

ALLEGHENY NORTH SWIM CLUB



PARENT & SWIMMER GUIDE 2018 – 2019

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1. WELCOME TO ANSC

We are excited to have you as part of Allegheny North Swim Club (ANSC)!

ANSC is a developmental swim club affiliated with USA Swimming. Our mission is to help children and young adults (ages 6 to 18) develop good swimming technique and learn to swim competitively. Our swimmers learn the importance of developing good work habits and maintaining good sportsmanship. We currently have approximately 175 swimmers from more than 130 North Allegheny families.

ANSC is a member of the Allegheny Mountain Division of USA Swimming (AMS). From September through March (short course season), we practice and swim indoors in 25-yard pools. Our practices are held every evening at North Allegheny Senior High School and other locations, as announced. Meets are held at various high school pools around the Pittsburgh area and at the University of Pittsburgh. During long course season (May through July), we practice and swim meets in 50-meter long course pools. During the summer, we practice indoors at North Allegheny Senior High School and outdoors at North Park pool.

ANSC has been awarded Level 3 status by USA Swimming in their Club Recognition Program. Designed by USA Swimming's Club Development Committee, this voluntary program recognizes four levels of achievement across four component areas deemed critical to long-term club success. The program encourages clubs to establish organizational goals and to benchmark their progress toward those goals. The ultimate objective of the program is to strengthen the club system in USA Swimming by guiding clubs through a development process that ultimately positions the program and its coaches to better serve athletes.

The club is managed by an Executive Board of Directors made up of parent volunteers. Swimming instruction is provided by experienced coaches. Communication among club members is an important part of this club and a priority of the ANSC Board. We use emails to circulate important messages about practices and meets and for time sensitive matters, we utilize a text alert system. The ANSC website will also carry important information and should be visited on a daily basis. Please check your email and the ANSC website often.

2. ANSC WEBSITE AND FACEBOOK

www.anscswim.org

Check us out on Facebook—keywords **Allegheny North Swim Club**.

3. BOARD OF DIRECTORS 2018-2019

President	Craig Maravich
Vice President	Kristine Sharar
Treasurer	John Pastor
Secretary	Meg Woycheck
Meet Entry/Registrar	David Buerger
AMS Representative	Rick Mihm
Director of Officials	Eric Jones
Meet Directors	Pam Harder
	Jen Waldo
Safety	Matt Morrell, MD
Webmaster	Mike Woycheck
Past President	John Pastor

ANSC Board Members are always happy to answer questions and familiarize you with and ANSC and USA Swimming. Email questions can be directed to secretary@anscswim.org or president@anscswim.org

PLEASE FIND US AT PRACTICES AND MEETS. WE LOOK FORWARD TO MEETING YOU!

If you are interested in a board position or volunteering, please contact any of the above-listed board members. The Board normally meets on the last Monday of the month at 7pm at NASH-room 236. Parents are welcome to attend the meetings.

4. COACHES 2018-2019

Head Coach	Patrick Wenzel - pooldecked@yahoo.com
Asst. Coach	Shannon Tieppo-shannontieppo@yahoo.com
Age Group	Brittany Glass
Age Group	Stacie Sloan
Age Group	Stephanie Graham
Age Group	Beth Mock
Age Group	Jordan Langue
Age Group	Celeste Gaber

Coach Emeritus Kirk “Corky” Semler

The coaches are very busy during practice every night from 5:00 – 8:00 PM. If it is necessary to speak with one of the coaches, please arrange to do this before, or preferably, after practice. The coaches are always happy to discuss any questions or problems that come up during the year.

5. SWIMMING GROUPS

1. Development 3 (can be further categorized as 3A, 3B, 3C, as needed)

This group is for most entry-level swimmers. The group will focus on learning to swim the four competitive strokes legally for competition purposes. Development 3 allows swimmers to gain comfort in using each stroke in practice and learning how to swim further with less stress. The swimmers will emphasize kicking and drilling to achieve better stroke techniques.

2. Development 2

Swimmers are placed in this group when they are ready to take on the challenge of more difficult practices and longer distances. The majority of time is spent perfecting the techniques of all four strokes and learning major drill series to help gain understanding for the different motions in swimming. A strong emphasis begins to be placed on starts and turns.

3. Development 1

At this level, swimmers are perfecting any major flaws in their technique. Swimmers are expected to train at a higher level and are offered longer and more strenuous practices. Practice sets will emphasize the learning of race strategies beyond the simple method of going all out the entire race. Introduction to training paces and a mastery of pace clock work will be emphasized. Starts and turns are a major focus for the swimmers as they prepare to compete at higher levels.

4. Competitive 2

Swimmers are expected to increase their commitment to the sport of swimming. Practices become longer and more difficult, and attendance becomes mandatory at this level. Technique issues begin to be limited to minor details with hand and head positions, or individual technique issues. This group begins the use of major dry land training as a complement to in-water training. Swimmers should be ready for high intensity training sessions with major drilling and kicking efforts during practice.

5. Competitive 1

This is the highest level at Allegheny North before kids are placed in the senior group. Swimmers at this level are perfecting their race strategies through practice sessions. Technique work becomes very individualized with major emphasis on perfecting turns. Swimmers in this group are looked to as the leaders of ANSC during the winter season. Drills should be perfected at this point and the major portion of time is spent training hard. Goal setting is a major emphasis to promote dedication and motivation.

