Aquatics. USA SWIMMING will send you information on DECK PASS and encourage you to register. It is a great place to access your swimmer's current times and to track their progress. Swimmers enjoy earning patches for different accomplishments which USA Swimming posts on each swimmer's DECK PASS page. For more information on DECK PASS you can go to usaswimming.org.

MEET MOBILE

MEET MOBILE is another free smart phone app that is available. This app allows you to keep up with results during any meet that has MEET MOBILE set up. The results on MEET MOBILE come directly from the timing system, and are not final results. The process of finalizing times takes a little time to complete, so results on MEET MOBILE can change. Always see the posted results before questioning a result. If you believe that the posted results are incorrect, please communicate with your swimmer's coach. The coach can communicate with the scoring table and check into the issue. It is always good for you as a parent to keep up with your swimmer's times and posted results. The coach cannot keep up with all results that are posted, and miss potential mistakes. It is best to correct any mistake before the meet is completed. Once results are sent into USA Swimming they will be final.

TIME STANDARDS

USA Swimming divides swim clubs into divisions according to where they are located across the country. These divisions are called Local Swimming Committee, or LSC. EXCEL AQUATICS is in the Southeastern Swimming LSC. Each LSC is responsible for setting and updating time standards for their qualifying championship meets. These can also be used as motivational goals for swimmers. You can find these time standards on the Excel website under "Swim Meet Info" or on the Southeastern Swimming website, seswim.org.

Each year, USA Swimming establishes time standards. You can find some of these time standards on the Excel website and the USA Swimming website, usaswimming.org. These time standards are designed to encourage swimmers to step their swimming up to the next level. They guide you from just starting out in your age group to reaching your highest potential. Start at Level B and work your way up to Level AAAA times. Some swim meets use these motivational time standards as qualifying times.

USA SWIMMING RULE BOOK

The rules and regulations for USA Swimming can be found on the usaswimming.org website under "About" and "Rules & Regulations." The rule book will include the rules of each stroke as well as all rules that are needed to run a USA Swimming meet. If at a meet you have any questions about any rules or infractions, do not hesitate to ask your coach who can then ask the appropriate officials.

TEAM APPAREL

All swimmers will receive a team t-shirt and latex team cap with their registration.

Team Shirts

Since swim meets are 2-3 days, it is highly recommended that swimmers purchase an additional team shirt of a different color (usually black or blue) so that they can wear the specified team color of the day. Previous year's shirts are usually available for purchase at team functions early in the season.

Team Caps

At the beginning of the short course season in September, swimmers are given the opportunity to purchase personalized team caps. Orders will not be made at any other time during the year. Non-personalized team caps are available for purchase throughout the year through EXCEL or ALL AMERICAN SWIM SUPPLY.

Team Suits

ALL AMERICAN SWIM SUPPLY carries team suits at a discounted rate. We are a SPEEDO team and highly recommend showing our support for all that they provide for our team.

Other Team Merchandise

Team merchandise will be available for purchase at some team functions, ALL AMERICAN SWIM SUPPLY, and on line (coming soon).

SWIMMING TERMS

AGE GROUP SWIMMING - the program through which USA Swimming provides fair and open competition for its younger members. It is designed to encourage maximum participation, provide an educational experience, enhance physical and mental conditioning, and develop a rich base of swimming talent.

ANCHOR- The final swimmer in a relay.

ATTACHED - A registered swimmer who is attached to a registered USA Swimming swim team.

BACKSTROKE FLAGS - Pennants that are suspended over the width of each end of the pool approximately five yards/meters from the wall that notify backstroke swimmers that they are approaching the end of the pool.

BUTTON - see "Pickle."

CHAMPIONSHIP MEET - The meet held at the end of a season. Qualification times are usually necessary to enter meet.

