



PCS Parent Manual: Working with YOU!

A parent's guide to the sport of competitive swimming and the Pacific Coast Swimming club management

**PACIFIC
COAST** **SWIMMERS**
PARENTS
ASSOCIATION

pacificcoastswimming.com

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WELCOME TO PACIFIC COAST SWIMMING



Thank you for choosing to join one of the top swimming programs in Canada. Our qualified, professional, and dedicated staff work hard to ensure that your swimmer will have every opportunity to succeed in this sport. We believe that we have an outstanding program that relies on parent involvement to make it work as well as it does. The sport of competitive swimming is one of the few sports that can be enjoyed throughout an entire lifetime. Both the athlete and their families can share in this experience when involved in our program. There are as many things going on out of the pool as in it! Without the dedication and commitment of our families the sport could quite simply not function.

We need you!

Parent Handbook

The purpose of this handbook is to ensure all members understand the policies and procedures of the Pacific Coast Swim Club. All PCS member information distributed by PCS in this handbook, or elsewhere, is for the exclusive use of PCS members only.

Policies and Procedures

The Policies and Procedures in this handbook are updated and accurate as of the date of publication. When updates are made to specific policies notice will be given when published to the PCS website.

General Information

Communication and information updates are provided on a regular basis through email, the club newsletter: "the Thunderbolt", and the club website:

www.pacificcoastswimming.com

OUR ORGANIZATION

Pacific Coast Swimming came into existence as a swim club in 2002. Since then, PCS has recognized tremendous growth in many different areas: from 60 to 300 swimmers, from 1 pool to 5, from 4 coaches to 25 all while putting many swimmers through its programs every year.

Thousands of swimmers of all different ages and abilities have come through our doors and swim groups. PCS is proud of the role it has played in developing many of Victoria's and Canada's best swimmers as well as many fine citizens.

PCS is recognized as one of the best run swim clubs in Canada. We are proud of the organized and professional manner in which PCS is run.



Our Vision

At Pacific Coast Swimming we create a Victoria swimming environment that nurtures excellence by challenging athletes at all levels of development.

Our Club

Pacific Coast Swimming is an athlete-focused, professionally-led and parent-supported swim club, committed to having swimmers at all levels achieve their full athletic potential. Swimming is a sport that requires dedication and perseverance. Along the way, our athletes achieve the satisfaction and enjoyment that comes from meeting the challenges and personally-defined, difficult and rewarding long-term goals. They also share in the goals and achievements of their friends and competitors, and experience the fun and camaraderie of team effort and achievement. In consequence, we believe that our swimmers learn important life skills at the pool, in addition to learning how to swim fast.

PCS swimmers range in experience from our youngest beginners to high performance international athletes. We are proudly affiliated with the University of Victoria Vikes Swim Program through the University of Victoria - Pacific Coast Swimming Association (UVPSCS). We also have masters groups for swimmers over age 18 who wish to continue their swimming outside of the competitive stream.

EQUIPMENT REQUIREMENTS

Pacific Coast Swimming asks that **all swimmers wear a cap, goggles, training suit, PCS t-shirt, sports shorts and running shoes for every workout.** A spare pair of goggles, a spare cap and a spare suit are also recommended. Without these essential items your swimmer cannot train. There are other pieces of equipment that your swimmer will need to acquire as they progress through the levels. These include a kickboard, pull buoy, skipping rope, swimming snorkel, swim fins, paddles, and mesh equipment bag.

To optimize training every swimmer should have a **water bottle** at the side of the pool with them. Swimming is a high-intensity workout, and the body will break a sweat even in the water. Swimmers are less likely to notice the sweat, because the water washes it off.

When purchasing a swim suit it's important that your swimmer get the right size, especially for competitions. As a general rule, a training or racing suit should look like it is 2 sizes too small when it is dry. Suits will stretch when wet and if it is too big it will be uncomfortable and cause drag. Please check with your swimmer's coach before buying a racing suit. These suits can be very expensive and last a limited time. Please note that technique and strategy are far more important than the suit the swimmer is wearing.