6. Senior Group

This group of Allegheny North swimmers is our high school-aged swimmers. This group swims before and after school.

6. REGISTRATION

All swimmers must register for ANSC via Swim Manager, our online registration management system. If your swimmer is new to ANSC, your swimmer will be told by the coach which group he/she will swim with for practice. You will be registering for this group. If your swimmer is a returning swimmer, you will be registering in the group that he/she finished with in the spring or summer.

1. Initial Registration Fees

Each swimmer will be charged as follows:

Non-Refundable Deposit:	\$200
USA Swimming Dues:	\$60
LSC Dues:	\$18
(subject to change)	

Each family will be charged as follows:

One-time Annual Fundraising Fee:	\$75
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Annual Membership Dues vary by training group and cover both the short course and the long course seasons.

7. FINANCIAL RESPONSIBILITIES & BILLING POLICIES

1. Monthly Membership Dues

If you did not pay your membership dues all at once, they must be paid in full (in 4 equal, monthly installments) **by January 15th**. You will be invoiced in October, November, December, and January for all membership fees. Additionally, members are billed each month for meet entry fees and other charges, as they are incurred. Members will receive e-mail notification that invoices are available to be paid. It is then the member's responsibility to ensure that payment is made. **If you do not make your required minimum payment by the end of each month you will be assessed a \$40 late fee.**

2. Meet Entry Fees

Meet entry fees are due in their entirety during the month in which they are posted to your account. **If meet fees are not paid in full each month, you will be assessed a \$40 late fee.** It is critically important that these fees are paid each month because ANSC prospectively pays for all meet entries upon registration for a particular meet.

Most meets charge \$5 per event. If a swimmer swims 6 individual events in a meet, you will have a \$30 charge for that meet. Relays are typically billed at higher rates but, when split four ways, the fee is less for each individual. Some meets charge more than \$5 per event. Specific meet announcements set forth all applicable fees. These meet announcements can be found on the ANSC web site "Meets" page or on the AMS site (www.amswim.org).

As outlined in Section 11 of this document, you are responsible for all meet entries if you did not notify the meet entry coordinator that your swimmer will not be attending a meet by the specified deadline. Additionally, if your swimmer is not able to attend a meet that he or she planned to (*i.e.*, due to illness), you are still responsible for meet fees.

Members with account balances over 30 days old may not be eligible to enter meets until the account is brought current.

3. Hardships

If there is a family hardship, please contact the ANSC Meet Entry Director/Registrar about making your payments. Information about hardships is kept confidential.

4. Late Fees/Penalties

There will be a \$40.00 late fee charged for any payment received after the 5th of the month following the due date. If special consideration is needed, please contact the ANSC Meet Entry Director/Registrar and your account will be reviewed.

Balances 60 days past due may result in termination of membership privileges. You must contact the ANSC Meet Entry Director/Registrar immediately to avoid termination of your membership.

If dues and meet entries are not current by the time the Championship meets are held, your swimmer will not be entered in these meets. Please don't allow your swimmer to be penalized by an overdue account.

5. Resigning From The Team

If a member quits the program or is dropped from ANSC due to a delinquent account, overdue and current account balances are immediately due in full. The member will be allowed to rejoin the program only after the past due balance is cleared and a **joining fee of \$40.00** is paid. Any exemption to this fee may be made on a case-by-case basis by the ANSC President and ANSC Meet Entry Director/Registrar.

The parents of any swimmer wishing to withdraw from the program must notify the ANSC the Meet Entry Director/Registrar via e-mail. **Verbal notice to a coach or anyone other than the Meet Entry Director/Registrar that one plans to withdraw from ANSC is not considered proper notice.**

If a member is unsatisfied with the ANSC program and wishes a partial refund, an assessment will be conducted to determine the cause of dissatisfaction. Requests of this type may be evaluated on a case-by-case basis by the ANSC President and the ANSC Meet Entry Director/Registrar.

6. Refund Policy

When a swimmer is selected to join ANSC, the Club makes a commitment to that swimmer and, likewise, expects the swimmer and the swimmer's family to make a commitment to the Club. For the past several years, ANSC membership has reached capacity (determined by pool space and staffing) and, as a result, the Club has been required to turn swimmers away. Because of this trend, any swimmer who withdraws from ANSC mid-season has effectively deprived another North Allegheny resident of the opportunity to participate in our Club. In response, the ANSC Board has adopted a refund policy that seeks to mitigate the unfairness of this situation.