CHECK-IN - The procedure required before a swimmer swims an event in a deck-seeded meet. Sometimes referred to as positive check in, the coach will mark each swimmer's name on a list posted by the meet host. Once a swimmer is checked in they must swim the event or they will be scratched from his/her next event.

CIRCLE SEED - In a Prelims and Finals meet, the fastest three heats of each event in Prelims is specially seeded: the fastest swimmer is in the fastest heat, the second fastest swimmer is in the next heat, the third fastest swimmer is in the next heat, the fourth fastest swimmer is in the fastest heat and so on until the three heats are filled up. As opposed to the normal slowest to fastest seeding in the rest to the heats (used in a Timed Finals format).

CIRCLE SWIMMING - When swimming in a lane with several swimmers – staying to the right of the black line.

CLERK OF COURSE - The USA Swimming-certified official responsible for deck seeding and organizing swimmers into heats (usually, a parent-volunteer). Also, where scratches and relay cards are turned in, and on-going meet information is available for the coaches.

CLUB - A registered swim team that is a dues paying member of USA-S and the local LSC.

CODE OF CONDUCT - an agreement between swimmer and club, stating that the swimmer will abide by certain behavioral guidelines.

CUT (STANDARD) – slang for Qualifying standard; a time set for entry into a meet or event.

DECK SEEDING - The process of organizing swimmers into events, heats, and lanes (by the Clerk of Course) at the meet as it progresses (as opposed to pre-seeding prior to the meet).

DEHYDRATION - The abnormal depletion of body fluids (water). The most common cause of cramps and sick feelings.

DISQUALIFICATION "DQ" - the loss of points and a time due to an infraction of the rules that govern the meet.

DIVE OVER STARTS - Start procedures at a meet in which swimmers of the previous heat remain in the water, close to the wall, during the start of the next heat. Usually used in senior sessions/meets to save time and/or allow swimmers to rest before exiting the pool.

ENTRY FEE - a set fee paid to swim each event at a meet.

ENTRY REPORT - report found on the meet page that includes the names and events of swimmers entered in a meet.

FALSE START - occurs when a swimmer is moving at the start of a race, prior to the starting signal. In USA Swimming, one false start will result in disqualification.

15-METER MARK - Marks on the sides of the pool and on the lane lines 15 meters from the ends of the pool. In Free, Back, and Fly events the swimmer must surface at or before these marks.

FINA - Federation Internationale de National de Amateur, the international governing body of competitive swimming, diving, water polo and synchronized swimming.

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

HEAT - a division of any event in which there are too many swimmers to swim at the same time (set up by the submitted times and number of lanes in the pool being used).

HEAT SHEETS - a printed program of events and "who swims when" sold at most meets, a MUST for parents.

IM – slang for Individual Medley; an event in which the swimmer uses all four strokes in the following order: butterfly, backstroke, breaststroke, freestyle.

LANE LINES - Continuous floating dividers stretched from the start end of the pool to the turn end, used to delineate the individual lanes.

LAP COUNTER – a set of plastic display numbers used to keep track of laps during a distance race by the person who counts for the swimmer, stationed at the opposite end of the start.

LENGTH/LAP - Technically, a length is once across the pool; a lap is across and back. However most coaches use the terms interchangeably to mean simply once across the pool. Thus, 4 lengths in a 25 yard pool would be swimming across the pool 4 times, totaling 100 yards.

LONG COURSE - a pool 50 meters in length. USA Swimming conducts most of its summer competition in long course. This is the size pool that the Olympics are competed in.

LSC – Local Swim Committee, the governing body that govern swimming at the local level. There are 59 LSC's in the country. Our LSC is Southeastern Swimming.

MARSHAL - The officials (usually, parent volunteers) who control the crowd and swimmer flow at a swim meet. They are primarily responsible for safety in the venue.

MASTERS SWIMMING - A program for swimmers aged 19 and older who wish to continue swimming, but not necessarily at the senior level. Age groups are in five-year increments.

