

Ottawa Swim Club

Team Handbook



September 2018

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1. INTRODUCTION

1.1 General

Welcome to the Ottawa Swim Club (OTTSC), one of the premier swimming programs in Eastern Ontario. The coaches, swimmers, and families of the club are looking forward to meeting you and working with you throughout the swimming season. The club is a year-round competitive, high performance swim organization offering instruction, training and competition to young people of all ages and abilities.

The club is a privately owned, non-profit organization. It is financed primarily through membership fees, corporate sponsorship, and fundraising.

We are extremely proud of this organization and the contributions that it makes to the lives of young people. The club was established in 2005, with many members having a long history of the sport and who have a proven record of producing successful swimmers. We hope that your swimmers will benefit from and add to the rich traditions that have been developed here at the Ottawa Swim Club.

1.2.Purpose

The purpose of this handbook is to provide you with essential information on all aspects of the club. It will help to familiarize your family with the Ottawa Swim Club and competitive swimming in general. You will be introduced to our vision and mission statements, goals, philosophy, team policies and the basic information concerning day-to-day participation in the program. It is our hope that this handbook will help you better understand and enjoy the inner workings of the swim club and the world of competitive amateur swimming.

1.3 Mission

The mission of the Ottawa Swim Club is to provide an environment that fosters competitive swimming at all levels.

To provide an environment that fosters competitive swimming at all levels

- To develop a program that is recognized for excellence in Canadian swimming.
- To provide a high level of coaching.
- To provide a swim environment that enables athletes to develop their swimming skills at their own pace and to achieve their personal swim goals.

- To teach all swimmers essential life skills such as organization, planning, dedication and self-motivation.
 - To instill in all swimmers a team approach that encourages recognition and celebration of their teammates' achievements.

1.4 Swim Philosophy

In order to achieve the goals of the club, the following key elements form the overriding philosophy of the organization:

- Each swimmer will be challenged to excel.
- Each swimmer will be given equal opportunity to train and compete to their maximum potential.
- Each swimmer will be allowed to develop at their own pace.
- Each swimmer will learn the important aspects of teamwork, sportsmanship, team spirit, respect, commitment, and self-discipline.

2 CLUB ORGANIZATION

2.1 General

The Ottawa Swim Club is a non-profit organization incorporated under the laws of the Province of Ontario. It is funded through annual swim fees, corporate sponsorship, and fundraising. The club is led by the head coach, who is responsible for the swim programs.

2.2 Club Swim Programs

The Ottawa Swim Club has one pre-competitive and four competitive programs available for all ages. Refer to the website for times and locations. The program descriptions below are general descriptions that can change depending on numbers and pool availability.

Program	Description
Pre-Competitive	Primarily a teaching program for new swimmers who want to improve their swim capability and to understand the sport of competitive swimming. The program focuses on instructing stroke basics, developing strength and stamina, and preparing the swimmer for Competitive Level I. Swimmers can swim up to 3 pool sessions per week.
Competitive Level 1	Consists of up to 4 sessions per week, 2 sessions with pre-competitive and 2 sessions with competitive. This program integrates the swimmer into the competitive nature of the sport.
Competitive Level 2	Consists of up to 6 sessions per week. At this level, the swimmer has attained or is near Regional Swim Standards. This part of the program introduces the swimmer to an increased intensity and training level.
Junior	Consists of up to 8 sessions per week. At this level, the swimmer has attained or is near Ontario Provincial Swim Standards and is committed to competitive swimming and is capable of participating in a regimented training program.

<p>Senior</p>	<p>Consists of up to 10 sessions per week. At this level, the swimmer has attained or is near National Swim Standards, is committed to the highest competitive swimming level of training, and is learning to race. This part of the program also incorporates dryland training.</p>
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The coaches will determine when a swimmer is ready to progress to the next level based on their swimming ability. Throughout the program, each group has determined sets that they perform all season long. These sets are designed to show a swimmer’s progress in skill and fitness.