** Most of the swim wear and equipment in the table below is available through PCS, as well as additional gear such as team bags, track jackets and track suits, deck parkas, caps, toques, sweat pants, and more. Equipment order forms are available on the PCS website.*

Required* PCS Swim Wear and Equipment

Training Group	Training suit	Team cap	Team shirt	Goggles	Sport shorts	Running shoes	Skipping rope	Fins	Snorkel	Kick board	Pull buoy	Paddles
D Group	●	●	●	●	●	●	●	●				
C Group	●	●	●	●	●	●	●	●			●	●
B Groups	See your coach											

SWIM MEETS

Pacific Coast Swimming is one of the top programs in the Vancouver Island Region of SwimBC. As such, most of our meets are held here on Vancouver Island - and most of those will be held at our home facility: Saanich Commonwealth Pool.

Swim meets are an essential part of the sport of swimming. They allow swimmers to pursue personal bests and measure their individual improvement and progress toward goals.

General Information about Swim Meets

Swim meets are long but they are a lot of fun for swimmers and families. Meets usually begin around 8:30am, with warm-ups starting as early as 7:30am. The morning/preliminary session usually ends around 1:30pm. If there are finals, that session usually begins around 5:00pm, with warm-ups starting around 4:00pm, and ends around 8:30pm. Coaches usually want their swimmers at the pool anywhere from 15-30 minutes before warm-ups begin. Swimmers warm-up as a team with their coaches, beginning with activation on the deck followed by warm-up in the pool.

Swimmers are under the care of their coaches on deck. Parents are not allowed on the deck during swim meets, unless they are volunteering. Swimmers should have all of their gear, food and water for the session with them. They talk to their coaches before and after races and are expected to be in the team area in between their races.

Swim meets are classified by the length of the pool. A Short Course (SC) meet will be held in a 25 meter pool whereas a Long Course (LC) meet will be held in a 50 meter pool. The SC season runs from September through to March and is followed by the LC season running until August.

Signing up for Meets

Information on upcoming meets is available on the website. Upon request, swimmers and parents can let their coach know if the swimmer will be attending a meet and the coach will take care of the sign-up and meet entries and determine if the swimmer qualifies for the meet.

Team Travel

The club provides the option of team travel for out of town meets. In addition to providing significant cost savings for families and helping athletes develop independence, team travel provides a safe and controlled environment for our children to develop life skills such as time management, looking after their stuff, managing small amounts of money and making good healthy life decisions (sleep, nutrition, rest, etc.). National meet athletes are expected to stay with the team. Travel, entries, accommodation and most meals are organized by the club and families are billed for a portion of the shared costs. Information on the club's Behaviour, Code of Conduct and Travel Guidelines can be found on the PCS website.

TYPES OF SWIM MEETS

Sunday Race Series

Our popular Sunday Race Series is held 4 times each season at the McKinnon Pool at the University of Victoria for our younger and beginner swimmers. Only PCS swimmers participate and it is a great way to introduce competitive swimming to the novice swimmer in a fun, friendly, relaxed environment. These races run from 8am to 11am. The races are timed so parents are asked to stay to help with timing and to watch their child race, often for the first time!

Regional and Invitational Meets

These meets are hosted by a club and members of other clubs are invited to participate. They are usually appropriate for all swimmers to attend, although some may have certain entry restrictions. Our club hosts 2-3 invitational meets each season and many other regional and invitational meets are held within a reasonable drive from Victoria - usually in Duncan, Nanaimo, Campbell River and Comox. Others are held on the mainland.

Qualifying Meets

These are meets where swimmers have to meet qualifying times to attend. They include the Vancouver Island Regional Championships, Provincial Championships Western Canadian, Junior National and Senior National Championships, and qualifying trials for international competitions.



AGE GROUP PROGRAMS

How Swimmers Move from Beginner to Elite, International Competitors

PCS prides itself on being able to offer swimmers at any level an opportunity to enjoy the benefits of club membership. PCS swimming follows the directive(s) of the Long-Term Athlete Development Framework implemented by Swimming Canada. As such, we have developed a comprehensive “Age Group” program. Our program incorporates a series of transitions outlined on the programs page of the PCS website. Swimmers move through these groups by a combination of time standard requirements, commitment, age and maturity.