- A. If a swimmer withdraws within the first two (2) weeks of the season, the swimmer is entitled to a 100% refund of the ANSC dues with the exception of the non-refundable registration fee. Any USA Swimming fees or AMS fees that have been collected but not forwarded to the appropriate agency may also be refunded. But, after such fees have been forwarded, they are non-refundable. Fees for equipment and/or clothing are nonrefundable.
- B. If a swimmer withdraws within the first month of the season, the swimmer will receive a pro-rated refund of the ANSC dues, minus the non-refundable registration fee. Any USA Swimming fees or AMS fees that have been collected but not forwarded to the appropriate agency may also be refunded. But, after such fees have been forwarded, they are non-refundable. Fees for equipment and/or clothing are nonrefundable.
- C. After the first month of the season, all ANSC dues—as well as USA Swimming and AMS fees—are nonrefundable. Written requests for exceptions (*i.e.*, for medical conditions or departure from the North Allegheny School District) to this policy can be made. Please forward a joint email detailing a request for an exception to the ANSC President and the ANSC Billing Director. Such matters will be considered on a case-by-case basis.
- D. The swim season begins on the first day of ANSC practice in the short course season. If practice begins on September 8th, the two-week trial period would expire on September 22rd. Likewise, the one-month period would expire on October 8th.

7. Your Monthly Invoice

A member may contact the ANSC Meet Entry Director/Registrar with questions on the accuracy of any ANSC bill. If it is determined that a member was incorrectly charged for a service, the member is entitled to a prompt refund of all incorrect amounts.

Detailed below is a summary of the fees and/or dues that may appear on your Swim Manager Parent Portal (Active) account each month. Each member will be responsible for:

A. *Registration Fees* – ANSC’s fiscal year runs from September 1 through August 31. At the beginning of each fiscal year, families are required to pay an annual nonrefundable ANSC registration fee, as well as a USA Swimming membership fee.

B. *Annual Membership Dues* - Each member is required to pay the appropriate annual dues in the timeframes specified in this billing policy.

C. *Meet Entry Fees* - The entry fees (set by the host team) are charged for each meet entered by a member. Once entry fees have been sent to the host team or the meet program has been seeded for ANSC events, you will be responsible for the entry fees even if you decided not to compete due to personal choice or illness. There can be no exceptions to this policy. Lack of knowledge of the meet entry process does not waive meet entry fees.

D. *Family Fundraising Fee* – This is an annual charge per member family assessed at the time of registration to help fulfill fundraising obligations for the club.

E. *Non-Taxable Sales* – This can be anything purchased through ANSC, including swim caps, late fees, or swim bag tags, etc.

8. Payment Options

A. Payment by credit/debit card – Credit and debit card payments may be made via ANSC's Swim Manager Parent Portal link found on the front page of the ANSC web site. Members can access their account using this link once they have registered with the club.

B. Payment by check – Checks may be made payable to Allegheny North Swim Club (ANSC) and may be mailed to:

John Pastor, ANSC Treasurer
1823 Pioneer Drive
Sewickley, PA 15143

When necessary, you may contact the ANSC Meet Entry/Registrar for payment arrangements. Checks mailed should be received in time to avoid any late fees.

8. AMS SHORT COURSE MEETS 2018-2019

Check the Meets page of our website (www.anscswim.org) to find the meet schedule. We do our best to keep this list current and up to date.

ANSC usually hosts two meets each short course season. Historically, we host “First Splash” in October and another meet in January or February. Often, we are asked by AMS to consider holding a third meet. To make our meets successful, we rely on our families to volunteer at all of our meets.

9. AMS LONG COURSE MEETS 2019

Check the Meets page of our website (www.anscswim.org) in the spring to see the latest schedule of our long course meets.

10. ANSC HOME MEETS 2018 – 2019

1. ANSC will host two home meets:

First Splash -- October 13-14, 2018

Single Age— February 9-10, 2019

2. Volunteering For Home Meets

Home meets are great fun for our team and are usually very well attended. Each meet spans the course of two full days (usually, 4 sessions) and cannot be successful without the support of our parents. To that end, we require our families to work 2 of the 4 sessions per home meet.

- A. Our Meet Directors work extremely hard to execute successful swim meets. Staffing the events requires a particularly delicate balancing act. Therefore, families will receive an email notifying them when to sign up for work assignments. These emails are sent out on a seniority basis. Additionally, **changes to work assignments cannot be guaranteed**, particularly close to the date of the swim meet. Volunteers are responsible for their assignments.

- B. For families with particularly difficult schedules, the Meet Directors can arrange for you to hire high school-age swimmers to meet your volunteer requirements. The cost of hiring is \$60.00 for the first session and \$75 for the second session.
- C. **Volunteers who fail to attend their designated shift will be surcharged \$200.00 per session.** Additionally, volunteers who arrive late for their shifts or leave their shifts early will be designated as “failure to attend” and fined \$200.00 per session.

3. Swim Meet Job Descriptions

SET UP/TEAR DOWN FOR MEET – Friday Night/Sunday Afternoon

LOCATION: Upstairs and on deck.

DUTIES INCLUDE: Setting up/taking down seating around the pool, hanging signs, moving tables, setting up/taking down timing and computer systems, and anything else that will be needed in order to set up/tear down for the meet.

LEVEL OF DIFFICULTY: 1 (But volunteer may be lifting, carrying and standing on chairs to hang signs.)

SET UP FOR CONCESSIONS - Friday Night

LOCATION: Upstairs in the cafeteria/concession stand.

DUTIES INCLUDE: Carrying in cases of food and drink, setting up tables and seating, hanging signs, and anything else that will be needed in order to set up for concessions.

LEVEL OF DIFFICULTY: 1 (But volunteer may be carrying heavy loads.)