Swimmers will progress at different rates. When a coach believes that a swimmer is ready to advance, the coach will speak with the head coach and then with the parents.

3. COACHING

3.1 General

The coaching staff is comprised of the head coach and assistant coaches. All assistant coaches report directly to the head coach. The head coach is responsible for all swim programs and works directly with all programs.

3.2 Coach Responsibilities

The coaches' job is to develop and supervise the entire swim program. The coaching staff is dedicated to providing a program for youngsters that will enable them to learn the value of striving to improve oneself to be the best they can be. Therefore, the coaches must be in total control in matters affecting training and competition.

The coaches are responsible for placing each swimmer in the appropriate swim level. This placing is normally based on the age and ability of the individual swimmer. When it is in the best interest of a swimmer, they will be placed in a more challenging training group by the coach after consultation with the head coach and the parents.

Sole responsibility for stroke instruction and the training regimen rests with the coaching staff. Each level/group's practices are based on the required level of technical skill and workload appropriate for the age group and geared to the goals of that level/group.

At swim meets, the coaching staff will conduct and supervise warm-up procedures for the team. It is the swimmer's responsibility to check in with a coach before and after each race. The coaches will offer constructive criticism regarding the swimmer's performance.

4. CLUB POLICIES

4.1 Practice Attendance

All swimmers are expected to attend all scheduled practices. The coaching staff conducts practice in a highly positive atmosphere with an appropriate degree of discipline reflective of the age and maturity of the swimmers. Although swimming should be fun, the ultimate goal of the coaching staff is to make all swimmers better swimmers. Regular attendance at practices is part of the discipline of swimming and should become routine. Only through practice can a swimmer hope to reach established goals.

Every swimmer should be on the pool deck ready to swim ten minutes before the scheduled starting time for practices. This allows for the swimmers to assist in the setup and teardown of the lane ropes prior to and after practice. Late swimmers interrupt the flow of practice.

Every swimmer should plan to stay the entire practice. Practices are designed for the allotted time and the **last part of practice is as important as the beginning**. If a swimmer is injured or ill, parents should notify the coaching staff.

Occasionally, most of a practice group may be attending a meet, in which case you will be notified of a practice change by email, on the OTTSC Facebook page, or through the OTTSC website (time permitting).

Similarly, there will occasionally be unplanned pool closures resulting in the cancellation of practice. Every effort is made to advise swim families of the issue through email and Facebook, as well as on the club website (time permitting). These matters are out of the control of the club and we ask for your understanding should this occur.

If parents have a question for a coach, the coaches are willing to answer in person, but please respect the coaches' time and try to minimize practice disruption. The coaches are also available to respond to questions by email. Please use the email address for the head coach that has been posted to the club website.

4.2 Practice Equipment

All practice groups are expected to be at their designated starting places with their practice equipment ready to start practice on time. Standard equipment for all teams is a swimsuit (any make, any color); goggles; swim cap (optional, for short hair); towel; and water bottle.

The following additional equipment is also required on a daily basis:

- **Fins**

- **Pull Buoy**
- **Paddles**
- **Snorkel**

The club does not stock this equipment, but you may discuss what to purchase with your child’s coach if you have questions. A team discount is available when purchasing from Team Aquatic Supplies at the following link: . A discount code will be sent to OTTSC swim families for use when ordering gear.

Any other equipment requirements will be addressed by the coach.

4.3 Practice Behavior

Abusive language, lying, stealing, bullying and/or vandalism are not tolerated by the club. These behaviors are directly contrary to the philosophy of this club and are detrimental enough to the group to warrant strict disciplinary action.

All swimmers are expected to follow the verbal directions of the coaching staff at all times. At no time will disrespectful attitudes be tolerated from any swimmer. When a coach signals that they are ready to explain a set or drill, a swimmer must stand up in the water and have eyes and ears open to accept directions. No talking will be allowed during explanations or announcements.

