



## **OFFICIAL HANDBOOK**

### **TABLE OF CONTENTS:**

#### **Welcome, pg. 1**

City of Orange Beach Role & Responsibility, pg. 2  
Mission Statement, pg. 2  
General Information, pg. 2  
The Sport of Swimming / USA Swimming, pg. 3-4

#### **Team Structure & Function, pg. 5**

Junior Makos & Competitive Group Descriptions, pg. 5-6  
Required Equipment, pg. 6  
Included Gear & Distribution, pg. 6  
Program Progression: Moving Up, pg. 7  
Athlete Code of Conduct, pg. 8  
Anti-Bullying Policy, pg. 9  
Disciplinary Action, pg. 10  
Attendance Policy, pg. 10-11  
Transportation, pg. 11  
Competition Entry & Swim Meet Policy, pg. 12-13  
Seasonal & Annual Important Dates, pg. 13  
Hosting Operations: USA Swimming Approved Competitions, pg. 13-15

#### **What to Expect: A Parent's Role, pg. 16**

Parent Code of Conduct: Guidelines for Supportive Parents, pg. 16  
Competition Procedure, pg. 16-17  
Volunteer Responsibility/Expectations at Swim Meets, pg. 18  
How to Read a Heat Sheet, pg. 19  
How to Mark Your athlete, pg. 19  
Swim Meet Essentials: What to Pack, pg. 20  
Nutrition, pg. 21  
Fee Payment Schedule & Policy, pg. 22  
Termination of Participation, pg. 22  
Communication, pg. 22  
Inclement Weather, pg. 23

#### **Disclaimers & Forms, pg. 23**

Photography  
Compliancy  
Emergency Action Plan

#### **Glossary of Common Swimming Terminology, pg. 24-27**



The City of Orange Beach, Orange Beach Swim Team (OBST) coaches, and Orange Beach Aquatics Center (OBAC) welcome you and your athlete(s) to our community!

OBST is entity-owned and operated. The City of Orange Beach's role and responsibilities are the following, but not limited to facilitating the program(s) by providing adequate pool space at the OBAC for all practices, clinics, home meets, etc.; Providing the City of Orange Beach certified lifeguards and qualified coaches to support our program(s) in a safe, fun environment for athletes, patrons, and their families; Supplying OBST athletes with team apparel and the use of basic training equipment (buoy & kickboard); As well as managing administrative and marketing initiatives through customer service, team/meet software, staff training and certification, the city website, and social media platforms.

## **MISSION STATEMENT**

Orange Beach Swim Team was derived from a place of passion and experience in the sport of swimming with a responsibility to establish a safe, competitive outlet in a supportive environment for the City of Orange Beach's youth community. OBST sets out to inspire, challenge and build well-rounded individuals while instilling the principles of good sportsmanship and individual championship through competitive sport and team atmosphere. OBST takes pride in shaping the character of young athletes and developing a skill that provides health benefits for a lifetime.

## **GENERAL INFORMATION**

Facility: Orange Beach Aquatics Center (OBAC)  
4853 S Wilson Blvd, Orange Beach, AL 36561  
251-974-7946  
[www.orangebeachal.gov/swim-team](http://www.orangebeachal.gov/swim-team)

Club: Orange Beach Swim Team (OBST)

Governing Bodies: [City of Orange Beach](#)  
[Southeastern Swimming](#)  
[USA Swimming](#)

Contacts: Dakota Heflin, OBST Head Coach  
[dheflin@orangebeachal.gov](mailto:dheflin@orangebeachal.gov)

Jessica Lewis, Aquatics Director - OBAC  
[jlewis@orangebeachal.gov](mailto:jlewis@orangebeachal.gov)

Baylen Gleason, Aquatics Manager - OBAC  
[bgleason@orangebeachal.gov](mailto:bgleason@orangebeachal.gov)

## THE SPORT OF SWIMMING

The four competitive strokes are freestyle, backstroke, breaststroke and butterfly. In addition, there is the individual medley which features all four strokes; fly, back, breast and free, in that order. Relays are comprised of four athletes per relay team, each swimming  $\frac{1}{4}$  of the total distance of the event. There are two types of relays: freestyle relay and medley relay; back, breast, fly and free, in that order.

A swim team is composed of any number of athletes. Participants compete in different age groups and meets depending on their achievement level and how old they are on the first day of the meet. Nationally recognized age groups are 10 & under, 11-12, 13-14, 15-16, 17-18 and 15-18, Senior or Open competition has no upper or lower age limitations. Local meets may also provide events for 8 & under athletes.

Each swim meet offers a variety of events and distances, depending on the age group and classification. USA rules and regulations allow each athlete to enter up to five (5) individual events per day in a timed final meet, or up to three (3) individual events at prelims and finals meet. Local meets usually limit events to four (4) per day at timed finals meets.

Competition pools may be short course (25 yards or meters) or long course (50 meters). The international standard used in the Olympics is 50 meters. All world records are accomplished in 50-meter pools and recently in 25-meter pools.

USA Swimming maintains records for 25 yards, 25 meters, and 50 meters. The technical rules of swimming are designed to provide fair and equitable conditions of competition and to promote uniformity in the sport.

Each swimming stroke has specific rules designed to ensure that no athlete gets an unfair competitive advantage. The technical rules for each stroke may be found in the publication, [“USA Swimming Rules and Regulations.”](#)

Trained officials observe the athletes during each event to ensure compliance with these technical rules. If an athlete commits an infraction of the rules, he/she will be disqualified from that event, which means he/she will not receive an official time nor be eligible for an award in that event. Additionally, disqualifications result from actions such as not getting to the starting blocks on time, false starting, walking on or pushing off the bottom of the pool, pulling on the lane lines, or unsportsmanlike conduct.

If your athlete is disqualified in an event, be supportive rather than critical. For beginning athletes, a disqualification should be treated as a learning experience, not as punishment. A disqualification alerts the athlete and coach to what portions of the athlete’s stroke need to be corrected. They should be considered in the same light as an incorrect answer in schoolwork. The disqualification is necessary to keep the competition fair and equitable for all other competitors. A supportive attitude on the part of the official, the coach, and the parent can also keep it a positive experience for the disqualified athlete.



USA Swimming is the National Governing Body for competitive swimming in the United States. USA Swimming was conceived in 1978 with the passage of the Amateur Sports Act, which specified that all Olympic sports would be administered independently. Prior to this act, USA Swimming was the Competitive Swimming Committee of the Amateur Athletic Union (AAU) located in Indianapolis, Indiana. USA Swimming Headquarters office was established in Colorado Springs, Colorado in 1981 and is located at the Olympic Training Center.

As the National Governing Body for the sport, USA Swimming is responsible for the conduct and administration of swimming in the United States. In this capacity, the House of Delegates meets annually to determine legislation for the following year. Between annual meetings of the House of Delegates, an elected USA Swimming Board of Directors is charged with the responsibility of formulating the rules, implementing the policies and procedures, conducting the national championships, disseminating safety and sports medicine information and selecting athletes to represent the United States in international competition.