MEDLEY RELAY - In the medley relay, all four strokes are swum by four different swimmers. No swimmer may swim more than one leg of the relay, which is swum in backstroke, breaststroke, butterfly and freestyle order.

NT - No Time - Abbreviation used on a heat sheet to designate that the swimmer has not swum that event before and does not have an official time of record.

OFFICIAL - a judge on the deck of a pool at sanctioned and approved competitions that enforce USA Swimming rules. There are stroke and turn judges, administrative officials, starters, timers and referees.

OPEN WATER SWIMS – conducted in a natural body of water, such as a lake, river or ocean.

PERSONAL BEST - The best time a swimmer has achieved so far in a given event.

PICKLE - The manual Timing System stopping device that records a back-up time in case the touch pad malfunctioned. The button is at the end of a wire, plugged into a deck terminal box. It is the timer's responsibility to push the button as the swimmer finishes the race.

POSITIVE CHECK-IN - For unseeded events, usually events 400 or longer, swimmers must check in before the meet to declare whether they will swim the event or not. Ask the scorers table for directions to positive check-in. Look in the meet invite to find the deadline for positive check-in.

PRELIMINARIES (PRELIMS) - also called trials. Races in which swimmers qualify for the finals to typically be swum later in the day.

PROOF OF TIME - A requirement some meets have to make certain that swimmers have legally met the time standards for that meet. Monetary fines are typically assessed for any failed swim at meets if the entry time can't be proven.

PSYCH SHEET - A printed order of events by session with swimmers listed in order, usually fastest to slowest according to their entry times. It does not show heats.

QUALIFYING TIMES - Published times that must be achieved during a given period in order to enter certain meets.

REFEREE - the head official at a meet that makes all final decisions based upon USA Swimming rules.

SANCTION - A competition or time trial must be sanctioned (approved) by USA Swimming (through the Local Swim Committee) for the times swum to count and to be used in other sanctioned meets.

SCORING TABLE - The computer tables by the pool that are used to process results at the meet.

SCRATCH - to withdraw from an event (with the forfeit of the entry fee), only to be done by the Coaching Staff.

SEEDING TIMES - The time a swimmer uses to enter a meet. This time determines one's heat and lane in the particular event.

SESSION - Portion of meet distinctly separated from other portions by time (usually a morning or afternoon set of events for different age groups).

SHORT COURSE (SC) - a pool 25 yards/meters in length. USA Swimming conducts most of its winter competition in short course.

SPLASH MAGAZINE - The USA Swimming magazine that is mailed bi-monthly. (A benefit of being a member of USA Swimming.)

SPLIT - a time taken at an intermediate distance, e.g., a 50 yard time for a 100 yard race

STARTER - a Certified Official responsible for starting each event, and being sure that each start is fair for all participants.

STOPWATCHES - watches used to time the swimmers during a competition. When automatic timing equipment is used, watches serve as a back-up method.

STREAMLINE - the position used to gain maximum distance during a start and/or push-off from the wall in which the swimmer's body is as straight and tight as can be.

STROKE AND TURN JUDGE - a Certified Official that walks the deck or stands at the end of the pool during a meet to certify the legality of individual strokes and turns.

STROKE DRILL - an exercise involving a portion or part of a stroke, used to improve technique.

SWIM-OFF - In a Prelims and Finals (championship) format, a second race after the scheduled event to break a tie between swimmers, in order to determine which swimmer makes it into which finals heat or the order of the alternates.

TIME STANDARDS - Certain qualifying times, which have been set up annually by USA Swimming and Southeastern Swimming for all events in all levels of meets to ensure that all competitions are reasonably of the same ability in their respective meets. The swimmer's goals should be betterment of his or her time, progressing from the "B" standard to the Nationals.

TOUCH PAD - a large sensitive board at the end of each lane where a swimmer's touch is registered and sent electronically to the timing system.