HEAT SHEETS

LOCATION: Entry way.

DUTIES INCLUDE: Selling heat sheets at the door. Also responsible for getting other volunteers to sign in and receive their name tags.

LEVEL OF DIFFICULTY: 1 (But volunteer must be comfortable interacting with people.)

HOSPITALITY ROOM

LOCATION: Down on deck.

DUTIES INCLUDE: Stocking the Hospitality Room (located on the deck, to the left of the office) with food and drink for the coaches and officials and walking around the deck with refreshments for the working officials, coaches, computer and timing system crews, and timers.

LEVEL OF DIFFICULTY: 1 (But volunteers must be happy hosts/hostesses.)

PLACE JUDGES

LOCATION: On deck.

DUTIES INCLUDE: Judging the order of swimmers finishing the races. You will sit on deck near the start/finish end of the pool and monitor and record the order the swimmers finish.

LEVEL OF DIFFICULTY: 7 (Volunteers must pay attention at all times!)

CONCESSION LEADER

LOCATION: Upstairs in the concession area.

DUTIES INCLUDE: Managing all aspects of the concession area - setting up, monitoring and preparing food, tracking sales and observing volunteers. You are the person in charge!

LEVEL OF DIFFICULTY: 10

CONCESSION STAFFING

LOCATION: Concession area.

DUTIES INCLUDE: Helping to set up the food and encourage sales. Some volunteers may be asked to run the cash box, so you must have the ability to add quickly and make change. The sessions run in two 4 hour sessions per session of swimming.

LEVEL OF DIFFICULTY: 1-10 (Depending on the amount of patrons.)

CONCESSION RUNNER

LOCATION: Running up and down the stairs.

DUTIES INCLUDE: Running food and drink from the upstairs concessions to the downstairs Hospitality Room and ensuring that the Hospitality Room is stocked with food and drink at all times.

LEVEL OF DIFFICULTY: 5 (Volunteer must be able to run up and down stairs and carry concession items.)

RUNNERS ON DECK

LOCATION: Running up/down the stairs from awards to timing tables.

DUTIES INCLUDE: Collection of the timing sheets after each event and delivering them to the timing table. Once results are printed, you are required to "run" them upstairs to the awards table, bringing along the results stickers for the ribbons.

LEVEL OF DIFFICULTY: 5 (Volunteer must be able to run up and down stairs.)

TIMERS

LOCATION: On deck.

DUTIES INCLUDE: Timing the swimmers. You will be paired with a partner. One person will handle the clipboard with the time sheets attached to it and the "pickle," while the other will work the stopwatch. The stopwatch is started when the race starts and will be stopped by the timer when the swimmer in the lane in which you are timing touches the wall. At that same time the "pickle" person will also press the button on the pickle (when the swimmer in that lane touches the wall). The timer will then record the time on the sheet attached to the clipboard.

LEVEL OF DIFFICULTY: 1-5 (Volunteer may find timing difficult at first but as he or she becomes more familiar with the process, timing becomes much easier.)

HEAD TIMER

LOCATION: On deck.

DUTIES INCLUDE: Being in charge of the 12 timers in your session. Should a timer need assistance due to equipment malfunction (or just socializing too much), you may need to intervene and/or share your stopwatch.

LEVEL OF DIFFICULTY: 2 (Volunteer should have previous experience as a timer.)

TIMING SYSTEM

LOCATION: On deck.

DUTIES INCLUDE: Running the timing system. Volunteers must be trained on how to operate the timing system. If you would like to learn how to do this, please sign up for “timing system training.”

LEVEL OF DIFFICULTY: 8

TIMING SYSTEM TRAINING

LOCATION: On deck.

DUTIES INCLUDE: Learning how to operate the timing system.

LEVEL OF DIFFICULTY: 5 (Must be an attentive listener.)

COMPUTER SYSTEM

LOCATION: On deck.

DUTIES INCLUDE: Running the computer system. Volunteers must be trained on how to operate the computer system. If you would like to learn how to do this, please sign up for “computer system training.”

LEVEL OF DIFFICULTY: 8

COMPUTER SYSTEM TRAINING

LOCATION: On deck.

DUTIES INCLUDE: Learning how to operate the computer system.

LEVEL OF DIFFICULTY: 5 (Must be an attentive listener.)

SAFETY AND MEDICAL

LOCATION: On deck.

DUTIES INCLUDE: Administering first aid, as needed. **YOU MUST BE A CERTIFIED DOCTOR OR NURSE TO HOLD POSITION!**

LEVEL OF DIFFICULTY: 1 (If volunteer has the appropriate training.)

OFFICIALS

LOCATION: On deck.

DUTIES INCLUDE: Monitoring swimmers for compliance with stroke and turn rules. **YOU MUST BE AMS CERTIFIED TO HOLD THIS POSITION.** If you are interested in learning how to become an official, please sign up for “stroke and turn training.”

LEVEL OF DIFFICULTY (Volunteers may find S&T judging difficult at first but as he or she becomes more experienced, the job becomes much easier.)

STROKE AND TURN TRAINING

LOCATION: On deck.

DUTIES INCLUDE: Learning how to be a stroke and turn official.

LEVEL OF DIFFICULTY: 8 (Volunteers are required to become AMS certified.)