The USA Swimming website offers a wealth of information for athletes and their families, so we strongly encourage you to visit: [www.usaswimming.org](http://www.usaswimming.org)

### **How is USA Swimming Organized?**

International – The international federation for aquatic sports is the Federation Internationale de Natation Amateur (FINA). USA Swimming is affiliated with FINA through United States Aquatic Sports (USAS), made up of four aquatic sports – swimming, synchronized swimming, diving, and water polo.

National – USA Swimming is a Group A member of the United States Olympic Committee (USOC) and has voting representation in the USOC House of Delegates.

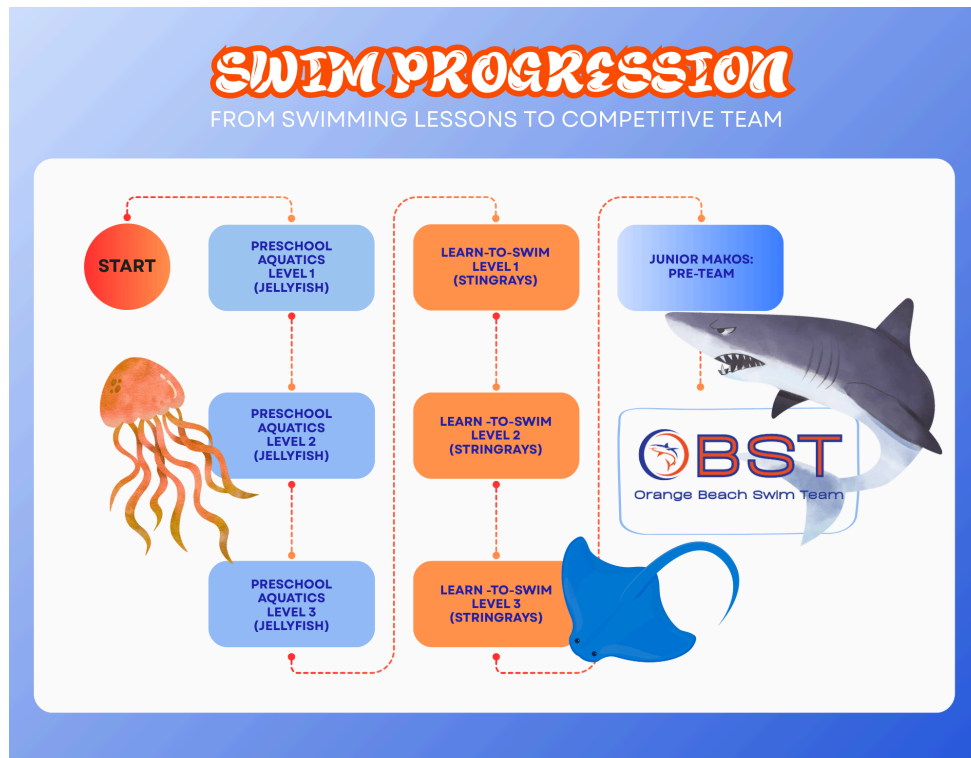
Zone – There are four zones: Eastern, Southern, Central and Western. OBST competes in the Southern Zone. Within each zone is a Local Swimming Committees (LSC). There are 59 LSCs in the United States. OBST competes in the [Southeastern Swimming \(SES\)](#) LSC, which consists of over 60 USA Swimming registered clubs throughout Tennessee, Alabama, and the Florida panhandle. Each zone elects two representatives to the national Board of Directors.

Local – Within the United States, there are 59 LSCs. OBST competes in the Southeastern Swimming (SES) LSC, which consists of over 60 USA Swimming registered clubs throughout Tennessee, Alabama, and the Florida panhandle. Each LSC is responsible for administering USA Swimming activities in a defined geographical area and has its own set of bylaws under which it operates. A House of Delegates with representation of athletes, coaches, members of the Board of Directors and clubs is responsible for managing the business affairs of the LSC.

## TEAM STRUCTURE & FUNCTION

### SWIM LESSONS

Please, visit the "[Programs](#)" tab on the City of Orange Beach's official website for information regarding private and group lessons offered at the Orange Beach Aquatic Center (4853 S Wilson Blvd). Our swim progression begins at the preschool level (Jellyfish) and develops through Learn-to-Swim levels (Sting Rays).



### JUNIOR MAKOS: PRE TEAM

Junior Makos is our pre-team program designed to gently ease participants into the world of competitive swimming. Whether the goal is to perform all four strokes legally or advance to the competitive levels of the sport, our qualified coaching staff will lead athletes through each practice at an introductory pace in order to gain confidence and familiarity.

Each session runs Monday-Thursday for two weeks containing eight, 45-min classes. We utilize Fridays as necessary to make-up lessons due to inclement weather, conflicting swim meets, or coach's absence.

- Ages 5+
- Experience Required: LTS3 Exit Skills including the ability to jump and submerge underwater, float on back or tread water for 1 min followed by a 25-yard freestyle swim
- Builds on the independent use and knowledge of basic water safety, skills, and awareness
- Curriculum:
  - common terminology used in the sport
  - basic knowledge of legal technique in all four strokes
  - the beginning stages of dive and turn work
  - a gradual build in endurance

## **OBST GROUP DESCRIPTIONS & REQUIREMENTS**

The progression of the following groups is to be taken athlete-by-athlete. This is our team's basic function and developmental outline and group placement/advancement depends on a multitude of factors including ability, maturity, age/grade, attendance, work ethic, etc. We ask please respect a coach's decision as placement is made with your child's best interest at heart.

### **BLUE**

Typically 8 y/o and under beginning the early instruction of stroke technique, competitive skills (starts, turns, etc.), legal stroke and competition guidelines. At this age, swim meets are encouraged to measure progress, however, not mandatory.

- Requirements:
  - hold a float or tread water for at least 1 minute
  - perform or show working knowledge of freestyle and backstroke
  - ability to swim a 50 yd freestyle without stopping

### **ORANGE**

Typically 9-12 elevating their stroke development and competitive skills and paired with body-weight dryland stretching and exercise. At this age, practice and swim meet attendance is important so they can gain confidence in a competitive environment while strengthening relationships with teammates.

- Requirements:
  - hold a float or tread water for at least 1 minute
  - perform or show working knowledge of all four strokes (butterfly, backstroke, breaststroke, freestyle)
  - ability to swim a 100 yd freestyle without stopping

### **JUNIOR**

Typically 11-14 years old with refinement of strokes and skills. By this age group, the sport should be one of your main activities and swim meet attendance is essential. Participating as a committed athlete and bonding with teammates is important to an athlete's quality of sportsmanship and character. At this age, dry-land has become an important part of being a healthy athlete.

- Requirements:
  - hold a float or tread water for at least 1 minute
  - legally perform all four strokes (butterfly, backstroke, breaststroke, and freestyle)
  - ability to swim a 200 yd freestyle and 100 yd IM without stopping

### **SENIOR**

15-18 years old with a heightened sense of commitment and dedication to the sport appreciating the opportunity to excel, push oneself, and grow as an athlete/individual. A significant increase in yardage and practice structure At this level, athletes are expected to attend practice and compete in swim meets consistently and have pride in what they accomplish.