Groups are dynamically defined by continuous attention to group size and skills distribution, so that all swimmers and groups receive optimal coaching attention. Group assignment is accomplished on an individual basis, and swimmers move through groups at their own pace. The competitive age groups are listed along the right.

D Groups

Swimmers generally come into this group from our Lightning Fast Swim Series or other programs. They typically swim three to four times a week, and compete primarily on Vancouver Island in time trials, all-level and regional meets. These meets are informal, often small, and introduce athletes to the competitive circuit.

C Group

Swimmers work towards provincial time standard goals and swim between four and seven times a week. They still swim in Vancouver Island all-level and regional meets, and begin to attend Invitational meets as well, some on the BC Mainland.

B Groups

Comprise primarily provincial and club national swimmers from 11-20 years of age. Swimmers train between six and nine times a week. They compete at regional, provincial and national meets, with some swimmers competing at age group international level meets.

A Group

Swimmers train 7-10 times per week. A Group represents our highest level of training, with youth national, senior national and international swimmers competing at provincial, national and international meets, both out-of-province and out-of-country.

FOUNDING COACHES



RON JACKS
Director of Swimming

- National Performance Coach
- Selected to the 1996, 2000 & 2012 Olympic Games Staff as well as the 2004 & 2008 Paralympic Games Staff
- Has produced finalists at every Olympic Games since 1976
- Has coached Olympians to 3 Bronze medals and 28 Paralympic medals including 15 Gold
- Has coached 2 World Champions
- Has coached swimmers to 80+ national Gold medals and many Para World Records



PETER VIZSOLYI
Technical Director

- Head Coach at UVic since 1983, with over 100 International Canadian Representatives and 11 Vikes Olympians
- Chairman of Swimming for the 1994 Victoria Commonwealth Games
- Physician for various National Teams & Sports Groups
- Member of the CSCTA Board since 2000, serving in several capacities including High Performance, Ethics, and Professional Development



ROD BARRATT
Director of Athlete Development

- Has coached nationally & internationally
- Responsible for the AAA level, Junior Teams & the progression to the National & University programs
- Responsible for new program development & recruitment of elementary school participants
- Head Coach of the Girls Team at the 2015 Western Canada Games



MARK LANCASTER
General Manager and Coach

- Responsible for the Age Group Development of AA and higher swimmers
- Oversees PCS' Age Group program
- Runs the elementary school programs
- Business Coordinator/Manager for PCS
- In charge of New Program Initiatives

Our founding coaching staff are fully certified NCCP coaches who hold memberships in the Canadian Swim Coaches and Teachers Association. To learn more about our coaching staff or to contact them via email, please visit www.pacificcoastswimming.com

YOUR ROLE AS A SWIM PARENT

Competitive swimming programs provide many benefits to young athletes. They develop self-discipline, good sportsmanship, and time management skills. Competition allows the swimmer to experience success and to learn how to deal with defeat, while becoming healthy and physically fit.

As a parent, your major responsibility is to provide a stable, loving and supportive environment. This positive environment will encourage your child to continue. Show your interest by ensuring your child's attendance at practices, and by coming to meets.

Parents are not participants on their child's team, but obviously contribute greatly to the success experienced by the child and the team. Parents serve as role models and their children often emulate their attitudes. Be aware of this and strive to be positive models. Most importantly, show good sportsmanship at all times toward coaches, officials, opponents, and teammates.