Failure to comply with the rules stated above can result in one of the following:

- First offense: A verbal warning.
- Second offense and later offenses: The swimmer may be asked to leave practice and a discussion with parents will follow.
- Chronic offender: A parent meeting will be scheduled to discuss the concerns.

Swimmers may leave practice only with the coach’s permission.

Swimmers are expected to follow the rules and regulations as posted in each practice or competition facility:

- Leave the facility as you found it. The club will tolerate no destruction or vandalism of property.

Swimmers are encouraged to support their teammates in practice as well as in competition. Working together as a unit for the benefit of all individuals of the group is an important part of the Ottawa Swim Club team spirit.

4.4 Codes of Conduct

The codes of conduct or behaviour outlined below provide a guide of expectations for all participants in the club, including swimmers, coaches, and parents. The codes encourage a commitment to ethical and professional behaviour and reflect the underlying principles of the club. The codes apply to all practices, meets, meetings, and any other team functions. All club swimmers agree to abide by the standards of conduct in this section and any additional guidelines established from time to time by the head coach.

Swimmers' Code of Conduct. Each swimmer must resolve to conduct themselves with dignity as an athlete and as a citizen of the community, recognizing and accepting that they:

- Must accept accountability for their behaviour;
- Must honour their obligations and promises;
- Must exercise self control;
- Must be fair to/with others, both on deck and off deck;
- Must take pride in their accomplishments/successes, but never by demeaning another person, group, or team;
- Must show respect at all times for other swimmers, coaches, and parents;
- Must respect authority;
- Must compete in the spirit, not just the letter, of the rules of swimming; and
- Must strive to make their community a better place through the contributions they make.

All swimmers will adhere to all rules and regulations and will refrain from illegal and inappropriate behaviour that would detract from a positive image of the team or be detrimental to the team's performance objectives.

Parents' Code of Conduct. Each parent should provide positive support, care, and encouragement for their child or children swimming with the club by following the codes outlined below:

- Encourage good sportsmanship by demonstrating positive support for all swimmers, coaches, and officials at all swim related events;
- Place the emotional and physical well-being of their child ahead of the desire to win;
- Insist that their child participate in a safe and healthy environment;
- Support coaches, officials, and other club members working with their child in order to encourage an enjoyable experience for all;
- Remember that swimming is for the swimmers;
- Make all efforts to ensure that swimming is fun for the member; and
- Remind the swimmer to treat other swimmers, coaches, parents, and officials with respect.

Coaches' Code of Conduct. Each coach will treat every swimmer with respect, as the swimmers' overall welfare is of primary consideration at all times. The coaches of the club will honour the following codes in the training of all swimmers:

- To recognize the tremendous influence they have on swimmers and never place the value of winning above the value of instilling the highest ideals of character;
- To uphold the honour and dignity of the coaching profession and strive to set an example of the highest ethical and moral conduct;
- To exert influence on the swimmers and membership to enhance sportsmanship, and fair play;
- To demonstrate self-control, respect for others, and professionalism on a daily basis;
- To understand and balance internal and external demands on the swimmers to help them achieve their swimming goals;
- To treat all swimmers with respect, dignity, and equality;
- To maintain a policy of continuous improvement, for swimmers as well as coaches, through current qualifications and application of the latest coaching philosophies, techniques, and principles;
- To understand that physical contact with the swimmers should always be appropriate to the situation and only necessary for the swimmer's skill development; and
- To use discipline appropriate to the situation.

5. SWIM MEET INFORMATION

5.1 Classification of Meets

Classified Age-Group Meets – there are six general age groups in Canadian Swimming: 10 & under, 11-12, 13-14, 15-17, 15 & over and senior. The senior age group includes any age Swim Canada-registered swimmer who has achieved the prescribed qualifying time for the events. Age on the first day of the meet will govern the swimmer’s age for the entire meet.