- Requirements:
  - hold a float or tread water for at least 1 minute
  - legally perform all four strokes (butterfly, backstroke, breaststroke, and freestyle)
  - ability to swim a 500 yd freestyle and 200 yd IM without stopping
- Necessary Equipment: OBST cap, goggles, training suit, OBST meet suit, tech suit (optional), short blade fins, training snorkel, fingertip and/or hand paddles, ankle band, mesh bag, water bottle

## REQUIRED EQUIPMENT

We kindly ask that efforts are made to have all required equipment in-hand by the third week after joining the team (in other words, a two-week grace period is offered). All kickboards and pull buoys are available onsite at our facility for athlete use. As for fins, snorkels, etc. it is acceptable to purchase gear from your brand of choice, however, Arena is preferred. We partner with Swim & Tri for the ordering and distributing of equipment and other merchandise. This includes spirit wear, however, t-shirts and caps are available for purchase at our facility's front desk as well.

### BLUE

OBST cap, goggles, training suit, OBST meet suit, short blade fins, mesh bag, water bottle

### ORANGE

OBST cap, goggles, training suit, OBST meet suit, short blade fins, training snorkel, fingertip paddles, mesh bag, water bottle

### JUNIOR

OBST cap, goggles, training suit, OBST meet suit, tech suit (optional), short blade fins, training snorkel, fingertip and/or hand paddles, ankle band, mesh bag, water bottle

### SENIOR

OBST cap, goggles, training suit, OBST meet suit, tech suit (optional), short blade fins, training snorkel, fingertip and/or hand paddles, ankle band, mesh bag, water bottle

Swim Team Store Link: [https://www.SwimAndTri.com/TeamView\\_OrangeBeachSwimTeamAL.aspx](https://www.SwimAndTri.com/TeamView_OrangeBeachSwimTeamAL.aspx)

To access the portal from the web page without using the link above:

1. Load: [www.SwimAndTri.com](http://www.SwimAndTri.com)
2. Click on "Team Portal" at the top of the categories section on the left side
3. Enter the following portal code: OBSTmakos

## INCLUDED GEAR & DISTRIBUTION

All athletes will receive a team t-shirt and a silicone team cap included with their registration. You will be given the option to opt in or out of receiving a t-shirt upon registration. Should you select a new shirt, please make sure your athlete's size is up to date as well. Additional styles of merchandise and other gear is available for purchase through our team portal on Swim & Tri's website or at the OBAC front desk.

OBST provides kickboards and pull buoys onsite for athletes to use.

## PROGRAM PROGRESSION: MOVING UP

The progression of the following group descriptions is to be taken athlete-by-athlete. This is our team's basic function and developmental outline and group placement and progression depends on a multitude of factors including ability, maturity, age/grade, attendance, work ethic, etc. Please respect a coach's decision as placement is made with your athlete's best interest at heart.

### **Attendance**

- Athlete is meeting or exceeding the required number of practices for the group on a consistent basis
- Athlete is arriving on time to and prepared for practice

### **Work Ethic**

- Athlete is putting forth effort on a consistent basis to reach his or her potential (this is determined by the coaches involved in specific group)
- To "work hard" is not just about out-swimming everyone in the group, but rather embodying a prime example of good sportsmanship and leadership on a daily basis, during dry land, drill-focused material, etc.

### **Leadership: Showing Initiative and Enthusiasm for Workout and Competition**

- Hold a leading position in the lane and at the top of the entire group
- Being positive and showing support for teammates

### **Swim Meets**

- Regularly competing throughout a season (especially USA-sanctioned meets)
- Performance during a swim meet exhibits detail work (i.e. stroke/turn technique are also meeting the next level's expectations)
- Times are somewhere in relation to the athletes in the preceding group

### **Approval of the Head Coach**

- Communication with the Head Coach as to whether moving an athlete up is appropriate as well as to go over the above criteria and assure consistency in the move up process, group size, etc.

## ATHLETE CODE OF CONDUCT

All athletes are expected to follow the rules of the coaching staff and facility at all times. Athletes are expected to show respect to coaches, teammates, facility staff, and patrons at all times. We are a TEAM and support of one another and exemplification of good sportsmanship is crucial and expected. Any abusive language, bullying, lying, stealing, or vandalism will not be tolerated and will result in immediate action will be taken against any athlete participating in such behavior.

Athletes are also expected to follow lane etiquette rules established by their coach at all times. This includes circle swimming and/or lane-sharing, no pulling, hanging, or sitting on lane ropes, proper interval separation, and no inappropriate/unwanted physical contact with others.

The essential elements of shaping character and ethics in sports are embodied in the concept of sportsmanship and five core principles: responsibility, respect, trustworthiness, and good citizenship.

### **Responsibility: I will...**

- ✓ Comply and conform to all federal, state and local laws and to all team rules and regulations.
- ✓ Exercise Self-Control: not resort to fighting or excessive displays of anger and frustration.
- ✓ Live a healthy lifestyle: safeguard my health and those of others, not use any illegal or unhealthy substances.
- ✓ Be a Good Role Model: consistently exhibit good character and remember participation in OBST is a privilege and not a right.

- ✓ Protect the integrity of the sport.

**Respect: I will...**

- ✓ Treat all people with respect at all times and behave appropriately toward myself and others in and out of the pool.
- ✓ Be a Good Sport: gracious in victory and defeat. Help my opponents, compliment performances, and be sincerely mindful of others feelings.
- ✓ Not engage in profanity, obscene gestures, offensive remarks, trash talking, bullying, harassment, taunting, boastfulness or any other actions that demean individuals or the sport.
- ✓ Not engage in any use of social media that would detract from the positive image of OBST, its staff or its athletes.
- ✓ Abide by officials' rulings.

**Trustworthiness: I will...**

- ✓ Demonstrate Integrity: live up to high ideals of ethics and sportsmanship and do what is right.
- ✓ Be honest.
- ✓ Be Reliable: fulfill commitments and do what I say I will do. Be on time to meets, competitions and meetings.
- ✓ Be Loyal: put the team above my personal glory.
- ✓ Be Fair: live up to high standards of fair play and be willing to listen and learn.

**Caring: I will...**

- ✓ Be Concerned for Others: never intentionally injure or engage in reckless behavior that may cause harm to me or others.
- ✓ Help promote my teammates, coaches and program through positive talk, feedback and encouragement and by reporting any unhealthy or dangerous situations or conduct.

**Citizenship: I will...**

- ✓ Know, honor, abide and enforce the spirit and letter of the rules of practice and competition.

## ANTI-BULLYING POLICY

Bullying of any kind is unacceptable at the Orange Beach Swim Team (the "Club") and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. The Club 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 inform coaches and/or the Aquatics Director.

Objectives of the Club's Bullying Policy and Action Plan:

1. To make it clear that the Club will not tolerate bullying in any form.
2. To define bullying and give all coaches, parents and athletes a good understanding of what bullying is.
3. To make it known to all parents, athletes and coaching staff that there is a policy and protocol should any bullying issues arise.
4. To make how to report bullying clear and understandable.
5. To spread the word that OBST takes bullying seriously and that all athletes and parents can be assured that they will be supported when bullying is reported.

**WHAT IS BULLYING?**

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.