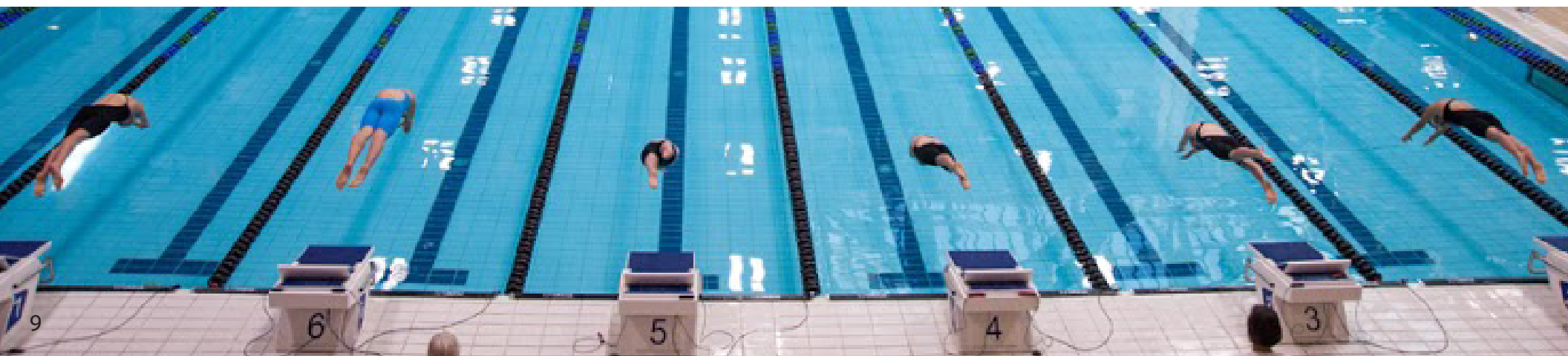
Be Enthusiastic and Supportive

Remember that your child is the swimmer. Children need to establish their own goals, and make their own progress towards them. Be careful not to impose your own standards and goals.

Do not over burden your child with winning or achieving best times. The most important part of your child's swimming experience is that they learn about themselves while enjoying the sport. This healthy environment encourages learning and fun, which will develop a positive self-image within your child.

Let the Coach, Coach

The best way to help a child achieve their goals and reduce the natural fear of failure is through positive reinforcement. No one likes to make mistakes. If your child swims poorly or struggles, remember that they are still learning. Encourage their efforts and point out the positive aspects of their swimming, things they did well. As long as they gave their best effort, you should make them feel like a winner.



YOUR RESPONSIBILITY AS A SWIM PARENT

Get Your Child 'There' on Time

As in all sports there are many events that your child must attend, practices, team meetings, competitions, special events, etc. The coach wants your child to enjoy the experiences of swimming as much as possible. The coach also has a responsibility to look after the team as a whole. Start times are very important to get the most use out of pool time, ensure arrival commitments are made and events generally go as planned. Late members hurt everyone. If your child is going to be late or miss, let someone know.

Become Involved

This does not mean you have to run for board President your first year, but try and get involved in some aspect of the club. The easiest starting point is to sign up to be an official at the first swim meet. You get to enjoy the competition, meet other parents, and watch your child participate. Officiating can be fun and you can progress through the levels at a similar rate as your child. Very few other sports provide this opportunity.

All parents are encouraged to attend your club's Annual General Meeting on October 13, 2019, and are invited to attend monthly board meetings. You certainly do not need to run for office, but you should be aware of the club's business affairs. You may also have skills and expertise that the club could tap into for assistance.

While Pacific Coast Swimming makes every effort to keep swimming affordable, costs do go up. To keep costs as low as possible, it is imperative that parents pitch in to assist the club with all fund raising and cost effective measures. The phrase "Many hands make light the load" is one that truly describes the approach you should have towards the task of running a swim club.

* Pages 9 & 10 taken from [www.collingwoodclippers.ca/canccsc/UserFiles/File/Your%20Role%20as%20Swimming%20Parents%20and%20a%20Glossary%20of%20Terms\(1\).pdf](http://www.collingwoodclippers.ca/canccsc/UserFiles/File/Your%20Role%20as%20Swimming%20Parents%20and%20a%20Glossary%20of%20Terms(1).pdf)



PACIFIC COAST SWIMMERS AND PARENTS ASSOCIATION

The Pacific Coast Swimmers and Parents Association (PCSPA) is a non-profit society committed to supporting the activities of Pacific Coast Swimming.