Within each age group, there are different regional classifications (E, D, C, B, A, provincial and national). Time standards for each classification are established and published each year by Swim Ontario and Swimming Canada. In order to swim in a certain classification, a swimmer must have achieved the qualifying time for that particular classification. This permits fair yet challenging competition on all levels.

Eastern Ontario Regional Championships (“Regionals”) – All registered swimmers of Swim Ontario that meet the qualifying criteria may compete in the winter and summer championships.

Eastern Canadian Championships (“Easterns”) – One of the higher levels of achievement club swimmers strive for is participation in the Eastern Canadian Championships. Swimmers meeting qualifying time standards for this meet travel to different locations throughout Eastern Canada to compete against the best swimmers in the eastern part of the country.

Junior National Championship – Standards set by Swim Canada for all age groups. Brings all Canadian teams together for a national club championship.

Swim Canada National Championships (Senior Nationals) – Other than the Olympic Trials (which are held once every four years) and the World Championship Trials (which are held once every two years), the highest level of competition for our swimmers is the Swim Canada National Championships. As with Eastern Canadians, swimmers meeting the national time standards travel to various cities in the country to compete against Canada’s best swimmers.

5.2 Meet Schedule

The season’s meet schedule is distributed to each swim family at the first competitive team meeting held each September. It is also posted to the OTTSC website. **The meet schedule is subject to change**, so parents are asked to refer to the website and emails for updated information.

The meet schedule has been established to allow each swimmer to compete in approximately one meet per month. We do not schedule any meets unless we feel it is important to participate. Three

times a year, the club will run a mini-meet (called a time trial) for all members of the club, including pre-competitive swimmers. Following the meet, the coach will provide each pre-competitive swimmer with their individual results. Additionally, there is usually one away meet in June for pre-competitive swimmers to compete against other clubs. Swimmers are encouraged to participate in these activities as a way to measure their progress.

5.3 How to Enter Meets

Meet information packages will be posted to the OTTSC website as soon as they become available. They can also be found on the Swim Canada website (www.swimming.ca) under “Events and Results”/Upcoming events. Please read all of the information in the meet package carefully.

Once the team is confirmed to be entered in the meet, an email will be sent asking parents to confirm their swimmer’s participation in the meet. Please respect the deadlines for responding as these dates are determined to ensure adequate time for the coaches to submit the swimmers’ events to the meet manager. Failure to respond to the attendance request may result in a missed opportunity for your swimmer to attend the meet, as **late submissions are generally not accepted**.

Many of the meets require that the swimmer attain a qualifying time. This means that their time must be equal or better to the qualifying time in order to compete in the meet. A swimmer’s best times are available on the Swim Canada website (www.swimming.ca) simply by searching for the swimmer’s name. All qualifying times, when required, will be noted in the applicable meet package. We encourage you to read the meet package to determine if your child qualifies or discuss this with your swimmer’s coach.

Before sign-up, coaches often advise swimmers regarding appropriate events to swim. After completing the entries, shortly before the meet, the coach will provide event sheets to each participating swimmer listing their events. Please keep in mind that, throughout the season, swimmers are encouraged to swim **all** events, not just their favourites.

Before each meet, an email from the team financial officer will be sent advising swim families of the fees payable for participating in the meet. This includes the entry fee as well as the shared coaches’ costs. Prompt payment is requested either by cheque (handed directly to the head coach) or by e-transfer (payments@ottawaswimclub.ca).

5.4 What to Bring to a Swim Meet

As with a practice, swimmers are expected to have a swimsuit, goggles (plus back-up goggles), cap, water bottle, and towel. Team caps are available for purchase from the head coach. Fastskin or Tech Suit swimsuits are not required, although many swimmers do compete in them, particularly at the higher levels.

Additionally, swimmers should have either a team t-shirt, sweatshirt or jacket, which are available for purchase at specific times throughout the year.