The USA Swimming Code of Conduct defines bullying in 304.3.7. Bullying is the severe or repeated use by one or more USA Swimming members of oral, written, electronic or other technological expression, image, sound, data or intelligence of any nature (regardless of the method of transmission), or a physical act or gesture, or any combination thereof, directed at any other member that to a reasonably objective person has the effect of:

- i. causing physical or emotional harm to the other member or damage to the other member's property;
- ii. placing the other member in reasonable fear of harm to himself/herself or of damage to his/her property;
- iii. creating a hostile environment for the other member at any USA Swimming activity;
- iv. infringing on the rights of the other member at any USA Swimming activity; or
- v. materially and substantially disrupting the training process or the orderly operation of any USA Swimming activity (which for the purposes of this section shall include, without limitation, practices, workouts and other events of a member club or LSC).

### **REPORTING PROCEDURE**

An athlete who feels that he or she has been bullied is asked to do one or more of the following things:

- Talk to your parents;
- Talk to a Club Coach, Aquatics Director, or other designated individual;
- Write a letter or email to the Club Coach, Aquatics Director, or other designated individual;
- Make a report to the USA Swimming Safe Sport staff.

There is no express time limit for initiating a complaint under this procedure, but every effort should be made to bring the complaint to the attention of the appropriate club leadership as soon as possible to make sure that memories are fresh and behavior can be accurately recalled and the bullying behavior can be stopped as soon as possible.

### **DISCIPLINARY ACTION**

Failure to comply with the Code of Conduct will result in the following disciplinary actions:

1. A verbal warning will be provided to those partaking in ill-advised behavior as well as a parent/guardian
2. Should the behavior or scenario continue, an incident report will be completed which explains the misconduct. Prior to the member returning to practice and/or competition, the report must be signed by all involved parties and returned to the Head Coach.
3. In the event of repetitive and/or excessive misconduct, the Head Coach, the coaching staff, and/or the City of Orange Beach reserves the right to decide upon and enforce an appropriate consequence for the member's misconduct.
4. If the Head Coach and/or the City of Orange Beach believes that suspension or expulsion from the team is appropriate, the member, parent/guardian and a team administrator must meet to discuss the infraction. Any expelled athlete will not receive a refund.

The OBST coaching staff endorses and supports this Code of Conduct. Any questions concerning the policy or actions that result from this Code of Conduct shall be directed to the coaches and/or the City of Orange Beach.

## ATTENDANCE POLICY

To ensure participation and the fairness of group placement/team membership, an individual's attendance report will be evaluated every three weeks with respect to each competitive group's practice schedule. Athletes are expected to maintain at least a **75% average** attendance per period.

If an athlete misses more than the allocated number of practices, a three strike system will be implemented.

Strike 1 - verbal warning to athlete and parent/guardian

Strike 2 - e-mail recognition to parent/guardian of athlete's recurring absences

Strike 3 - dismissal from season

Absences may be excused on a case by case basis depending on the situation. Parents are responsible for keeping the coaching staff informed regarding any scheduled absences. Registration fees will be forfeited should an athlete be dismissed from a season.

### FACILITY ENTRY:

Per the aquatics center rules, athletes under the age of 14 must be directly accompanied by a parent/guardian if arriving at the facility outside of their designated group's practice schedule. The front desk sign-in procedures must be completed prior to entering the pool (member sign-in, non-member waiver, purchasing of day pass/guest pass).

This means that if your athlete is under the age of 14, a parent/guardian will need to accompany your athlete into the facility, remain with your athlete until supervision transfers to the coach, then sign said athlete in/out at pick-up before leaving the facility.

### SIGN IN & SIGN OUT PROCEDURE:

Upon drop-off for practice, athletes need to be signed into the aquatics center. If your athlete is under the age of 14, an approved member from your drop-off/pick-up list (completed during registration) will need to accompany them. Athletes 14+ are able to sign themselves into the facility. The same procedure applies for pick-up.

If your athlete attends the Orange Beach Elementary School and a member of the coaching/aquatics center staff walks them over to the facility, the coach or employee will sign your athlete in/out. If your athlete is in the Expect Excellence afterschool program, the EE counselors will sign your athlete in/out.

## TRANSPORTATION

If a travel meet is offered, it is not required but highly encouraged, especially for advanced athletes. Each family is responsible for their own hotel (if necessary) and travel arrangements. Generally, travel meets will have information for our team hotel on the website. 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 the duration of a travel meet, parents are wholeheartedly responsible for their athletes (outside of the meet itself).

A few higher-qualifying meets might require coaches and chaperones to travel with our athletes. Athletes are never to share or ride in a vehicle alone with a coach or chaperone that isn't their own parent/guardian. If joint travel is necessary, it must be done in a City of Orange Beach vehicle with other adults also present.

Team members and families are reminded that when competing in meets, traveling on trips, and attending other team-related functions, they are representing both themselves and OBST. Athlete behavior must positively reflect club standards.

### **USA Swimming Required Policies**

These items are Code of Conduct stipulations in the USA Swimming Rulebook.

- a. Club travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club. (305.5.D)
- b. Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check. (305.5.B)
- c. Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete (unless the coach is the parent, guardian, sibling, or spouse of that particular athlete). (305.5.A)
- d. When only one athlete and one coach travel to a competition, the athlete must have his/her parents' (or guardian's) written permission in advance to travel alone with the coach. (305.5C)

Failure to comply with the Code of Conduct as set forth in this policy may result in disciplinary action. Such discipline may include, but may not be limited to:

- i. Dismissal from the trip and immediate return home at the athlete's expense;
- ii. Disqualification from one or more events, or all events of competition;
- iii. Disqualification from future team travel meets;
- iv. Dismissal from the team; and/or
- v. Proceedings for a LSC or USA Swimming National Board of Review.

### **COMPETITION ENTRY & SWIM MEET POLICY**

As an OBST athlete, it is understood that if you train under OBST, you compete for OBST. This is only fair to the entire make-up of the team, in terms of relays and accumulated points, as our athletes and coaching staff put forth so much time and energy. Although not required, participation in competition is strongly encouraged.

Our coaches will complete individual meet entries for athletes. Coaches will also determine relay team members, and changes may be made at any time. Typically, relays are chosen based on the athletes with the fastest times. However, other athletes could be chosen for strategic reasons or if coaches feel they have proven themselves leading up to the event. In some situations poor performance or attitude during a competition will necessitate a deviation from this policy. Every athlete competing should confirm before leaving the venue that he/she is or is not on a relay in addition to informing coaches of their departure.

Athletes must be attended/supervised by a parent/guardian at all times during a swim meet. No athlete age 13 or under should be left unattended at ANY TIME during a swim meet. Parent volunteers, coaches, and officials are NOT responsible for any athlete at any time during the meet, outside of activities related to the competition. Violation of this policy could result in expulsion from the team at the discretion of coaching staff, Aquatics Director, and the City of Orange Beach.

### **SUMMER REC / MCAL:**

A list of important dates and competitions within MCAL (Mobile County Aquatic League) will be provided at the parent meeting ahead of the beginning of the summer league season. All information can also be found on the OBST's SwimTopia website and app: [obstmakos.swimtopia.com](http://obstmakos.swimtopia.com) Parents will be informed of the parent meeting location, date, and time upon completing registration.

It is assumed during the summertime that all participants are to attend MCAL-hosted competitions, most especially the end of season County Championship. Should any date be a conflict in schedule, please notify your athlete's coach of any changes at least 48 hours prior to the said deadline. Reminders will be sent via e-mail/app.