AWARDS TABLE

LOCATION: Upstairs at the awards table, usually outside the concession area.

DUTIES INCLUDE: Setting up the awards table with the ribbons, placing stickers on the ribbons for each event, organizing the awards according to event numbers, and having the swimmers initial when they pick up their ribbons.

LEVEL OF DIFFICULTY: 1

MARSHALS

LOCATION: On deck, bathrooms and hallway.

DUTIES INCLUDE: Monitoring the pool area during warm ups for safety, clearing lanes for sprint warm ups and monitoring the bathrooms for improper conduct. You will basically “police” the pool deck (only allowing authorized personnel on the deck), the bathrooms and the hallway to ensure safety of the swimmers.

LEVEL OF DIFFICULTY: 5 (Volunteer must be a kind but stern enforcer.)

DECK ACCESS MONITOR:

LOCATION: Entry to hallway leading to pool deck and locker rooms.

DUTIES INCLUDE: Checking in coaches, officials, and all individuals who are permitted to have deck access during the swim meets. You must also distribute wristbands and monitor entry to the pool and locker rooms during the meet.

SWIM MEET DRESS CODE

PLEASE, if you are on deck, NO HIGH HEELED SHOES! Please wear flat shoes, preferably with a nonskid sole. It is hot on deck so dress accordingly. It is also wet on deck, so long pants and leather shoes are likely to get wet, especially if you are timing. Shorts and sport sandals are acceptable.

11. SIGNING UP FOR A SWIM MEET

1. Meet Entry Invitation

The meet entry invitations are posted on our ANSC website and the AMS website (www.amswim.org). Read the invitations carefully. The meet entry invitation lists the following:

- Meet entry due date
- Dates and time of meet (including times of particular sessions)
- Warm-up times (sometimes this information is sent out later)
- Events and event numbers
- Qualifying times (if not an Open Meet)
- Limit of Individual events per day (usually 3 or 4)
- Directions to meet

2. Qualifying Times

Some meets (A, BB, B meets) will have qualifying times for entry. ANSC keeps track of your swimmer's fastest official times and uses them for determining eligibility for these meets. The A meets will allow entry in an event if a swimmer's time is faster than the qualifying time in that event. The B meets will allow entry if a swimmer's times are slower than the qualifying times. The BB meets list a range of times which must include your swimmer's time to be eligible for that event. Unfortunately, if your swimmer's official times do not qualify for a specific event, they cannot enter that event.

3. US Swimming ID

Every swimmer in USA swimming has a unique identification number. This number is used for meet entry and other specific purposes. It is important to know this number. This number is determined in the following way: the 6 digit date of birth, followed by the first 3 letters of the first name, followed by a middle initial, followed by the first 4 letters of the last name.

Example:

Elizabeth A. Smith, DOB November 5, 1989, ID = 110589ELIASMIT

4. Meet Entry

The head coach will enter your swimmer in meets during the year based on the entry criteria. The head coach has certain goals in mind for each swimmer and swimming in these meets is important for their development. If you have any specific requests about which meets you want to attend or about which events your child is swimming, these should be discussed with the head coach as soon as the meet invitations are posted. However, parents are encouraged to defer to the judgment of the coach. The coach will more than likely NOT enter a swimmer in an event/stroke that the child cannot do legally. The head coach will turn the entries into the Meet Entry Director for appropriate submission.

5. Checking Entries

A few days before the due date, a complete listing of all ANSC entries for a meet will be sent via email and posted on the website. **Please check all your swimmers' entries and times.** If you are unable to attend the meet or swim in any of these events, please contact the Meet Entry Director immediately (via a reply email). If you find a mistake in the entries, contact the Meet Entry Director, also via email. The entries will then be submitted to the meet host on the deadline date and cannot be changed after submission. Submission is usually 12:01AM on the due date. **You are responsible for all meet entry fees after the posted deadline.** At this point the entries are posted as final on the website.

6. Relays

When appropriate, the coaches may enter swimmers in relays and the kids really enjoy them. The head coach will put together relays based on the kids that are present at the meet. **Have your swimmer check with the coach about his or her possible participation in relays before leaving the meet. If you depart before your relay, the entire relay team will be disqualified and you will be assessed the entire relay fee. For some of the faster meets, there will be some swimmers that only swim relays so be sure to check the meet entries for all swim meets.**

Remember to check the preliminary and final meet entries of every meet so there are no surprises as to which meets and what events your swimmers are swimming in.

12. PACK YOUR BAG

1. Swimmer's Necessities for a Swim Meet

- ANSC team swimsuit and a spare swimsuit (they can tear)
- ANSC swim cap and a spare cap (they can tear as well)
- Goggles – at least 2 pair available for all meets (test them at practice)
- Deck sandals – wear at all time to avoid plantar warts and athlete's foot
- Towels – you may need 2 or more if it is going to be a long day
- Something warm – keep swimmer's muscles warm in between events with a sweatsuit, parka, sweatshirt, etc.
- Water – the pool deck is hot and swimmers can easily dehydrate
- Healthy snacks – fruit, power bars, etc.
- Black marker or pen – mark the event, heat and lane for each race on your hand.