UNATTACHED - is a registered swimmer who is not attached to a registered USA swim team. If a swimmer changes teams, that swimmer must swim unattached for 120 days from the last day of meet competition representing the former team.

USA SWIMMING, INC. – the National Governing Body that regulates our sport. All Excel swimmers are registered with USA Swimming and each has been assigned an identification number. This USA Swimming registration expires at the end of each year. This is the organization that sends swimmers to the Olympic Games. USA Swimming is a member of FINA.

USA SWIMMING CARD/NUMBER - a membership card with a unique number assigned to a swimmer when he/she joins USA Swimming. The formula for deriving a swimmer's USA Swimming # is the following: Birth Date (6 digit format MM/DD/YY), first three letters of the first name, middle initial, and first four letters of the last name.

For example: John A. Smith was born September 1, 1959. His USA Swimming number is the following: 090159johasmit

WARM-DOWN - low-intensity swimming used by a swimmer after a practice, set or race to rid the body of excess lactic acid, and to gradually reduce the heart rate and respiration.

WARM-UP - low-intensity swimming used by a swimmer prior to a practice, set or race to get muscles loose and warm and gradually increase heart rate and respiration.

FREQUENTLY ASKED QUESTIONS

SWIMMING DURING THE SUMMER

My swimmer wants to swim with the neighborhood team this summer. What is the best way to have him/her involved with both Excel and summer league?

The coaching staff encourages summer league swimming. Ideally, swimmers in the Bronze and Silver groups should attend a combination of Excel practices and summer team practices. We would like to see the Bronze swimmers at practice 2 to 3 times a week, the Silver I & II team swimmers at practice 6 times per week. As swimmers progress through the Excel program, they need to attend as many of the Excel practices as possible.

Why is it important for my young swimmer to continue with Excel through the summer?

The Excel program is a year-round swim team and is progressive in nature. Swimming during the summer helps young swimmers continue to build on the skills they have worked so hard to obtain from September to May. In addition to technique, swimmers continue to build their aerobic/conditioning base during the summer months.

Explain the differences between the short-course and long-course season.

The short-course season usually runs from September through March. Most of the meets during these months are conducted in 25-yard pools. The long-course season begins in April and runs through July or August, depending on the championship meet dates. Long-course competitions are conducted in 50-meter pools.

The United States is the only country in the world to swim in 25-yard pools. Swimming in 50-meter pools is the best opportunity to compare our swimmers to the world. All world records are given in meters, and international competitions, such as the Olympics, are conducted in long-course pools.

How do we compare our swimmer's times from short course to long course?

It is best not to try to compare or convert times from short course to long course. Each swimmer is different, and many factors play a part in the difference between a short-course and a long-course time—factors such as the type of stroke, speed of turns, and level of conditioning. Typically, the long-course times will be slower than short-course times because 50 meters is longer than 50 yards.

What advantages does my swimmer get from swimming long course?

Whether your swimmer is practicing in a 25-yard pool or a 50-meter pool, the coaches are working on two important factors. The first factor is teaching the swimmers to stretch out their strokes and concentrate on "distance-per-stroke." The other factor is working on conditioning and building a strong aerobic base. Both factors are important skills for the long-term development of your swimmer.

During the summer, older swimmers have more time to train. We encourage them to take advantage of every opportunity possible to swim and improve.

The Excel program is progressive, and we view your swimmer's development as a "swimming career." Each skill we teach is meant to build on what was taught earlier in the season in order to help your swimmer reach his/her long-term potential in swimming.

How many long-course meets should we try to attend?

There are not many opportunities for long-course meets. Try to take advantage of each meet that your swimmer is qualified to attend. Since the strategy for long-course races is different than short-course races, it takes time and practice to learn how to swim a race using long-course strategies.

Do you have any other advice for us regarding the long-course season?