All MCAL entry fees will be covered by the initial summer registration fee, whereas any local unsanctioned challenge meet or USAS competition will be at the expense of parent/guardian.

### USA SWIMMING:

To enter a swim meet sanctioned under USA Swimming, your athlete must be a member of USAS. To become a member, [click here](#) or reach out to your coach for further instructions.

A list of competition dates within USA Swimming, in which OBST plans to attend, will be provided on SwimTopia under "Meet & Events" tab > "sign-up calendar". In SwimTopia, parents can mark their athlete's attendance for competitions, leave notes, etc. An athlete's events will be selected by their respective coach. All commitments and entry fees must be submitted before the determined deadline. Changes can be made in terms of commitment as long as it is known well in advance (at least 72 hours prior) of the said deadline. Reminders will be sent via e-mail/app.

All entry fees will range in cost from \$15-80+ depending on the amount of races to be swum or what a host team requires in order to operate. As of now, our registration payments can be fulfilled via cash, credit card (no AMEX) or check (made out to The City of Orange Beach) at the Orange Beach Aquatics Center's membership desk by entry deadline.

Parents/Athletes are free to commit, decline or retract commitment to swim meets up until the meet entry deadline listed on the event landing page (sign-up calendar) via SwimTopia. The website automatically enforces the deadline.

Once the deadline has passed, OBST is responsible for all of the entries included in the meet file sent to the hosting team regardless of athlete participation. In turn, parents/athletes will be responsible for any outstanding fees. Any circumstance that results in participation or nonparticipation of a committed meet will result in meet fees. Such circumstances include, but are not limited to: illness, change in plans, or commitment error.

## **SEASONAL & ANNUAL IMPORTANT DATES**

OBST follows the City of Orange Beach and the Orange Beach City School system's calendar for the academic year. If there is a government holiday or school system vacation, there will be no mandatory practices held.

The following is the typical year-round competition schedule. These events are subject to change and new meets may occur and/or replace the competition as listed below.

### **WINTER/SPRING (Jan-May):**

- January - GPAC Winter Invitational (Pensacola), ATAC Mac Crutchfield Invitational (Tallahassee)
- February - SES Reg 4 Championships (Pensacola)
- Feb/Mar - Southeastern Swimming Winter Championships (Huntsville)
- April - OBST Ready, Set, Bloom! (Home)

### **SUMMER (May-July):**

- June - GPAC Flip Flop Invitational (Pensacola), MCAL Meets (Baldwin Co.)
- July - CA Sand Dollar Invitational (Destin), MCAL Meets & Summer Championship (Baldwin Co.)
- July - OBST Annual Awards Banquet

**FALL (Aug-Dec):**

September - CAT 5 Open (Panama City Beach)

October - AUB War Eagle Invitational (Auburn), CMSA Vance Rose Invitational (Mobile), OBST Spooktacular (Home)

November - GPAC Gravy Bowl (Pensacola)

December - Christmas in Auburn Invitational (Auburn)

**HOSTING OPERATIONS: USA SWIMMING APPROVED COMPETITIONS**

In accordance to the USA Swimming Rulebook 2024:

202.6 REQUIREMENTS FOR APPROVAL — Approval of competition may be issued, withheld or withdrawn by an LSC in accordance with the following regulations:

.1 Approvals may be issued to non-member clubs/organizations for meets conducted in accordance with USA Swimming technical rules.

.2 Applicants for approval of an open water competition shall complete the application provided by USA Swimming.

.3 Approvals may be issued to member clubs for closed competition (such as YMCAs) conducted in accordance with USA Swimming technical rules.

.4 Approvals may be issued to member clubs or to LSCs for open competition conducted in accordance with USA Swimming technical rules if that competition has been specifically approved by the Times & Recognition Committee staff leader (or his/her designee).

.5 Both USA Swimming athlete members and non-USA Swimming athlete participants may compete in an approved meet.

.6 Written application for approval shall be made not later than the period established by the LSC prior to the competition. The LSC may establish a fee for processing such applications. Application for approval shall be accompanied by the meet announcement which shall the following:

A A statement of the nature of prizes to be awarded.

B Information about water depth measured for a distance of 3 feet 3-1/2 inches (1.0 meter) to 16 feet 5 inches (5.0 meters) from both end walls.

C The following statement: "In granting this approval it is understood and agreed that USA Swimming shall be free and held harmless from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the event."

D A statement indicating that the host will ensure the required course dimensions.

E The following statement: "Use of audio or visual recording devices, including a cell phone is not permitted in changing areas, restrooms or locker rooms."

F The following statement: "Deck changes are prohibited."

G The following statement: "Operation of a drone, or any other flying apparatus, is prohibited over the venue (pools, athlete/coach areas, spectator areas and open-ceiling locker rooms) any time athletes,

coaches, officials and/or spectators are present.” Exceptions may be granted with prior written approval by the Program & Events Coordinator (or his/her designee).

H For open water competitions, the policy for abandonment, the race timeline, the course map, and a statement whether the race will be an “escorted” or “unescorted” event.

.7 Payment of a fee or expenses to the assigned USA Swimming officials shall not be a requirement for approval.

.8 With the exception of YMCA meets approved by USA Swimming and sufficiently staffed by YMCA certified officials, no competition shall be approved unless a sufficient number of USA Swimming officials, certified by the LSC at a minimum of Stroke and Turn level, are present to observe and certify that the conduct of competition and all times achieved in such competition were in conformance with the USA Swimming technical rules.

.9 Except for YMCA meets approved by USA Swimming and sufficiently staffed by YMCA certified officials as stated in 202.6.8, the organization requesting approval shall permit USA Swimming officials to be on the deck at both ends of the course where they can properly view strokes and turns.

.10 No approval for domestic competition will be issued to any organization or person whose interest in swimming competition is purely commercial, or where the event is to be promoted solely for the profit or the advertising value to be derived therefrom. Any income derived from approved events must be used for the further promotion of swimming, for an approved charity, or for the general welfare of the promoting organization as a whole.

.11 Approvals issued to one organization cannot be transferred to another. Any approval so transferred shall be void for all purposes, and the LSC may deny further approval to any organization violating this provision.

.12 No further approval shall be given to any organization which has failed to satisfy expense obligations to athletes or to award prizes as stated on its meet announcement until the obligations are satisfied or the prizes awarded.

.13 No approval will be granted for any competition if the word “Olympic,” “Paralympic,” “World,” “National,” “United States of America” or any derivative thereof is used in any manner in connection with such competition unless consent for such usage is obtained from USA Swimming.

.14 The following clause will appear on all approval application forms and on all forms upon which official approvals are granted: “In granting this approval it is understood and agreed that USA Swimming shall be free and held harmless from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the event.”

.15 Complete meet results shall be submitted to the LSC within a period of time established by the LSC.

.16 All approvals must be signed by an authorized representative of the LSC and a record thereof kept by the LSC.

.17 Approval may be withheld or withdrawn by the LSC if the competition was not conducted in accordance with the above requirements.

.18 If an event is to be contested in more than one LSC’s or country’s jurisdiction, the application for approval shall be submitted to the LSC in which the event begins. The LSC granting the approval shall notify the other LSC(s) and/or the governing body of the other country in which the event is being contested of details of the event.