- All parents/guardians and registered swimmers are PCSPA members.
- All families are entitled to one vote on club matters at General Meetings.
- Parents are encouraged to attend any of the monthly meetings of the Board of Directors.
- The Board of Directors for the swim season is decided at the PCSPA Annual General Meeting in October.
- Any parent or guardian of a registered swimmer is welcome and encouraged to becoming a member of the Board of Directors. No experience required!

Its specific purposes are:

- To provide volunteer services for the Members of PCS with regard to such activities as communications, coordination of swim meets, training of officials and travel.
- To provide financial assistance to the Members of PCS including but not limited to such matters as pool rental, coaching costs, competition, entry fees, travel and equipment.
- To promote the sport of competitive swimming within the Greater Victoria community.

PCSPA has a constitution and bylaws. As well, we have a personal information and privacy policy.

The PCSPA board meets approximately once per month. The actual dates, times and locations can vary so please check the list of Upcoming Events on the website for the most current meeting information. All parents are welcome and encouraged to attend the board meetings. Standing rules for how the board meetings are conducted are available.

For more information on the PCSPA and the current Board of Directors please visit

www.pacificcoastswimming.com

PARENT PARTICIPATION

Pacific Coast Swimming needs you! Our Club relies on parents for much more than just bringing their swimmers to training - we need your help in making the entire experience function flawlessly. Your participation is a necessity!

As a competitive swim club we need a certain number of officials at our meets. When you help out at a meet, you are not just helping your swimmer, you're helping all swimmers, both directly and indirectly. Directly, the meet happens: without volunteer officials, meets can't run. With your help, swimmers have an opportunity to swim fast and achieve their goals. And meets are also a lot of fun - a great way to learn about the sport, meet other parents and be on deck while your child swims.

See the Club Commitment Policy on the website for expected shift contributions from families in Groups B through D, and Lightning Fast. Starting in 2019-20, different levels have different commitments. Aunts, uncles, grandparents and other family members and friends can also help out and their contribution will count toward your club commitment!



FINANCIAL OVERVIEW

We are committed to providing the best competitive swimming experience for your swimmer. In order for your swimmer to get the most out of the experience we provide:

- Outstanding, award winning, nationally and internationally recognized coaching staff dedicated to success at every level from novice through to elite international.
- Training and competing in one of the premier facilities in Canada - Saanich Commonwealth Pool - a safe, clean environment built to the highest specifications. Additionally, PCS trains at seven other facilities throughout greater Victoria.
- Access to appropriate level(s) of competition.
- A seasonal plan that virtually guarantees success - just look at the track record!
- Swim Meets at home.
- An affiliation with the University of Victoria.

The costs to provide these services are substantial. We try very hard to keep swimming affordable for everyone. **Around 25 % of the total revenue generated for the club comes from the swim meets we host.** Since hosting meets is an integral part of our fundraising model we have two main goals:

1. To ensure adequate numbers of trained officials for each PCS – hosted meet
2. To improve communications with parents with respect to club commitment expectations and benefits of officiating.

PCS hosts three types of meets: Invitational Meets, Rotational Meets, and Bid Meets. Bid Meets are regional, provincial, national, and sometimes international championships and senior competitions. Clubs must submit a bid to Swim BC or Swimming Canada to "earn" the sanction to host that specific meet. These are some of the meets we host:

PCS Invitational Meets:

- PCS Xmas Cracker - December
- UVPCS Wavemaker - April
- Midsummer Madness - August

Rotational Meets

- Vancouver Island Regional Championships (Short- and Long-Course)

Bid Meets:

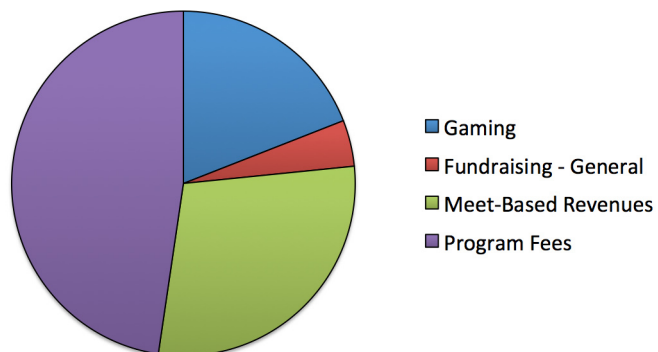
- Swim BC Age Group Provincial Championships (SC + LC)
- Swim BC Provincial Championships (SC + LC)
- Canadian Senior National Trials
- Canadian Junior and Senior National Championships

Where the Money Comes From

The main reason we host meets is to save you money. Hosting meets at home means less travel, no hotel/overnight costs and an opportunity to raise tens of thousands of dollars for our club, which in turn helps keep competitive swimming more affordable for you!