We encourage families to take vacation after the championship meets. If your swimmer has worked hard all year, for them to fully take advantage of their hard training, it is best not to interrupt their season with a week off. Also, older swimmers have more opportunities to train since they are out of school and have more time and fewer pressures. Long-course practices not only will help them now, but also are important for their long-term swimming development.

TALKING TO THE COACH

When is the best time to talk to my swimmer's coach?

The best time to talk to your swimmer's coach is before or after practice. If your swimmer's coach is coaching another group both before and after your practice, the best way to communicate with them is through email. They would be glad to set up a meeting with you if you would like. Please do not phone or text coaches since they are not on call all hours of the day, and many have other jobs or responsibilities.

How do I find my coach's email address?

All coaches' email addresses can be found on the Excel website. Look at the top left corner for a tiny whistle. This tiny whistle was not designed by us, it is a TeamUnify design.

Parent Sportsmanship Contract

As parent(s), I (we) will:

- Practice teamwork with other parents, swimmers and coaches by supporting the values of discipline, loyalty, commitment, and hard work.
- Always remain positive.
- Will walk my 8 & under swimmer(s) into the facility for practice and meets and pick up in the pool area (Not outside the building).
- Will pick my swimmer(s) up immediately following practice.
- Agree to meet all financial responsibilities to Excel Aquatics.
- Not coach or instruct any swimmer at a practice or meets (from the stands or any other area).
- Not interfere with coaches on the pool deck.
- Be supportive of the team's training and technical philosophies by allowing Excel's coaching staff to direct my child's swimming career; bring any questions or concerns about training directly to the Excel group coach. If need be, I/we will communicate with our child's coach via email or appointment-outside of practice time.
- Never ridicule or yell at my child for making a mistake or adding time at a competition.
- Remember that practice and meets are for the swimmers.
- Complete entries for my swimmer(s) before meet entry deadlines. Late entries will not be accepted.
- Demonstrate good sportsmanship by conducting ourselves in a manner that earns the respect of our child, other swimmers, parents, officials, and the coaches at the meets, practices, and through communication (email, text and social media).
- Refrain from disrupting practice or meets in any way. Parents are not allowed to talk to their swimmer or coach during practice unless in the event of an emergency, as this disrupts the entire group and focus of the practice session.
- Work various jobs as needed at swim meets, and sign up on Excel website.
- Maintain self-control at all times and refraining from coaching from sidelines.

Our roles: Swimmers-Swim; Coaches-Coach, Officials-Officiate; Parents-Cheer.

Failure to comply with team rules/policies as set forth in this document may result in disciplinary action.

Parent Signature_____ Date_____

Excel Aquatics Representative_____

Swimmer's Sportsmanship Contract

As a swimmer for Excel Aquatics, I will:

- Compete by the rules and in the spirit of the competition.
- Control my temper and not "mouth off".
- Respect my opponents and teammates.
- Do my best to be a true TEAM swimmer.
- Remember that winning isn't everything. Having fun, improving my skills, making friends, and doing my best are just as important, if not more so.
- Acknowledge all good swims and performances-both those of my Excel teammates and my opponents.
- Participate because I want to, not just because my parents or coaches want me to.
- Remember that the coaches and officials are there to help me. I will accept their decisions and show them respect.

Swim Suit Policies (Starting 2015/2016 Season) NEW

Appropriate coverage: Every swimmer registered with Excel Aquatics is to wear appropriate swim suits that are deemed necessary to train and compete at all practices and competition in which a swimmer is representing Excel Aquatics.

- Female two piece swim suits are NOT permitted at any Excel event (practice or meet). Additionally, it is required that all male and female swimmers wear swim suits that adequately cover the swimmer's body including male briefs and female one piece suits.
- If the coach feels that the suit is not an appropriate suit the swimmer will be asked to change suits or discontinue practicing or competing.

***For Dryland exercises shorts and t-shirts are required to be worn (over the swim suit if desired).

A Swimmer's personal appearance and hygiene is a reflection on the Excel Aquatics character.