## **WHAT TO EXPECT: A PARENT'S ROLE**

### **PARENT CODE OF CONDUCT: GUIDELINES FOR SUPPORTIVE PARENTS**

The greatest contribution you can make to your athlete's progress in sport (and life) is to be a loving, supportive parent. A parent's role is to supply encouragement, mental and moral support. All athletes need to understand the value of and be given the opportunity to conquer goals in which they set for themselves. Please, be careful not to impose your own standards and goals on your athlete. The best way to help an athlete achieve his/her goals and reduce the natural fear of failure is through positive reinforcement.

Although having a sense of accomplishment when improving and/or winning, that is not what being an athlete is about. The most important part of your athlete's swimming experience is that he/she learns about themselves, embracing challenges and developing character, while enjoying the sport. A healthy outlook encourages the ability to learn, adapt, and have fun which will produce a positive self-image for your athlete.

As long as he/she gives his/her best effort, you should make him/her feel like a WINNER.

As an OBST parent, I agree to...

- ✓ Provide support, care and encouragement for my athlete and all the members of the team.
- ✓ Encourage sportsmanship by behaving in a respectful, kind and supportive way to all athletes, coaches, officials and parents.
- ✓ Place the emotional and physical well-being of all members ahead of my personal desire to win.
- ✓ Support the coaches and officials working with my athlete and consider the feelings of others so that a positive and enjoyable experience is had by all.
- ✓ Follow the proper chain of command when seeking insight and/or expressing concerns.
- ✓ Participate in an environment that is free of alcohol and drug use and will refrain from any use at all events.
- ✓ Promote a positive image of OBST, by not engaging in any use of social media that would detract from the positive image of OBST, its staff or its athletes.
- ✓ Adhere to all policies and procedures

### **COMPETITION PROCEDURE**

Arrive at the pool at least 15 minutes before your warm-up session. If a parent/guardian is working a job, have them check in with the job coordinator to get their name tag and assignments. Next, find a place to place belongings. Younger athletes usually sit with their parents, but some meets will contain all 8&U athletes in a "bullpen" for ease in getting them to their races on time. We encourage you to sit together as a team as much as possible.

The majority of heat sheets are published online and/or made available on the Meet Mobile app. All heat sheets are typically published a day or two prior to the meet, but changes can happen between then and the start of the meet so always check back for the latest version to make sure information has not changed.

If athletes are 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 you 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 is a positive check-in event.

Prepare for warm-ups! Lane assignments for warm-ups are posted on the meet page on the website, and are usually posted at the meet. Please do not be late for warm-ups! A warm-up session is short and lanes are usually crowded. They are intended to gradually get the muscles in motion and blood flowing for athletes to prepare for competition. Athletes who are late are not guaranteed a warm-up.

ALWAYS enter the water feet first at a meet to prevent head-on collisions with other athletes. Athletes should only dive during meet warm-up and/or when instructed to do so by their coach. During the meet it is crucial to stay hydrated and eat light snacks. Athletes should keep themselves covered and warm at all times; if you are cold your muscles will become tense and your body will stiffen. Please, wear swim parkas or sweat suits, shirt and sneakers (sneakers allow more cushioning so that your legs do not tire – refrain from standing as much as possible) any time one is not in the water. Extra towels are always a good idea to have on hand.

Coaches recommend no electronic video games or iPads be used during the meet, as athletes need to remain focused on their events. Music may be used with earphones.

athletes should report to their coach before and after each race to discuss the race and strategy. Athletes should not talk to anyone about the race before they talk to their coach—this includes parents. The coach will discuss stroke technique and race strategies with them. Let the COACHES coach.

There is usually a Clerk of Course available for 8&U athletes. Athletes 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.

athletes must check with their coach prior to leaving a meet. Should it become necessary for an athlete to leave early, their coach must be notified.

In meets with preliminaries and finals, all athletes who qualify to compete in the finals are expected to participate. 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. At times, alternate and relay positions open up that need to be filled.

All team members and parents are expected to display proper respect and sportsmanship toward coaches, officials, meet administrators, and fellow competitors. As a matter of team pride and courtesy to the meet host, athletes are expected to leave the OBST area in a neat and clean condition at the conclusion of each session of the meet.

All questions athletes or parents may have concerning meet results, an officiating call, or the conduct of a meet, should be referred to the OBST coaching staff only. 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.

athletes are expected to use available locker rooms to change clothes. NO deck changing is permitted. NO phones or other video recording devices may be used in the locker rooms. NO video or photography is allowed behind the starting blocks, and flash photography is not allowed during the start of each race.

For long distance events, usually 500 yards and over, athletes are required to provide their own counter and may be required to provide their own timer.

## **VOLUNTEER RESPONSIBILITY/EXPECTATIONS AT SWIM MEETS**

A great number of volunteers are needed to ensure that these events are run in an efficient and successful manner. We expect each family to participate. If your athlete swims in an OBST hosted meet, it is your responsibility to have one parent/guardian work each session your athlete swims. Those families with more than one athlete will be responsible for working only one session per day.

OBST hosted swim meets are one of the team's sources of fundraising. To run the meets effectively, we must have all OBST parents of athletes competing in the meet volunteer to work. A parent is responsible for working one session for each session in which they have an athlete competing. The worker must stay for the entire session to get credit for working. All workers must sign in at the start of each session and sign out at the end of each session. Failure to work the required number of sessions or leaving early from a session will result in a \$50 assessment per session missed.

### **Job Descriptions for Meets:**

AWARDS - In awards, the workers place labels on the proper award for the athlete and place them in the box provided for each team attending the meet.

TIMERS - Timers are back up for our electrical touch pad system. There are ideally two timers per lane. Your job is to time the athlete in your lane and record that time on the timer sheet or card.

BULLPEN/CLERK OF COURSE - The bullpen is where all athletes wait for their event to be called (we only have this at championship meets). The bullpen workers are responsible for checking in the athletes before the meet, calling athletes to the bullpen area when it is time for them to swim, making sure all athletes are in the correct order by heat and lane, and escorting the athletes to the pool deck.

COMPUTER - After each heat the computer worker enters athletes time and prints results to be published into Meet Mobile and allow for printing of labels for awards.

TIMING TABLE - Set the timing system at the start of each race.

HOSPITALITY - The hospitality is for coaches and officials working at the meet.

RUNNERS - Bring information to the computer console and timing system. Also post results as they are available.

OFFICIALS - Training is required for this position. Visit [usaswimming.org](http://usaswimming.org) for more information.