Other sources of revenue for the club are Community Gaming Grants, general fundraising (including our annual Swimathon) and program fees. PCS and administrators work tirelessly each year to access Gaming funds by writing grant applications. Gaming monies account for about 20% of our revenue. **revenue**

The largest source of revenue are the fees we charge. We offer great value and have calculated the fees based on our operating costs - many of which we have no control over.



Where the Money Goes To

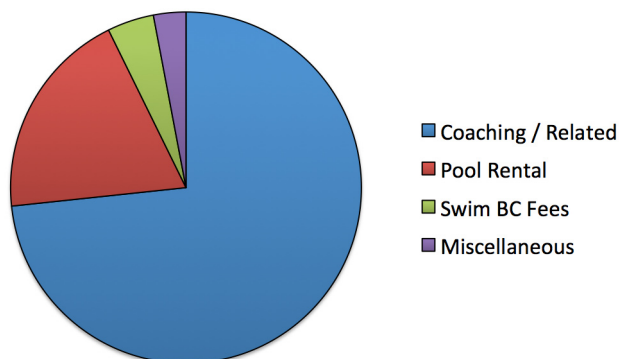
The two biggest expenditures are the costs of the coaching staff and pool rentals.

We have a staff of 25 coaches providing training in our competitive and non-competitive programs at 5 pools: Saanich Commonwealth Place, the University of Victoria McKinnon Pool, Gordon Head, Panorama and Esquimalt.

Pool rentals for training amounts to upwards of 40 hours per day collectively! A swim meet can run up to 55 hours. Time trials, our popular Sunday Race Series for younger swimmers, and other events can require 3-6 hours of pool time.

Swim BC fees are fixed and we have no control over these fees. These fees include our Swimming Canada fees.

It should be noted that the staff were instrumental in the negotiation and the establishment of pool fees since Saanich Commonwealth Place opened, resulting in very reasonable pool rental fees.



WORKING A SWIM MEET

For each swim meet PCS will post a sign-up sheet online several weeks in advance. Let's use a SwimBC Provincial Long Course Championships as an example to take a look at the number of volunteers needed.

This meet has 8 sessions taking place over 4 days of competition, plus a half session for pre-meet set-up (decorating) and a half session for post-meet clean-up. The following volunteers are needed:

Set-up: Wednesday evening:	10
Session 1: Thursday Heats	68+
Session 2: Thursday Finals	53+
Session 3: Friday Heats	68+
Session 4: Friday Finals	53+
Session 5: Saturday Heats	68+
Session 6: Saturday Finals	53+
Session 7: Sunday Heats	68+
Session 8: Sunday Finals	53+
Clean-up (Sunday evening):	10

THAT'S 483 VOLUNTEER SESSIONS!

There are many jobs to choose from and eventually you will need to attend certification clinics to do most of the officials jobs required. We will keep you updated as to when these clinics will be held. The following are a brief summary of the jobs available for you to help with at swim meets.