Tech Suits: Tech suits will only be permitted to be worn at the following events for swimmers 11 years of age and older unless special permission has been granted by the *coach*.

- Coach defined "Last Chance" meets
- Prelim/Final meets
- Coach Defined Championship meets
- Swimmers ages 10 & under are *NOT* permitted to wear tech suits at any time during the season

New In season swim meets, which includes meets outside of those listed above, a simple black SPEEDO Endurance swim suit will be *required* of all swimmers representing Excel Aquatic Club as well as the current year Excel cap. Swimmers and parents will have the option of having the Excel Aquatics logo on the suit or not.

Player Signature _____ Date _____

Parent Signature _____ Date _____

Sudden Cardiac Arrest Form

Athlete/Parent/Guardian Sudden Cardiac Arrest Symptoms and Warning Signs
Information Sheet and Acknowledgement of Receipt and Review Form

What is sudden cardiac arrest?

Sudden cardiac arrest (SCA) is when the heart stops beating, suddenly and unexpectedly. When this happens, blood stops flowing to the brain and other vital organs. SCA doesn't just happen to adults; it takes the lives of students, too. However, the causes of sudden cardiac arrest in students and adults can be different. A youth athlete's SCA will likely result from an inherited condition, while an adult's SCA may be caused by either inherited or lifestyle issues. SCA is NOT a heart attack. A heart attack may cause SCA, but they are not the same. A heart attack is caused by a blockage that stops the flow of blood to the heart. SCA is a malfunction in the heart's electrical system, causing the heart to suddenly stop beating.

How common is sudden cardiac arrest in the United States?

SCA is the #1 cause of death for adults in this country. There are about 300,000 cardiac arrests outside hospitals each year. About 2,000 patients under 25 die of SCA each year. It is the #1 cause of death for student athletes.

Are there warning signs?

Although SCA happens unexpectedly, some people may have signs or symptoms, such as:

- fainting or seizures during exercise;
- unexplained shortness of breath;
- dizziness;
- extreme fatigue;
- chest pains; or
- racing heart.

These symptoms can be unclear in athletes, since people often confuse these warning signs with physical exhaustion. SCA can be prevented if the underlying causes can be diagnosed and treated.

What are the risks of practicing or playing after experiencing these symptoms?

There are risks associated with continuing to practice or play after experiencing these symptoms. When the heart stops, so does the blood that flows to the brain and other vital organs. Death or permanent brain damage can occur in just a few minutes. Most people who experience SCA die from it.

Public Chapter 325 – the Sudden Cardiac Arrest Prevention Act

The act is intended to keep youth athletes safe while practicing or playing. The requirements of the act are:

- All youth athletes and their parents or guardians must read and sign this form. It must be returned to the school before participation in any athletic activity. A new form must be signed and returned each school year.

Adapted from PA Department of Health: Sudden Cardiac Arrest Symptoms and Warning Signs Information Sheet and Acknowledgement of Receipt and Review Form. 7/2013

- The immediate removal of any youth athlete who passes out or faints while participating in an athletic activity, or who exhibits any of the following symptoms:
 - (i) Unexplained shortness of breath;
 - (ii) Chest pains;
 - (iii) Dizziness
 - (iv) Racing heart rate; or
 - (v) Extreme fatigue; and
- Establish as policy that a youth athlete who has been removed from play shall not return to the practice or competition during which the youth athlete experienced symptoms consistent with sudden cardiac arrest
- Before returning to practice or play in an athletic activity, the athlete must be evaluated by a Tennessee licensed medical doctor or an osteopathic physician. Clearance to full or graduated return to practice or play must be in writing.

I have reviewed and understand the symptoms and warning signs of SCA.

Signature of Student-Athlete

Print Student-Athlete's Name Date

Signature of Parent/Guardian

Print Parent/Guardian's Name Date