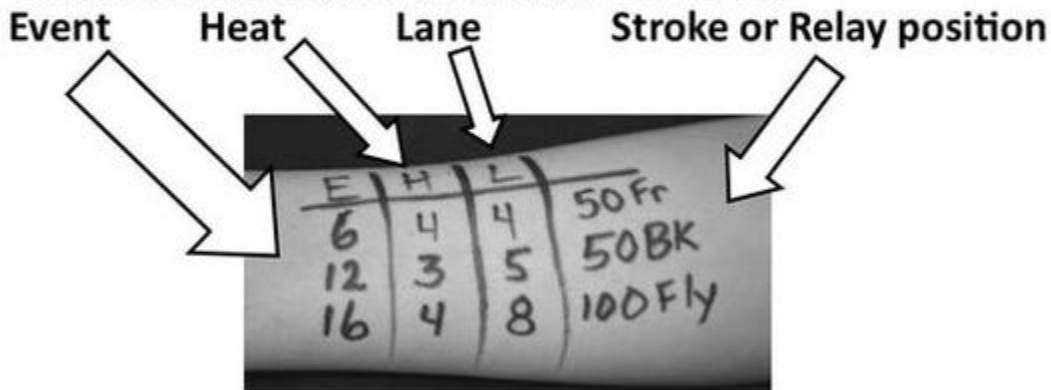
Event Number	Event 2 Mixed 10 & Under 100 Yard Freestyle		Age	Team	Seed Time
Heat Number	Heat 1 of 3 Timed Finals				
	1	John Doe	M9		3:16.40
	2	Jane Doe	W9		2:52.88
	3	Mickey Mouse	M10		3:01.15
	4	Minnie Mouse	W10		3:19.66
	Heat 2 of 3 Timed Finals				
	1	Jane Doe	W11		NT
	2	Minnie Mouse	W7		3:20.53
Lane Number	3	Mary Smith	W11		3:35.78
	4				

## HOW TO READ A HEAT SHEET

The heat sheet will tell you everything you need to know about the day's events. Each event shows the event number and name at the top. Below is will list all the heats generally showing heat # of # so you know how many heats are in each event. For each heat lane assignments are listed for each athlete along with their age, team affiliation, and seed time. A NT listed in the seed time column means they don't yet have a time in that event.

- 1) Find your swimmers events on the heat sheet.
- 2) Draw a grid on the inside of their arm of leg. \*Make sure it is where they can read it.
- 3) Write Event#, Heat#, Lane#, & Stroke/Relay position in sharpie.

\*Sharpie can be removed by rubbing sunscreen on it after the meet.



## HOW TO MARK YOUR ATHLETE

Young athletes should have their events marked on their forearm prior to warm ups. The above photo shows an athlete properly marked with the three events they are swimming that day. From left to right it shows the event, heat, and lane, and a short description of the event. Having athletes (particularly young ones) marked is helpful for coaches, and volunteers helping them prepare for and get to their events.

## **SWIM MEET ESSENTIALS: WHAT TO PACK**

Here is a list of “must-haves” and “nice-to-haves” in your swim bag to make your swim meet experience an excellent one.

### **“MUST-HAVES” IN YOUR SWIM BAG (2 is the magic number! ☺)**

**TEAM SUIT:** Whether you wear your suit to the pool or bring it in your swim bag, always bring a spare suit, just in case! There have been occasions where a suit ripped! (2 suits)

**TEAM CAP:** Again, bring a spare. This might be the meet your cap rips. (2 Caps)

**TEAM TEE:** Show your team spirit and wear your team tee! Bring along a hoodie, sweatshirt, parka, etc. in case you get cold on the pool deck.

**GOGGLES:** Again, two pairs are crucial. Many goggles have broken just before a race. Make sure if they are new you wear them in warm ups so you can adjust them if you need to. (2 Pairs Goggles)

**FLIP FLOPS OR SNEAKERS:** A must on the pool deck! Some type of deck shoe is required for slippery surfaces. Sneakers are recommended more so for two and three-day competitions so that your legs do not tire so easily from standing on concrete, racing, etc.

**TOWELS:** Pack at least two-three! One usually gets soaked! Sometimes the kids use a towel to sit on the deck together.

**WATER/SPORTS DRINK:** Swimming is hard work and you need to stay hydrated. Bring at least two bottles of water or preferred sport drink (Gatorade/Propel). It is not recommended to drink any type of soda or even juice.

**FOOD:** Bring plenty of nutritious snacks; i.e. Ritz Bits w/ peanut butter or cheese, fruit, jerky, power bars, cheese sticks, yogurt, bagels, dry cereal in Ziploc bags, etc. Make sure munchies are small as many pools do not encourage food on the deck. PLEASE stay away from the donuts and candy at the concession stand.

**IF YOU ARE AN ASTHMATIC: BRING YOUR INHALER;** This is an important tool that you own. Make sure the coaches know that you have your inhaler. You never know what might be a trigger.

**BLACK SHARPIE:** This is to write your event, heat and lane numbers on your hand!

### **“NICE-TO-HAVES” IN YOUR SWIM BAG**

**MISCELLANEOUS:** Bring a deck of cards, books, magazines, music...no handheld devices or cell phones with games/social media. Handheld technology tends to be a distraction and has the ability to cause the athlete to zone out and miss their event.

### **JUST A FEW THINGS TO REMEMBER**

Get to the pool at least 10 minutes before the start of warm-ups - if you are on time, you are late! This will allow you to locate the team and find a place for your stuff, do whatever you need to do to prepare.

Make new friends, make up team cheers! Have fun! ☺

**CHEER YOUR TEAM MATES ON! GET AT THE END OF THE LANE!! SHOW YOUR TEAM SPIRIT!!!**

## NUTRITION

Swimming requires massive amounts of energy, whether it's an elite-level practice or an age group practice. Because of this high energy expenditure, athletes need to take the right steps to replenish the nutrients lost. The two most important food groups within an athlete's diet are carbohydrates and protein.

**Simply put, carbohydrates equal energy!** Carbs should make up one half of an athlete's diet as it is the fuel needed to get through that tough practice or prolonged hours at a meet. Carbs are stored as glycogen in the muscles and liver and is the fuel that our body uses throughout our day – especially during a workout. After the workout, that energy source will be running low and will need to be replaced. Some good sources of carbs are rice, cereal, pasta, potatoes, beans, peas, and lentils.

The best time to eat a large amount of carbs is the night before a swim meet, for example.

**Protein repairs and rebuilds the muscles.** The building blocks of proteins are amino acids, which are the main components of muscular growth and repair. Protein also helps the body to ward off soreness, supports the immune system, as well as quenches hunger pangs that might plague athletes during a workout. The other half of an athlete's meal should consist of a major protein source such as lean meats, fish, eggs, and low-fat dairy. Paired with a variety of healthy fats (olive oil, nuts, avocados, and seeds), vegetables, fruit, whole grains, vitamins, etc. will set your athlete up for success.

The best time to consume protein is throughout the day of a swim meet to prolong performance, for example, or a high protein snack ahead of practice (instead of a heavy, lethargic outcome as would result in consuming carbs or sugar shortly before).

**PLEASE, send your athlete(ren) to practice with a full water bottle.** Athletes should also drink water often to stay hydrated, sipping on their water bottles throughout the day to replenish sweat loss (yes, it is possible to sweat in the water). Many athletes don't think about replacing electrolytes and other minerals lost in sweat, most notably sodium and potassium.

**NO SUGAR AT PRACTICE OR BEFORE A SWIM MEET.** If an athlete approaches a coach with candy in hand, this "snack" will be taken away.