Swim meets are typically many hours long, so swimmers should have appropriate snacks such as fruit, granola bars, and other easily digested foods. Additionally, swimmers should bring something to do, such as school work, cards, games, books, or electronic devices. While all of these activities are permitted, they should not become a distraction to the swimmer or to those around them.

For spectators, heat sheets are usually available for purchase for a few dollars per session. Heat sheets list the heat and lane assignments for all events. We encourage you to bring a highlighter to highlight your swimmer's events in the heat sheets so that you do not miss them. Some meets have the heat sheets online – this information would be provided in the meet package.

5.5 Swim Meet Behaviour

Ottawa Swim Club swimmers should remember that their actions and words reflect on the team they represent. The swimmers' actions should reflect the pride they have in the Ottawa Swim Club organization.

As a matter of courtesy to the officials and meet hosts, parents must stay off the deck unless they are acting in an official capacity. In addition, swimmers are also expected to remain on the deck until having completed their last event of the day.

Any questions that swimmers or parents may have concerning meet results, an officiating call, or the conduct of a meet should be referred to the coaching staff. If appropriate, the coach will pursue the matter through the proper channels.

Swimmers should leave the swim area in a neat and clean condition at the conclusion of the meet.

In a meet with preliminaries and finals, it is expected that any club member who qualifies to swim in the finals will do so.

5.6 Meet Results

Once the meet management has determined the final placings for each event, the results will be posted for swimmers to determine whether they qualified for finals. The results are generally posted with the clerk of course on deck (for the swimmers and coaches) and in a common area for spectators. Many of the swim meets also provide live results either through their webpage or the Meet Mobile App available for iPhone and android. This app does require a financial subscription.

During out of town meets, all swimmers are encouraged to return for finals, **whether they qualify or not**, in order to participate in the warm-up. The reason for this is to provide team support and, in many cases, to take advantage of having access to a long course pool. Swimmers who qualify for a final are expected to participate; however, we realize that sometimes there are extenuating circumstances prohibiting this. **If a swimmer will not be attending finals, they MUST advise the coach during the preliminaries so that the coach can scratch the swimmer from the finals.** Failure to do so may result in a monetary fine of up to \$100 as outlined in the meet package. This fine is payable immediately, **by the parent**. Even if a swimmer finishes well out of the qualifying, please advise the coach of the swimmer's intent to scratch, as other swimmers may also scratch, resulting in a different swimmer being in a qualifying position. Any resulting fines will also be payable by the parent.

The number of swimmers eligible to qualify for finals are always noted in the meet package.

5.7 Receiving Awards in Public

Whenever there is a system of presenting awards at a meet, it is customary for swimmers to be prompt and to cooperate fully with dignity and respect at the presentation. If a swimmer owns a full club uniform, it should be worn when accepting an award. It is also customary for our swimmers to be polite and modestly thankful for any awards they receive. It is appropriate to congratulate other swimmers and to receive like congratulations with poise and a "thank you." Good sportsmanship is essential.

If photos are being taken, we ask swimmers to remain until the shooting is complete, being sure to cooperate with the photographer.

5.8 Out of Town Meets

Trips to meets in other cities become an important aspect of a swimmer's career. Since we are a small club, we **do not** provide bus transportation or hotel accommodation. We encourage you to carpool with other swim families. Meet packages generally include recommended accommodations. You are responsible for arranging your own accommodations and are under no

obligation to stay at the suggested hotel. Please communicate with other swim families if you wish to stay in the same hotel.

Please be aware that hotel accommodations are difficult to obtain in some cities. Parents are encouraged to secure accommodations as soon as possible.

All parents are encouraged to attend the swim meets to support the team. However, we recognize that other obligations sometimes arise. In this case, parents should arrange for their swimmer to attend with another family. Under exceptional circumstances, please discuss with the coach to determine if other arrangements can be made.