Officials Positions Available at a Provincial Championship Meet

Position	Description of Duty
Timers	Timers take the swimmers times in an assigned lane, usually by pressing an electronic plunger.
Safety Marshals	Safety Marshals ensure that all appropriate warm-up procedures are followed.
Hospitality	Food preparation volunteers organize and distribute food and drinks to the officials during the course of the meet.
Referee	The Referee is the Chief Official over all other during the meet. They ensure fairness and make decisions as required.
Starter	The Starter starts each race by activating a starting device. They ensure the start is fair.
Clerks of Course	Clerks of Course maintain the database for deck entries and scratches. Where necessary they check-in swimmers and direct them to the proper heats and lanes.
Chief Timer	The Chief Timer is responsible for all Timers, watches & timing plungers.
Judges of Stroke and Turn	Judges of Stroke and Turn observe correctness of stroke and/or turn to ensure that no swimmer gets an unfair advantage.
Meet Managers	Meet Managers plan and administer the whole meet, ensuring all positions are filled and all requirements are met. They work in the background, often in the timing booth.
Chief Finishing Judges	Chief Finishing Judges compile the order of finish of a race based on Timer's results sheets or Chief Judge Electronics order of finish tapes and reports. They work in the background, often in the timing booth.
Chief Judge Electronics	Chief Judge Electronics supervise results coming from an automated electronic timing and judging machine. They work in the background, often in the timing booth.
Electronics Operators	Electronics Operators operate or assist in the operation of any SNC approved Automated Officiating Equipment. They work in the background, often in the timing booth.
Recorder/Scorer	Recorders/Scorers maintain results as directed by Chief Finish Judge and Chief Judge Electronics. They load results to the web for live results. They work in the background, often in the timing booth.



THREE TIME

**Provincial
Champions!**

**PACIFIC
COAST
SWIMMING**

SWIMMING HIERARCHY

At a quick glance the world of competitive swimming seems pretty easy - bring your swimmer to the pool, we train them, they swim fast, we compete, and everybody is happy. If it were only so simple! The next few paragraphs will help explain the complex nature of our sport and who does what.

Competitive swimming has evolved into a highly organized bureaucracy. This is done to ensure a level playing field (swimming pool) for all swimmers around the world. There are rules for everything - from how a pool is constructed to the foot position of a swimmer doing a backstroke start. The major hierarchy consists of FINA at the international level, SNC at the national level and SwimBC at the Provincial level.



Competitive swimming is governed by FINA - Fédération Internationale de Natation (the International Federation of Amateur Swimming). FINA makes the rules that apply to the highest level of our sport - the Olympics (a dream goal). They organize the swimming events at the Olympic Games and the World Championships. They recognize and verify world records in all swimming disciplines. For more information about FINA please check out their website at www.fina.org



Swimming/Natation Canada - SNC is the national governing body of our sport. The federation comprises 84,000 members and 400+ swim clubs across the country. SNC is a member of FINA and are in charge of organizing national level meets such as Senior Nationals, Age Group Nationals, selecting athletes to represent Canada at international games such as the Olympic Games, Pan-AM Games, Pan Pacific Games, and the Commonwealth Games. SNC recognizes and verifies all Canadian swimming records in all disciplines. They adhere to the rules governing our sport set forth by FINA and publish (on-line) the rules as they apply to Canada. For more information visit their website at www.swimming.ca



Swim BC is the provincial section which governs the Swim Clubs within British Columbia. They recognize and verify all BC records in all disciplines. They grant meet sanctions to clubs. They offer clubs the chance to host provincial meets such as BC Championships. For more information visit their website at <http://swimbc.ca>

GLOSSARY OF TERMS

Bell Lap: In the 800m or 1500m freestyle races a bell is rung as the swimmer approaches/leaves the wall for their last lap indicating that they only have 50m (short course) or 100m (long course) to swim.

Blocks: The starting platform located behind each lane.

Bulkhead: A wall constructed to divide a pool into different courses, such as a 50 metre pool into two 25-meter courses.

Course: Designated distance (length of pool) for swimming competitions. Short Course (SC) = 25 meters / Long Course (LC) is 50 meters.

Deck: The area round the swimming pool reserved for swimmers, coaches and officials.

Deck Entry: Entries accepted into swimming events on the first day or later day of a meet.

DQ/Disqualified: This occurs when a swimmer has committed an infraction of some kind; e.g. freestyle kick in butterfly. A disqualified swimmer is not eligible to receive awards, nor can the time be used as an official time.

Dryland Training: Training done out of the water that aids and enhances swimming performance; usually includes stretching, calisthenics and/or weight training.