Pre-workout Fuel	
Breakfast Ideas:	Lunch and Dinner Ideas
<ul style="list-style-type: none"> <li>● Cereals (hot and cold)</li> <li>● Fruit and fruit juice</li> <li>● English muffins, toast, bagels</li> <li>● Tortillas</li> <li>● Granola or cereal bars</li> <li>● Pancakes, waffles, French toast</li> <li>● Smoothies</li> <li>● Skim or low-fat milk</li> <li>● Low-fat yogurt</li> <li>● Sports drinks</li> <li>● Energy bars, gels, chews</li> </ul>	<ul style="list-style-type: none"> <li>● Breads, bagels, English muffins, tortillas</li> <li>● Baked potatoes or sweet potatoes</li> <li>● Rice</li> <li>● Spaghetti with tomato based sauce</li> <li>● Macaroni and cheese</li> <li>● Broth based soups (i.e. vegetable, chicken noodle)</li> <li>● Fruit, fruit juice, frozen fruit pops</li> <li>● Smoothies</li> <li>● Sports drinks</li> <li>● Energy bars, gels, chews</li> </ul>
<p><b>Have smaller portions of:</b> Eggs; nuts and peanut butter; lean meats such as chicken, ham, or turkey; low fat breakfast sausage or bacon; supplements with &gt;5g protein per svg.</p>	<p><b>Have smaller portions of:</b> Nuts and peanut butter; lean meats such as chicken, turkey, beef, or fish; tofu; soy; supplements with &gt;5g protein per svg.</p>

## FEE PAYMENT SCHEDULE & POLICY

There will be seasonal charges due in January, May, and August. These charges are designated to contribute to coaching, staffing, any gear/equipment needs, hospitality, swim meet entries (summer league only), as well as an athlete's USA Swimming membership.

The USA Swimming Registration Fee is \$82, which includes a subscription to Splash Magazine and athlete insurance when they are at practice and competitions. This registration will be completed separately using a case-sensitive link provided by your coach. The parent/guardian of an athlete is responsible to obtain and submit payment for their athlete's USA Swimming membership.

USA Swimming dues are renewed on September 1 of each year, so even if you register/join at an earlier time, you will have to pay the registration fee again in September for the upcoming annual membership.

All fees will be handled through Sportsman Web and are due upon registration. Parents may access their account charges and billing history through their Sportsman Web account. Any delinquent fees accrued prior to the current season must be paid before registering for the season of interest. The athlete(s) will not be able to practice or attend meets until paid in full or a payment plan is instilled.

Breakdown:

January–May	\$200
May-July	\$150
August-December	\$200

*Please, note that these dues do not include/cover USA Swimming membership, competition entries, or required gear and swimsuits.*

## TERMINATION OF PARTICIPATION

Should your athlete decide to quit the team for any reason, the team should be notified. An email must be sent to the Head Coach. Fees will not be refunded when an athlete leaves the team. The exceptions to this policy are based on either of the following conditions:

1. Medical - Families requesting a refund because of a medical condition must demonstrate that an athlete cannot participate in swimming activities due to a diagnosed medical condition. The request must include medical documents that clearly identify that an athlete cannot swim or that a certified medical professional recommends the athlete not swim.
2. Family Relocation - Families requesting a refund because of relocation must identify when they expect to move, with the area being defined as beyond 30 miles from OBST's practice location.

## COMMUNICATION

Communication is vital to any organization and its members. All coaches will communicate important team updates and information through regular e-mails as well as push notifications sent via OBST team website or communication app. Parents are responsible for creating and signing into their online account to verify that contact information including email and emergency contact number and provider is accurate.

**OBST Website:** [www.obstmakos.swimtopia.com](http://www.obstmakos.swimtopia.com)

**Slack App:** [www.orangebeachswimteam.slack.com](http://www.orangebeachswimteam.slack.com)

**FOLLOW/LIKE US!** OBST is on Facebook and Instagram (@obstmakos)

## **INCLEMENT WEATHER**

Whenever there is inclement weather approaching or in the area that causes a change in our practice schedule or a swim meet, information will be relayed via e-mail and also posted to OBAC/OBST's social media accounts. Please, be sure to check your e-mail for updates frequently in the event of unfavorable weather conditions.

Our inclement weather policy will fall under the operations of the Orange Beach Aquatics Center. The pool and deck will be cleared when lightning is within 10 miles or less and a 30 minute wait period will be in effect until lightning and thunder are no longer a threat to the area. Athletes are expected to stay inside the facility until their coach resumes practice or otherwise dismisses athletes.

## **DISCLAIMERS & FORMS**

### **PHOTOGRAPHY DISCLAIMER**

The completion of activity registration grants permission for an athlete to be photographed or their images recorded for print or electronic use in promoting OBST's services. It is the responsibility of a parent/guardian to inform the coaching staff and/or Aquatics Director if they no longer wish to authorize use.

### **COMPLIANCY DISCLAIMER**

The completion of activity registration is automatic validation that a parent/guardian and athlete complies with their respective code of conduct and the terms and conditions provided within the OBST Handbook.

**EMERGENCY ACTION PLAN** [Download Here](#)

## **GLOSSARY OF COMMON SWIMMING TERMINOLOGY**

**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 athlete in a relay.

**ATTACHED** - A registered athlete 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 athletes 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 said meet.

**CHASE STARTS** - Start procedure used in long course meets where athletes in a subsequent heat will start their race while athletes in the previous heat are still finishing their last lap. Heats begin from alternating ends of the pool.

**CHECK-IN** - The procedure required before an athlete swims an event in a deck-seeded meet. Sometimes referred to as positive check in, the coach will mark each athlete's name on a list posted by the meet host. Once an athlete 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 athlete is in the fastest heat, the second fastest athlete is in the next heat, the third fastest athlete is in the next heat, the fourth fastest athlete 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 athletes – staying to the right of the black line.

**CLERK OF COURSE** - The USA Swimming-certified official responsible for deck seeding and organizing athletes 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 athlete and club, stating that the athlete 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 athletes 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). This is 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 a particular event or stroke.

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 athletes entered in a meet.

FALSE START - occurs when an athlete 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 athlete must surface at or before these marks.

FLY OVER STARTS - Start procedures at a meet in which athletes 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 athletes to rest before exiting the pool.

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 athletes 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 athletes 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 athlete 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 athlete, 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 (LC) - 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 competing in.

LSC - Local Swim Committee, the governing body for swimming at the local level. There are 59 LSC's in the country. Our LSC is Southeastern Swimming (SES).

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

MASTERS SWIMMING - A program for athletes 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 - A relay in which all four strokes are swum by four different athletes. No athlete 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 athlete 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 an athlete 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 athlete finishes the race.

POSITIVE CHECK-IN - For unseeded events, usually events 400 or longer, athletes 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 athletes qualify for the finals that are typically scheduled later in the day.

PROOF OF TIME - A requirement some meets have to make certain that athletes 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 athletes 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 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 an athlete 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.

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 athletes 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 athlete'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 athletes, in order to determine which athlete 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 athlete'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 an athlete's touch is registered and sent electronically to the timing system.

UNATTACHED – is a registered athlete who is not attached to a registered USA swim team. If an athlete changes teams, that athlete 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 athletes 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 athletes to the Olympic games. USA Swimming is a member of FINA.

USA SWIMMING ID - a unique number assigned to each athlete registered with USA Swimming used to identify them. All times achieved are connected to an athlete via the USA Swimming ID.

Athletes with no middle name will have an \* in place of their middle initial.

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