Example:	E	H	L
	22	4	3
	28	3	5
	32	2	2

- Things to pass the time -- good book, iPod, cards, homework

2. Parent's Necessities for a Swim Meet

- Highlighter – highlight your swimmer's events in the heat sheet
- Pen – track your swimmer's official times when they are posted to keep a permanent record of these times for future reference
- Inhaler – if your child is asthmatic, be sure to carry this to all meets as pool environments can trigger an attack
- Sunscreen – long course meets in the summer are generally held outdoors
- Poncho/Umbrella – protection from the rain and/or oppressive heat at long course meet is essential
- Lawn chair/blanket – at most venues, there is usually a place for your chair and/or a big blanket or comforter for the kids to lie on.
- Things to pass the time -- good book, cards, office work

13. ON THE DECK

1. Swimmer

Before the Meet

Have a healthy breakfast or lunch. Nutrition is very important for a long meet. Wear your ANSC swimsuit to the meet. Take directions to the meet with you.

Arrival (Short Course Meets)

Swimmers should be on deck at the meet 15 minutes before warm up starts. Check in with the coach so they know you are there. The coaches alternate so be familiar with all the coaches. Find your teammates and find a good place to put your swimming bag. Swimmers should keep all belongings in their bag while swimming. Be ready to swim at the start of the warm up. The coaches will tell the swimmers how to warm up. **Parents are not permitted on the deck.**

Arrival (Long Course Meets)

Swimmers should be on deck at the meet 15 minutes before warm up starts. Check in with the coach so they know you are there. The coaches alternate so be familiar with all the coaches. Find your teammates and find a good place to put your swimming bag. **Most long course meets have positive check-in for each event.** This means there is a sign-in sheet at the venue or pool entrance and each swimmer must circle the events they are to swim. If you do not circle in before warm up you will most likely miss the opportunity to swim the events. If you circle in an event but do not swim the event, you could miss your next event and/or be fined. The coaches will help you get adjusted to the long course procedures. Be ready to swim at the start of the warm up. The coaches will tell the swimmers how to warm up. **Parents are not permitted on the deck.**

After Warm Up

Visit your parents and look over the heat sheet. Mark your events, heats and lanes on the back of a hand as mentioned before. Pay attention to the current event and be back on deck in plenty of time for your swim. Stay warm in between events. Eat and hydrate appropriately.

After Your Event

All swimmers must report to the coach after every event so they can congratulate them and explain how to improve. The main goal and most important accomplishment in every meet is to beat your own times. Awards are nice to receive, but they pale in comparison to besting your own times! Always congratulate other swimmers and be a good sportsman.

Waiting For Your Next Event

Visit your parents if there is a break between events. Eat and hydrate appropriately. Cheer for your teammates! Pay attention to the events so you don't miss your next swim.

At The End Of The Meet

Collect all of your belongings. Clean up your area and appropriately dispose of your trash.

14. IN THE STANDS

1. Parents

Clothing

All meets are usually hot and humid, especially the short course meets. Consider wearing light clothing as you will be at the meet for several hours.

Arrival

Swimmers should be on deck at the meet 15 minutes before warm up starts. Parents must sit in the bleachers (or on the lawn for long course.) **Parents are not permitted on deck.**

Prime Real Estate

Stake your claim to a piece of real estate. Some meets get very crowded so get there early. Sit with other ANSC parents and get to know each other.

Keeping An Eye On Things

Monitor the behavior of your swimmer(s) and all siblings attending the meet. We are all representatives of ANSC!

Heat Sheet

Purchase a heat sheet and highlight your swimmer's events. Be sure your swimmers have their events written correctly on their hand.

During the Event

Cheer! Cheer! Cheer!

After the Event

Praise, congratulate, or console your swimmer, but never coach or criticize. Please remember that your swimmer has practiced for many hours and he or she has tried their best. Leave the coaching to the coaches. When your swimmer's times are official, they will be posted on the results board – usually on a wall outside the pool. Write down the new official times achieved at the meet.

At The End Of The Meet

Ensure that your swimmer collects all of his/her belongings. Ensure that your swimmer cleans up his/her area and appropriately disposes of trash.

15. TIME STANDARDS

US Swimming establishes National Time Standards for each age group to be used for motivation. As a swimmer progresses, he may meet these standards and qualify to enter more competitive meets. A swimmer will move up the ranks from B times to AAAA times. You can find the National Age Group Time Standards on our website and the US swimming website (www.usaswimming.org).

16. AMS PHOTOGRAPHY/VIDEOGRAPHY POLICY

In compliance with USA Swimming Rules and Regulations, use of audio or visual recording devices, including a cell phone, is not permitted in changing areas, rest rooms or locker rooms. Additionally, the use of equipment capable of taking pictures or videos (i.e., cell phones, cameras, PDA's) are banned from behind the starting blocks during the entire meet, including warm up, competition and warm down periods. Unless approved in advance by the AMS Board and stated in the meet announcement, photographers/videographers are not permitted on the deck at any time.

As an approved exception, USA Swimming-registered and credentialed coaches are permitted to utilize visual recording devices to record their swimmers in the pool for the sole purpose of stroke training subject to the location restrictions of this statement so long as they do not interfere with meet operations.