6 PARENTAL COMMITMENT

6.1 General

When you register your swimmer with the club, you are making a commitment. Since the club is self-supporting, club revenue comes from registration and payment of dues, meet income, fundraising, and sponsorship. All officers/positions with the club are unpaid volunteers except for the coaches. The club requires volunteers to help run the day-to-day operations of the programs and special events. If you are interested in volunteering, please contact the head coach.

Registering with the swim club commits you to paying the full registration fee in a timely manner as described in the payment schedule. Should your swimmer stop swimming, please notify the head coach. A monthly payment schedule is offered. Past due balances will not be tolerated. Your fees will include your swim Ontario fee.

Generally, three times per year (fall, winter and spring), the club holds mini swim meets or time trials. These meets are particularly important for pre-competitive swimmers as they are an introduction to the workings of competitive swimming. These events require volunteers to assist with marshalling, timekeeping, stroke judging, refereeing, starting, and meet managing. While training is not required to be a marshal or timekeeper, we do encourage parents to attend the timekeepers clinic.

Periodically, the club will run clinics where volunteers can obtain the training required for all officials' positions and will provide information on local clubs running clinics. We encourage parents to volunteer when possible as Swim Ontario mandates that the club have qualified officials in these positions in order to sanction our time trials. We will not be able to sanction these meets without parental support. Volunteering provides a great vantage point for watching your child compete. These events also provide volunteer opportunities for students who require volunteer hours for high school.

Officials are encouraged to volunteer, on occasion, at away meets to gain experience officiating at different levels of competition – experience that can be brought back and used at the club level. Officials have a dress code that can be found on the Swim Ontario website.

6.2 Parent-Swimmer-Coach Cooperation

To have a successful program, there must be complete understanding and cooperation among parents, swimmers, and coaches. The progress that the swimmer makes depends to a great extent on this triangular relationship. It is amazing how much a swimmer can progress in one session; however, there will be some ups and downs. It is with this in mind that parents are asked to consider the following section carefully.

6.3 Parent Guidelines

The following guidelines will help you to keep your swimmer's development in perspective:

- a. Every individual learns at a different rate. This requires patience on the part of the parents and the coaches.
- b. Plateaus can occur in a swimmer's career. Plateaus can happen in both competition and training. The more successful athletes are those who work through the plateaus and go on to achieve greater performance.
- c. Younger swimmers are the most inconsistent swimmers; this can be frustrating for the parent, coach, and swimmer alike. We must be patient and permit these youngsters to learn to love the sport.
- d. Slow development of competitive drive at an early age is normal and perhaps more desirable than forced early development. It is important that everyone learn to compete and develop some competitive spirit. It is also important for children to learn to adapt at reasonable levels of emotional stress. The small disappointments they learn to handle as youngsters will prepare them for the larger ones they are certain to experience as adults.
- e. It is the coach's job to offer constructive criticism of a swimmer's performance. It is the parent's and coach's job to recognize and encourage young athletes.
- f. If you can offer insight on your child that will enable the child's coach to work more effectively with them, please be sure to share that information with the coach.
- g. If you have any questions about your child's training, please contact your child's coach directly. Criticizing the coach in front of the child undermines the coach's authority and breaks the swimmer-coach support necessary for maximum success.
- h. Any disagreement with a meet official should be brought to the attention of the coach and handled by the coach.
- i. Be sure that your child swims because they want to. People tend to resist anything they "have to do." Self-motivation is the stimulus of all successful swimmers
- j. In general, it is best for parents to refrain from making stroke corrections or trying to coach their swimmer. When parents interfere with coaching, it causes confusion. If you disagree with a coaching decision, please discuss this privately with the coach.

For more information and insight from head coach Blair Tucker, see also the Coach's Approach document posted to the club website.