Event: A race or stroke over a given distance. An event equals one preliminary with its final, or 1 timed final.

Gutter: The area along the edge of the pool in which water overflows and is recirculated through the filtration system.

False Start: Occurs when a swimmer moves prior to the sounding of the start command.

Final: The championship heat of an event in which the top six or eight swimmers from the preliminaries compete, depending on the number of lanes in the pool.

Finish: The final phase of the race: the touch at the end of the race.

Flags: Backstroke flags placed 5 meters from the end of the pool. They enable backstroke swimmers to execute a backstroke turn more efficiently by counting their strokes.

Heat Sheet: The pre-meet printed listing of swimmers' seed times and order of swimming in the various events at a swim meet.

Heats: Since there are only 8 lanes in which to race and usually many more swimmers the swimmers are divided into heats. i.e. 160 swimmers in the 50 freestyle = 20 heats. Heats are usually swum slowest to fastest with final three heats "Circle Seeded".

I.M.: Shorthand for Individual Medley. An event in which the swimmer uses all four strokes on the following order: butterfly, backstroke, breaststroke, freestyle.

Lane Assignment: The lanes are filled from fastest to slowest in the following order: lane 4, 5, 3, 6, 2, 7, 1 and 8.

Long Course (LC): A pool 50 meters in length. Most long course meets occur in the spring and summer.

Relay: An event in which 4 swimmers compete together as a team to achieve one time.

Relay Events: Short Course: 4 x 50 free, 4 x 100 free, 4 x 200 free, 4 x 50 medley, 4 x 100 medley / Long Course: 4 x 50 free, 4 x 100 free, 4 x 200 free, 4 x 50 medley, 4 x 100 medley.

Prelims: Slang for preliminaries, also called Heats or Trials. This races in which swimmers qualify for the championship and consolation finals in an event.

Sanction: An official status allowing an organization (swim club) to hold a swim meet. Meet must abide by all aspects of the sanction. All times for all events will be official and recognized by all governing bodies.

Scratch: To withdraw from an event in a competition.

Session: Portion of meet distinctly separated from other portions by locale, time, type of competition or age group. Most PCS-hosted meets have two sessions each day - the preliminaries heats are usually held in the morning session. The fastest six to eight swimmers, and in some events, the next fastest 6-8 swimmers will swim again in finals.

Short Course (SC): A pool 25 meter in length. Most short course meets occur in the fall and winter.

Split: The time it takes for a swimmer to swim a specific segment of the race. Most events can be broken down into equal segments of 25 or more commonly 50 meters. i.e. a 200 meter race has 4 x 50m segments. Each 50 meter segment could/would be timed. The splits for the race could be: :28.52 + :29.87 + :29.99 + :29.01. The first split is referred to as the “takeout” split.

Swim Off: When two (or more) swimmers finish the preliminaries in a “finals position” with the exact same time they will race the event again at the end of preliminaries (or an agreed to time before the finals) to establish seeding or placing. Swim Off times are official times.

Swimming Strokes: Freestyle, backstroke, breaststroke, butterfly, individual medley. These strokes all must be executed in accordance with the rules of swimming which you can view at www.swimming.ca/docs/2013%20Swimming%20Canada%20Rules.pdf

Time Standard: Also known as a Qualifying Time (QT). Some meets require swimmers to have met a qualifying standard prior to being entered in the meet. These standards are often set by the provincial section (SwimBC), the national section (SNC), the host organization, or by FINA.

Time Trial: A time-only swim that is not part of a regular meet.

Timed Final: The race is only raced once. This often happens for the longer distance races such as the 800m and/or 1500m and is done as a time saving measure. Slower heats in the preliminaries and fastest heat in the finals.

Touch Pad: A large touch sensitive board at the end of each lane where a swimmer's touch is registered and sent electronically to the timing system.

Warm Down (Swim Down): Low intensity swimming used by swimmers after a race or main practice set to rid the body of excess lactic acid, and to gradually reduce heart rate and respiration.

Warm-Up: Low intensity swimming used by swimmers prior to a main practice or race to get muscles loose and warm and gradually increase heart rate and respiration.