17. SAFE SPORT INFORMATION

Please refer to the ANSC website (under the “Resources” tab) for a link to USA Swimming’s “Safe Sport” policies. This link details important information and policies that ANSC embraces. For more information, please contact Matt Morrell, MD, ANSC’s Safety Director.

18. ANSC CODE OF CONDUCT FOR SWIMMERS

As a member of Allegheny North Swim Team, I understand and will comply with the following guidelines:

- I will follow all instructions given by the coaches at practices, meets, and all other team activities.
- I will display proper respect and sportsmanship toward coaches, teammates, officials, parents, and the public, and refrain from any behavior that may discredit or embarrass the team.
- I will be respectful of other people's possessions and property and will refrain from activities that cause damage to either. Team members are financially responsible for any damage they cause.
- Any physical or verbal harassment of others is strictly prohibited. This prohibition extends to any form of electronic communication.
- The possession or use of alcohol, tobacco products, controlled substances or illicit drugs is prohibited at any time.
- I am expected to follow all pool rules and facility rules at practices and meets. I am expected to clean up my areas at all meets.
- I am expected to use appropriate language at all times at practice, meets, and all other team activities.
- I am expected to display a positive attitude and refrain from any disruptive behavior at practices and meets, and give an honest effort in training and competition.

Any failure to comply with this Code of Conduct may result in disciplinary action within the coaches' discretion. These disciplinary measures may include, but are not necessarily limited to: a verbal warning, removal from practice, suspension, or dismissal from team.

19. ANSC PARENT/GUARDIAN CODE OF CONDUCT

Allegheny North Swim Club is a developmental swim club affiliated with USA Swimming. Our mission is to help children and young adults (ages 6 to 18) develop good swimming technique and learn to swim competitively. The club is managed by an Executive Board of Directors made up of parent volunteers and the instruction is provided by experienced coaches. Our kids learn the importance of developing good work habits and maintaining good sportsmanship.

ANSC expects that parents also will exhibit the highest standards of sportsmanship at all times while participating in all ANSC activities, swimming events and practices, and when communicating with ANSC Board members, coaches, and swimmers.

As a parent:

I will demonstrate good sportsmanship by conducting myself in a manner that earns the respect of my child, other swimmers, parents, officials, and coaches at meets and practices. I will praise my child for trying hard, and will never ridicule or yell at my child or another participant for making a mistake or losing a competition. I will maintain self-control at all times. I understand that my role is that of a parent, not a coach, official, or swimmer. I understand that criticizing, name-calling, making degrading personal comments, use of abusive language or gestures directed toward coaches, officials, parents, spectators, and/or any participating swimmer will not be permitted or tolerated.

I will make sure my swimmer is dropped off no earlier than 15 minutes prior to practice and is ready to enter the pool at the assigned time. I will pick up my swimmer no later than 15 minutes after practice has ended. I will make sure my swimmer is healthy, alert, and fed before attending practice.

I will not coach or instruct the team or any swimmer at a practice (from the stands or other areas) or interfere with coaches on the pool deck. I understand I am not permitted on the pool deck at any time during practices. If it is necessary to speak with one of the coaches, I will arrange to do this before or, preferably, after practice.

I will not coach or instruct the team or any swimmer at meets (from the stands or other areas) or interfere with coaches on the pool deck. I understand I am not permitted on the pool deck at any time during meets (home or away) unless I am performing an official USA Swimming or ANSC function. I will abide by an official's decision and will direct questions or concerns regarding such decisions to a member of ANSC's coaching staff. I will address officials via the ANSC coaching staff only.

I will share the burden among parents by volunteering to time or assuming other volunteer positions at ANSC-hosted meets and, if needed, at away meets. I will return job assignment forms by required deadlines. I will be present at my assigned volunteer position on time and ready to work even if my swimmer cannot attend the meet. I agree to volunteer for at least 2 sessions at each ANSC home meet.

I understand that I am responsible for paying my swimmer's annual season fees in their entirety regardless of the number of practices or competitions my swimmer participates in, and that the full amount is due at the time of registration or in the installments approved at the beginning of the season. If I do not make the required minimum payments for season fees on time, I will be assessed late fees. I understand that meet entry fees are due in their entirety during the month in which they are incurred, and if meet entry fees are not paid in full each month, I will be assessed late fees. I am responsible for all meet entry fees if I do not notify the meet entry person (via a reply email) before the appropriate deadline that my swimmer will not be attending a meet. I am also responsible for all meet entry fees if my swimmer will not be attending a meet at the last moment due to illness, etc. I understand that all previous balances must be paid before participation in championship events or before registering for a new season will be accepted. I understand that these fees do not include the cost of swimsuits, swim gear, travel expenses, or other ANSC costs.

I will promise to uphold the image of ANSC and to project an image that the team can be proud of. Should I conduct myself in such a way that brings discredit or discord to ANSC or USA Swimming, I voluntarily subject myself to disciplinary action as determined by the Board of Directors.

20. LET'S TALK SWIMMING

Block – The platform on which the swimmer stands and pushes off to start each race.

Break – In a relay when one swimmer leaves the wall or block before the other swimmer in the water has touched the wall.