7 COMMUNICATIONS

7.1 General

Parents are kept informed of club activities through email, on the Ottawa Swim Club Facebook page, and on the club website. We make every effort to advise parents in a timely fashion but ask for your understanding when unexpected issues arise, such as unplanned pool closures or weather-related closures.

Feel free to discuss with the head coach any problems or suggestions concerning your child. It is very important that you let us know if there is anything we can do to aid your swimmer in their full enjoyment of the sport and to meet their maximum potential.

7.2 Forms of Communication

The main methods of communication and information dissemination within the club are as follows:

- a. Parent Meetings* – Parent meetings are held for competitive groups at the start-up of each season.
- b. OTTSC Website* – www.ottawaswimclub.ca Information on club programs and activities including training schedules, registration, swim meets and meet packages, coaches, contacts, changes to practice times, etc. are posted to the OTTSC website by a volunteer website administrator.
- c. Email* – The club's volunteer communications coordinator sends out email notifications to the email addresses you provided at registration. Please advise the coordinator should there be a change in your email address, or if you wish to add additional email addresses to the distribution list for team communication.
- d. OTTSC Facebook page* – all pertinent information is also posted to the OTTSC Facebook page.
- e. Team Roster* – A complete club roster is maintained by the club's volunteer finance advisor following completion of registrations each year. The roster lists each swimmer's name, parent's names, address, phone number, date of birth, swimmer medical information, and swim level. The roster is used by the finance advisor for administration purposes only.

7.2 How to Contact the Club

The club can be contacted by the following means:

By E-mail:

Head Coach coach@ottawaswimclub.ca

Payments Contact: payments@ottawaswimclub.ca

Communications Contact: communications@ottawaswimclub.ca

Club Officials Chair Contact: officials@ottawaswimclub.ca

By telephone: (613) 240-3977

By mail: Ottawa Swim Club
 130 Glenora St.
 Ottawa, ON
 K1S 1J3
 Canada

8 GLOSSARY OF SWIMMING TERMS

Age group swim meet – all Swim Ontario registered swimmers, who have met the qualifying time standard for a specific event(s) are eligible to participate in their age category. Age on the first day of competition shall govern the entire meet.

Deck seeding – a procedure of assigning swimmers to proper lanes and heats immediately before each event at the ready bench at the meet.

Finals – the session of a meet where qualifying rounds were held previously to determine the finalists. The finalists compete to determine the winner.

Heat Sheet – the listing of swimmers participating in a meet. Items are listed by event and by heat.

Long Course – a type of competitive pool which measures 50 meters in length. The standard size for all international competition and all world record swimming is the 50- meter course. Typically meets in these pools are conducted from the end of March through August.

Eastern Ontario – the regional area in which the Ottawa Swim Club competes.

OTTSC – abbreviation for the Ottawa Swim Club.

Prelims – in certain meets, the qualifying rounds held for each event to determine the finalists.

Proof of time – a requirement at some meets (usually “A” and above) to make certain that all swimmers have legally met the time standards for that meet.

Psych sheet – a ranking by seeding times for all the swimmers entered in each race of a meet, sometimes used at meets in place of heat sheets.

Seeding times – the time a swimmer uses to enter a meet. This time, which is located in the heat sheet, determines one’s position and lane in the particular event.

Senior swim meet – all Swim Ontario registered swimmers who have met the qualifying time standard for a specific event(s) are eligible to complete.

Short Course – a type of competitive pool which measures 25 meters in length. Typically, meets are conducted in these pools from October to March.

Split – a per lap time that coaches often record for teaching the concept of pacing, for instance, a swimmer’s time for each 25 meter leg of a 100 yard event in their split.

Time standards – certain qualifying times which have been set up annually by the Provincial and National governing bodies for all events in all levels of meets to insure that all competitors are of reasonably the same ability in their respective meets. The swimmer’s goals should be betterment of their time.

Touch pad – the part of an electronic timing system that rests in the water at the finishing end of each lane. Swimmer’s times are electronically recorded when the pad is touched.