Cap – A latex or silicone swim cap used during a race or practice to protect a swimmer's hair from the effects of chlorine in the water as well as help cut down water resistance from the swimmer's hair.

Circle Seed – At championship meets, the top heats of an event are circle seeded, putting each of the top three swimmers in different heats.

DQ – Acronym for Disqualification. A disqualification indicates the swimmer involved has committed some infraction of the rules of the start, turn, or stroke of the event being swum. No time is recorded.

Dual meet – A meet between two teams. In a 6-lane pool, each team gets 3 lanes only for each race.

Deck entered – Some meets limit the amount of entries in an event. This is particularly true in a long distance event. Swimmers must check in by a stated time and those swimmers are placed into assigned lanes before the event.

Drag suit – A second loose-fitting swimsuit worn by swimmers in practice and warm up to add a certain amount of weight and resistance to the flow of the water around the swimmer.

Event – An event is a race that includes the stroke and the distance (i.e., Boys 11-12 100 yard butterfly.)

False start – Occurs when a swimmer leaves the starting block, or is moving on the block, before the starter officially starts the race. In USA swimming, one false start will result in an automatic disqualification from the race.

Final – The championship final of an event in which the fastest swimmers from the morning preliminaries compete.

Gutter – The area at the edges of the pool in which water overflows during a race and is recirculated into the pool. Deep gutters catch surface waves and don't allow them to wash back into the pool and affect the race.

Heat sheet – This is a published schedule of the day's events and is available to all spectators. They are displayed on a wall at every meet. You may purchase your own heat sheet if you desire. A heat sheet tells what event, heat, and lane each swimmer will compete. Heat sheets are a fundraising event for the host club. Let's support the other clubs like we want them to support ours at our meets.

Heats – At most events there is generally more than enough swimmers to fill each lane. When this happens, the swimmers are placed with others in heats, depending on times.

Individual Medley (IM) – An event in which swimmers use all four competitive strokes in the following order: butterfly, backstroke, breaststroke and freestyle.

Lanes – The lanes are divided sections of the pool designated 1 through 6 or 8 in which the swimmer swims practice or races in the meet.

Lane ropes – The dividers used to delineate the individual lanes. These are made of individual finned disks strung on a cable that rotate on the cable when hit by a wave. The rotating disks dissipate surface tension waves in a competitive pool.

Long Course – A pool configured for swimming with a 50-meter racing course. The main USA swimming long course season runs from May – July. The Olympic Games and most international competitions are conducted long course.

Mini Meets – This is a meet designed for our youngest swimmers ages 8 and under. This meet has mostly 25 yard events along with other distances geared for this age group. Bring a stop watch if you want immediate satisfaction knowing your child's times because many of these pools do not have touch pads at the finish of the 25 yard events.

Negative split – A race strategy in the distance events in which a swimmer covers the second half of the race faster than the first half.

Official – A judge on the deck of the pool. Various judges watch the swimmer's strokes, turns, and finishes or are timers.

Open water swimming – Swimming in an open body of water (such as a lake, ocean, or bay, as opposed to a swimming pool).

Pacing – On all long events, a swimmer must realize that the finish is as important as the start. Pacing is knowing how much to give up at the beginning so as not to burn up all energy before the finish. Pacing is not used for sprint events.

Preliminary – Those races in which swimmers qualify for the championship and consolation finals in the events.

Relay exchange – The exchange between the swimmer in the water and the next swimmer on the relay team. A perfect exchange will simultaneously have the finishing swimmer's hand on the touch pad and the starting swimmer's feet just touching the starting block with the rest of the starting swimmer's body extended over the water.

Roll – To move on the starting blocks prior to the starting signal. A roll is usually caught by the starter and called a false start, but swimmers will often try to guess the starter's cadence and get a good start. This is similar to illegal procedure in football.

Seed – When a swimmer enters a meet, the times are entered into a computer which sorts the times fastest to slowest and puts swimmers into the appropriate heats, allowing swimmers to compete with other swimmers with similar times.

Short Course – A pool configured in 25-yard lengths. Short course season occurs from October – April.

Split – A swimmer's intermediate time in a race. Splits are registered every 25 yards (or 50 meters) and are used to determine if a swimmer is on record pace.

Sprint – A sprint is a high energy burst of speed for a short distance.

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

Take Your Mark – A command that the starter gives the swimmer at the start of each race signaling the swimmer to take his starting position.

Taper – The resting process in training for swimming competition. During the middle of the swimming season a swimmer may endure intense daily workouts. As major competition draws near, the swimmers will taper off the distances swum each day. A perfectly designed taper will enable the swimmer to compete at their peak capability and is one of the most difficult aspects of swim coaching.

Touch pad – The area at the end of each lane in the pool where a swimmer's time is registered and sent electronically to the timing system, then the scoreboard.

Turnover – The number of times a swimmer's arms turn over (cycle) in a given distance or time during a race.

Unattached – When a swimmer moves and chooses to change from one swim club to another, they must compete as unattached rather than under the new club’s name for a stated length of time.

Warm down – Used by the swimmer to rid the body of excess lactic acid generated during a race or practice.

Warm up – A pre-meet swim used by the swimmer before the race to get the muscles loose and ready to race.

NOTES:

