

PAWW HANDBOOK

You have made an exciting decision. Many challenges and rewards await you. You have joined one of the top teams out of 9,000 plus teams in the country. Whether you strive for national level swimmer status or just want to swim with a good, competitive team, we have a place for you -- **welcome to PAWW**, part of the Peoria Park District's total swimming program. The **Peoria Area Water Wizards Swim Team** is designed to accommodate everyone interested in either a positive age group or senior competitive swim experience, for the new age grouper (perhaps as young as five years old) through the highly motivated national-level senior. Keep in mind that this is a year-round competitive swim team, not a series of learn-to-swim lessons. All team workouts and meet schedules have been carefully planned by the coaching staff and are executed in a group setting.

The age group swimming level is the place where youngsters should learn efficient stroke mechanics. As the swimmers develop from age group to senior swimming, they will have a sturdy foundation of efficient strokes upon which they can continue to build conditioning and speed factors.

PAWW is registered with Illinois Swimming, Inc. (ISI) and United States Swimming (USS). Every swimmer will be registered with USS and possess a membership card. Cards are ordered at the beginning of each short course (fall/winter) season. No card will be ordered until the card fee is paid. All USS cards will be held by the PAWW coaching staff.

PAWW Mission Statement

The mission statement of the PAWW program is ***to provide a competitive swim program for athletes of all ages and abilities within a team atmosphere.***

The program is offered as a service to those who want their children in a competitive swim program. The program is designed to meet the needs of all levels of competitive swimmers within the limits set by the available resources. The four major areas of development are:

1. Physical development through proper workouts.
2. Group interaction through dynamics at practice, meets, and social events.
3. Self-esteem development through accomplishing individual goals.
4. Self-actualization through planning goals and accepting the responsibility of working toward achieving them.

The basic program design is one where the amount of time available for practice increases as the swimmer matures and is, therefore, able to handle the increased physical pressures and demands on their time.

The coaching staff feels that while winning is important, the work and planning leading up to the competitive experience are of more importance. We want the swimmers to realize that they are winners if they achieve their own personal goals, even though they might not win their event.

Competition is provided for all ability levels within the team so that each swimmer has the opportunity to perform and see how they are progressing towards their objectives.

Through the cooperative efforts of parents, coaches, and swimmers, the time spent in swimming should be worthwhile.

Besides meeting the program group requirements, swimmers, as well as parents, should know and be willing to accept the program rules and policies before accepting a position on the team.

Communication

Communication is very important between coaches, swimmers and parents. The following are the appropriate ways to handle this communication.

Coach to Parent/Swimmer --

1. Information will be posted on the bulletin board on the upper landing in the stairwell at Central Park Pool.
2. Mailboxes" (file folders labeled for each swim family and each coach) will be left out during practice. Bills, schedules, meet information, Parents' Club information, etc will be placed in the individual folders. Please check your file regularly. Fees may be left in the Head Coach's file.

Parent/Swimmer to Coach --

1. If a parent wishes to speak directly to the coach, he/she should leave a note in the coach's box to schedule an appointment. **Practice time is not the time to stop the coach on the deck and take his/her attention away from the swimmers.**

PAWW Groups

Each swimmer is assigned to a specific practice group by the coaching staff after an initial skill evaluation. **Be assured** that swimmers in the Bronze and Silver Groups and any participant who is new to competitive swimming will not be required by the coaches to attend a specific number of practices or meets. The program and fees are designed so that new swimmers can enter (or exit) monthly. However, development of competitive techniques and endurance will only be realized from a consistent, year-round pattern of practice. Also, a swimmer's improvement is measured by faster swimming times and the best way to measure those times is by participating in swim meets.

The following groups are a guideline and, ultimately, the coach's decision is final.

Bronze Groups

For the beginner, the program provides quality instruction in the basic strokes and a regular place for practice. Several meets have been scheduled within easy driving distance from Peoria, so new competitors can test their skills in a low-key, positive atmosphere.

The dual purpose of this level is to learn the fundamentals of swimming and have fun. Coaches will utilize games, laps and low level competition to develop such skills as individual strokes, starts, turns, finishes and streamlining. Coaches will be recognizing natural skills and attributes as they provide a good swimming foundation for these young athletes. Parents should encourage and support young bronze swimmers while not pushing them too hard. There will be plenty of opportunity for hard work at higher levels. Let them progress at their own pace.

Sometimes support at this level will be allowing a young person to prove himself or herself or go it alone.

- 2B** Swimmers 13 and Older not in a group below.
- 2A** Swimmers 8 to 12 years of age not in a group below with at least 2 events equal to or faster than National 10 and Under "A" Time Standard.
- 1A** Swimmers 11 years and Older not in a group below with at least 2 events with times equal to or faster than National 13-14 "A" Time Standards.

Gold Groups

At this level, swimmers must make a high level of commitment. One of the objectives of the Gold Groups is to compete at the national level: competition is intense. Practices become more numerous and more difficult. Certainly at the Gold level the work is harder, but the rewards and accomplishments are more gratifying. The Head Coach exerts a very high level of influence over the Gold swimmers' careers. Parents at this level will be busy. Besides the usual challenge of seeing a child through adolescence, parents will provide limousine service to and from practices, be very involved in the Parents' Club and last but not least, parents will see their financial commitment increase. All swimmers moving up to these Groups are required to have a Parent-Swimmer-Head Coach meeting prior to moving up to go through the checklist below to see if they qualify. **Swimmers in the Gold Group should not participate in any outside swim clinics or private instruction without the concurrence of the Head Coach.** Goal sheets for these groups must be turned in promptly.

Senior Team	Any swimmer of any age who has at least 2 events with times equal to or faster than the "current" National 15-116 "AAA" Time Standards.
Pre-National Team	Swimmer 9 to 14 years of age not in a group below with at least 2 events with times equal to or faster than the current "AAA" in their age group.
National Team	Any swimmer who has qualified for Junior or Senior Nationals in an individual event under the current season's National Rules. Swimmers in this group are expected to provide leadership and mentoring to the pre-national group by interacting with them at the various PAWW functions.

The Head Coach will make all decisions regarding initial group placement and subsequent group changes.

Practice Schedule

The PAWW program offers workout times and meet competitions year round. Newcomers and young swimmers are welcome to either train and compete year-round or participate during the summer with one of the area country clubs or community swim teams. **Dedicated swimmers** are encouraged to train and compete year-round with PAWW.

Water times vary depending on the swimmer's group and ability.

Bronze -- Practices 3-4 times weekly for 1 to 2 hours.

Silver -- Practice 4-5 times weekly for 2 to 2 & 1/2 hours.

Gold/Senior -- Practice 5-6 times weekly for 2 & 1/2 to 3 hours weekly.

These times are generalizations and are subject to change. A calendar will be posted monthly.

Tentative Daily Schedule Mid-September to End of the Swim Season

PAWW swimmers are invited to practice according to the following schedule, which offers more water time than any swim team in Central Illinois. The PAWW program also offers a Summer Season running April through August. "Central" practices are held at Central Park Pool (across from Central High School), 415 W. Richmond, and "Woodruff" practices are held inside Woodruff High School, 1800 N.E. Perry. Gold Groups practices will be announced.

- 2C** 5:30-6:45pm Tuesday & Thursday, Woodruff
5:30-6:30pm Friday, Central
- 1C** 5:30-7:00pm Tuesday & Thursday, Woodruff
5:30-6:45pm Friday, Central
5:00-6:00pm Sunday, Central
- 1B** 5:30-7:15pm Monday & Wednesday, Central
6:15-7:45pm Friday, Central
5:00-6:30pm Sunday, Central
5:00-5:30pm Monday & Wednesday, dryland, Central
- 2B** 5:30-7:30pm Monday & Wednesday, Central
6:30-8:00pm Friday, Central
7:00-9:00am Saturday, Central
5:00-6:30pm Sunday, Central
4:30-5:00pm Monday & Wednesday, Central (weights)
5:45-6:15pm Friday, dryland, Central
- 2A** 5:30-7:30pm Monday/Tues/Wed/Thurs, Central
5:15-7:00pm Friday, Central
7:00-9:00am Saturday, Central
4:45-5:30pm Monday & Wednesday, Central (weights)
4:45-5:30pm Tuesday & Thursday, dryland, Central
- 1A** 5:15-7:30pm Monday/Tues/Wed/Thurs, Central
5:15-7:30pm Friday, Central
7:00-9:00am Saturday, Central
4:00-5:30pm Saturday, Central
5:30-7:00pm Sunday, Central
4:00-5:15pm Monday & Wednesday, Central (weights)
4:00-5:15pm Tuesday & Thursday, dryland, Central (weights)

Equipment

1. Practice Suits -- Suits worn by a swimmer during practice sessions. They are generally made of nylon, lycra or stretch nylon. These suits are usually loose fitting, and many swimmers train wearing several suits for the purpose of creating drag.
2. Cap -- A latex or lycra swim cap used during a race or practice to cut down resistance and to protect the swimmer's hair from the effects of chlorine.
3. Competition Suit -- A team's racing suit may be required for competition. This suit is often a smaller size than the practice suit to reduce resistance.
4. Fins -- Flippers are worn on the feet and used for stroke technique and speed assisted training. These are primarily for long course (summer) season.
5. Goggles -- Lenses worn by swimmers during practice and competition or enhance vision and protect their eyes from the effects of chemicals in the water.
6. Sweats -- Some type of warm-up or sweat suit worn at meets and to and from practice during cold weather.
7. Towel -- A thick, large beach towel is usually preferred by swimmers. A minimum of two towels is recommended for meets.

Some equipment is owned by the Parents' Club or the Park District and is loaned to swimmers for practice. Equipment loaned to swimmers must be returned in good condition (normal wear and tear expected) or purchased at replacement price prior to being released from the PAWW swim team. Additionally, the PAWW Parents' Club or the Peoria Park District can request for the return of unpurchased equipment upon notification to the swimmer or parent at any time. Failure to

return or purchase this equipment will result in notification to all appropriate agencies (i.e. IHSA, NCAA, etc.)

Practice Policies

1. Practices will start at the designated time. It is to the swimmer's advantage to come early for stretching and flexibility exercises.
2. Restrooms should be used before and after workout.
3. Swimmers will help set up and put away all equipment.
4. Practice means exactly what it says; it is a time to practice skills and go through training schedule.
5. For practice, all swimmers need the appropriate equipment. If a swimmer does not have the appropriate equipment, he/she will not be allowed to swim.
6. Swimmers are expected to arrive at the pool with a "practice" attitude. Behavior that either disrupts another athlete's ability to practice or the coach's ability to conduct practice is inappropriate and will not be tolerated. Persistent disruptive behavior may result in an athlete being asked to leave the water, a parent/coach conference, and in extreme situations, an athlete may be asked to leave the program.
7. Practices will end on time, so parents are asked to be on time to pick up their children.

Fees

As a prospective member of PAWW, you are entitled to take part in the program for one week on a trial basis. During that time you are not required to pay fees or make a final commitment. There are only two requirements:

1. Sign the "Swim Team Parent Permit and Release" form
2. Complete the United States Swimming (USS) registration form and enclose a check for \$35 made payable to *Illinois Swimming, Inc. (ISI)*. The Peoria Park District will hold this form and check until September 30. If you are still enrolled in PAWW at that time, the check and form will be sent to ISI. If you have withdrawn, both will be returned to you. The Head Coach will hold all USS cards.

If you decide to join the team after the trial week, you must pay the fees as outlined in this handbook.

Monthly and seasonal fee options are available. The amounts are designated in the PAWW brochure printed yearly and are subject to change per the Peoria Park District.

Once a swimmer has registered with PAWW, several accounts are started with the PPD in that swimmer's name. These accounts include billing, escrow, and travel fund. The **billing account** shows how much is owed to the PPD and paid by the swimmer. These are the fees for joining the team and are paid monthly or seasonally, as above. The **escrow account** is kept to pay meet fees, which are sent in with the meet entry. The swimmer's escrow account is billed in the following manner: the individual event fee multiplied by the number of events entered, plus the meet's individual surcharge. In addition if you sign-up to attend a meet and the coaches enter a relay, you will be charged one-fourth the relay entry fee, whether you swim or not. It is important to keep a positive balance in this account so that funds are available when entries are due. Each swimmer's family will have a **travel fund** and will maintain a zero to positive balance. The amount held in this account is dependent upon the family's participation in fund-raising activities. When a swimmer's family leaves PAWW, any funds in their travel fund account will go to the Peoria Park District Team Travel Fund Account. A more detailed explanation of the policies concerning these accounts is listed later in this handbook.

Codes of Conduct

Sportsmanship and mature conduct are qualities of winners. These qualities will be demanded of all team members in and out of the pool. This means that discourteous manners, foul language, being under the influence or possession of illegal drugs, drinking, smoking, destruction of property, and any other conduct which could be interpreted as injurious to the group or individuals in it, will not be tolerated. Should such behavior be observed, actions taken may include, but not be limited to, exclusion from one or more practices, exclusion from the rest of any meet (home or away) as well as future meets, and potential dismissal from the team.

All swimmers are responsible for information given out at practice, team meetings, in newsletters, or posted. During practice, file boxes with a file folder with each swim family's name on it will be on the pool deck at Central Park Pool in the winter or Logan Pool in the summer. It is important to check your file regularly! Practice schedules, meet information, bills, and Parents' Club information is distributed in these files.

Parents and spectators are not allowed on the pool deck during practice time without the permission of the Head Coach. This allows the coaches to do their jobs. Please arrange for conference times with the coaches before or after practice as previously stated.

Swim Meets

Although we have mentioned how healthy and what good exercise swimming is, we need to point out that all the hard work at each practice culminates in participation in swim meets. Each day your swimmer prepares him/herself for competing against other swimmers and his/her own time. Unless parents support swimmers by getting them to and participating in the meets, the swimmer's hard work seems pointless.

Arrival

The swimmer needs to be at the meet at least 15 minutes prior to warm-ups. It is extremely important for swimmers to have this time to familiarize themselves with that particular pool. Surprisingly each pool differs quite a bit. Water temperature, gutters, the types of lane lines, and starting blocks all have an effect on the performance of the swimmer.

Meet Equipment

It is important that swimmers have the necessary equipment available at a meet. The following is a guideline of what to bring to a meet. As a swimmer participates in meets, he/she will discover other items, as well.

1. Two swimsuits (1 team suit and 1 warm-up suit)
2. Two or three large dry towels.
3. Shoes and socks to wear on the deck.
4. PAWW or other sweat suit -- wear at all times until stepping on the block.
5. Sleeping bag to rest on between races.
6. Water bottle and fresh fruit snack.
7. Two PAWW swim caps.
8. Goggles.
9. Swimmers should bring quiet games, books, and activities to keep them busy while they **sit and rest** between races.

It is wise to have back-ups in case of equipment failure or loss, especially items like goggles and swimsuits. Remember to stay warm at winter meets and cool at summer meets.

Nutrition

Nutrition is exceedingly important to the athlete. A heavy breakfast, heavy lunch, sugared drinks, candy and "junk-food" will be of no help to your swimmer and will undoubtedly have a negative effect on his/her performance. Most coaches agree that oatmeal is an outstanding choice for breakfast. Fruit and vegetables and other natural foods are easier to digest and alleviate the amount of work the body must expend on digestion. Foods such as hamburgers, eggs, bacon, etc., require longer digestion time and act like weight in the stomach. Candy and other extremely sweet foods cause a temporary change in the blood sugar chemistry of the body, effecting the swimmer and his/her performance. Our coaches regularly provide our swimmers with information on nutrition, but parents can help by providing foods suggested by the coach.

It is highly recommended that each swimmer take a supplementary daily vitamin-mineral tablet in addition to eating well-balanced meals. The two days before a meet a swimmer's diet should be high in carbohydrates.

Rest

When a swimmer trains hard, he/she needs more sleep than when he/she is not training. Not everyone needs the same amount of sleep. The average person needs 7 to 8½ hours of sleep under normal conditions. When a person trains hard, he/she will need to add 1 to 2 hours to his/her normal sleep habit. It is highly recommended that a swimmer take a short nap daily.

Swimmers are encouraged to rest quietly between races at a meet and to be sure to stay out of the sun on hot summer days. The heat simply saps energy, which should be saved for racing and the problem of sunburn rears its ugly head. In winter, keeping warm and dry between events is important.

Team

All of the swimmers on the PAWW swim team usually meet under the PAWW tent at summer meets, and sit together in one spot at winter meets. Being together helps swimmers to remind each other of their event times and establish team spirit.

Meet Entry Procedure

Dual and Tri Meets are small meets held between two or three teams and offer a less hectic atmosphere for new swimmers. The coach will make the line-up and post it on the bulletin board located in the upper landing in the stairwell at Central Park Pool. Directions to the meet will be posted with the list.

USS Meets are meets hosted by USS sanctioned teams and involve many teams. These meets are usually much larger than dual meets. The coach will issue a Yes/No sheet listing the meets the team will be going to during the season. Highlight the meets your swimmer plans to attend, and return it to the Head Coach. It is a good idea to make yourself a copy.

The coach will make up the entries to all meets. If a swimmer cannot be in a meet that he/she indicated on the Yes/No sheet, the Head Coach must be notified, in writing, as soon as possible before the entry deadline set for the meet. If entries have already been submitted, the swimmer will not be entitled to refund considerations. Otherwise, a swimmer will be entered, expected to swim and required to pay the entry fees.

Meet entry fees are paid out of the swimmer's escrow account as previously stated in this handbook.

Meet Policies

1. All swimmers are to be ready to warm-up when warm-ups begin.
2. The coaching staff at a meet will make all final decisions as to entries and scratches.
3. Relay positions will be determined by the coach, generally by using the four fastest meet times accumulated by the coaching staff up to the deadline for checking in relays at the meet. The coaching staff will, however, have the authority to make any changes on relays, regardless of time.
4. All swimmers should sit together in the designated area.
5. Athletes should avoid candy, soda pop, or food, except fruit, during any meet session that they are swimming.
6. Each swimmer should see their coach immediately before and after each event swum by that swimmer. Please realize that coaches may, at times, be too busy to talk to a swimmer.
7. PAWW caps and suits should be worn at meets to make them easy for coaches to identify. Each swimmer is expected to wear a team swimsuit and PAWW sweats or PAWW T-shirt at all meets.
8. All swimmers are responsible to get themselves to the bullpen or event on time.
9. Swimming is a team sport. At a prelim and final meet, all swimmers that swam that day need to attend finals, even if they are not in them. Support from teammates helps to spur a swimmer on to a faster time. Remember, cheer for your teammates, as you would have them cheer for you.

Meet Priority

The following meet priority list may be viewed as a ladder designed to progressively move the athlete forward in their swimming career. As such, a great deal of importance is placed on adherence to this list. The list is encouraged for all ages but will be enforced for ages 12 and older. When in doubt the rule of thumb is that whenever meets occur in a close time frame, a lower rated meet may not be substituted for a more highly rated one. It should be remembered that an athlete does not have to swim any meet.

1. U.S. Olympic Trials
2. U.S.S. Senior Nationals
3. U.S.S. Junior Nationals – Developmental for Senior Nationals
4. U.S. Open International Championships
5. Illinois Senior Championships – Developmental for Junior Nationals
6. Illinois High School State Meet Finals
7. Illinois State Junior Championships – Developmental for Illinois Senior Championships
8. U.S.S. "AA+" Meet Invitationals
9. One Hour Swim for Distance
10. U.S.S. "A" Meet Invitationals
11. Zones
12. Lincolnland Conference Championships
- Developmental for Illinois Junior Championships
13. U.S.S. Invitationals
14. PAWW Dual Meets

The Officials

Officials are present at all competitions to enforce the technical rules of swimming so the competition is fair and equitable. Officials attend clinics, pass a written test and work meets before being certified. All parents are encouraged to get involved with some form of officiating.

1. *Turn Judges* – Observe the swimmers from each end of the pool and ensure that the turns and finishes comply with the rules applicable to each stroke.
2. *Stroke Judges* – Observe the swimmers from both sides of the pool, walking abreast of the swimmers, to ensure that the rules relating to each stroke are being followed. The positions of Stroke Judge and Turn Judge may be combined into one position called Stroke and Turn Judge.
3. *Relay Takeoff Judges* – Stand beside the starting blocks to observe the relay exchange, ensuring that the feet of the departing swimmer have not lost contact with the block before the incoming swimmer touches the end of the pool.
4. *Clerk of the Course* – Arranges the swimmers in their proper heats and lanes.
5. *Starter* – Assumes control of the swimmer from the Referee, directs them to "take your mark" and sees that no swimmer is motion prior to giving the start signal.
6. *Referee* – Has overall authority and control of the competition, ensuring that all the rules are followed; assigns and instructs all officials and decides all questions relating to the conduct of the meet.

Violations of the rules are reported to the Referee, and the rules require that every reasonable effort be made to notify the swimmer or his/her coach of the reason for the disqualification. If your child is disqualified in an event, be supportive rather than critical. For beginning swimmers, a disqualification should be treated as a learning experience, not as a punishment. A disqualification alerts the swimmer and coach what portions of the swimmer's stroke need to be corrected. They should be considered in the same light as an incorrect answer in schoolwork -- they point to our areas that need further practice. Disqualifications are necessary to keep the competition fair and equitable for all competitors. A supportive attitude on the part of the official, coach, and parent can make a positive situation out of the disqualification.

PAWW Swim Team Travel Meet Policy

At the discretion of the Peoria Park District Head Coach certain meets shall be designated as "team travel meets." This means that the coaches and all participating swimmer will travel and room as a team, eat as a team and swim as a team. An example of this type of meet would be Junior or Senior USS Nationals or the U.S. Open.

The Head Coach prior to departing for these meets will coordinate all transportation arrangements, lodging and room assignments.

Adult chaperones will accompany the Team. There must be at least one (1) adult chaperone for every eight (8) swimmers. The coaches may be counted as chaperones at the Head Coach's discretion. Chaperones of appropriate gender will be selected.

- a current USS Member
- certified in Red Cross first aid/CPR

The PAWW Parents' Board will maintain a list of qualified chaperones. From this list, parents of participating swimmers will be given first consideration when selecting chaperones for the specified meet. If additional chaperones are required, volunteers from the list will be recruited at

the discretion of the Peoria Park District Head Coach and the PAWW Parents' Club Board President.

Both the PPD Head Coach and the President of the PAWW Parents' Club must approve the final selection of chaperones for a meet. Their joint decision is final.

The PAWW Parents' Club will reimburse chaperones for any air fare, train or bus transportation. In addition, chaperones will be reimbursed for 50% of their lodging costs at any meet designated as a Team Travel Meet requiring chaperones. Other expenses are the responsibility of each chaperone.

The main priority of each chaperone shall be to support the coaches and help the swimmers conduct themselves in a manner complementing the Team and their individual families. This means that discourteous manners, foul language, consumption of alcohol, smoking, destruction of property, and any other conduct that could be interpreted as injurious to the group or individuals in it, will not be tolerated. This also means that all directives from chaperones and coaches will be adhered to.

Any swimmer felt to be in violation of these or any other PAWW Swim Team Rules, Guidelines or Policies shall be, at the discretion of the coach(es) and/or chaperones, suspended from one or more events on the following day, or possibly sent home at parental expense.

If a meet is designated as a "Team Travel Meet" and a swimmer chooses not to be a member of the Team as described in this policy, the swimmer:

- will not be eligible to receive travel expense reimbursement from PAWW which is normally accorded to swimmers attending this type of meet (See Team Travel Fund Policy)
- must be under the direct supervision of his/her legal guardian at all times during the trip, except when they are under the direct supervision of the PAWW coaching staff or designated team chaperones.
- will not be eligible to swim PAWW relays.

PAWW Swim Team Travel Fund Policy

The establishment of a Team Travel Fund is for the purpose of reimbursing travel expenses for qualifying coaches, chaperones, and swimmers. Spending dependant on fund availability and Parents' Board approval.

The PAWW Parents' Club will fund this Team Travel Fund. A sufficient balance will be maintained in this fund to cover a year's anticipated costs, as determined by the PAWW Parents' Club Board. Funds may be transferred, up to the maximum allowed as stated by the by-laws, into this fund by a majority vote of the Board at any time. These funds may come from the general fund, fundraiser, corporate sponsorship, etc.

Qualifications for reimbursement from the Team Travel Fund are as follows:

1. The Peoria Park District will be reimbursed 50% of their expenses at national level meets where one or more swimmers attend by submitting their receipts to the club treasurer.
2. Chaperones will be reimbursed for any airfare, train, or bus transportation. In addition, chaperones will be reimbursed for 50% of their lodging costs at any meet designated as a Team Travel Meet requiring chaperones.
3. Swimmers qualifying and attending Junior or Senior USS Nationals or U.S. Open may be reimbursed in the following manner, provided that they conform to the Team Travel Policy:

- a.) Have attained the published qualifying time standard for the meet in question at the meet.
- b.) Have a valid, current USS card attached to the PAWW Team and have been registered with USS of at least four months prior to the first day of the meet in question.
- c.) Have paid all Park District fees, Parents' Club fees, all USS entry fees, and all other fees so required by the PAWW Swim Team.
- d.) Must be a registered USS swimmer during the previous season and have represented PAWW by competing in at least two meets in the previous season or three meets in the current season.
- e.) Must be in the meet location at least 36 hours before his/her first event.
- f.) Must follow all Team rules and policies.
- g.) Apply for reimbursement on the proper forms within 45 days of the last day of the meet and include copies of all valid receipts.
- h.) Participated in the PAWW Parents' Club fundraiser and contributed to the set amount, determined by the Board at the beginning of the short course season, in lieu thereof. Failure to meet this requirement will reduce a swimmer's consecutive year count by one year or more.

0-1 st year	10% of room rate
1 st year	20% of room rate
2 nd year	30% of room rate
3 rd year	40% of room rate
4 th year	50% of room rate
5 th year	60% of room rate
6 th year	70% of room rate
7 th year	80% of room rate
8+ years	90% of room rate

This means consecutive years with PAWW dating back from the first day of the meet in question.

4. The PAWW Team Head Coach will make all reservations with agreement of the Parents' Board President. Reimbursement will be credited to the swimmer's Individual Travel Fund Account.

PAWW Individual Travel Fund Policy

Each swimmer's family will have a Travel Fund Account and maintain a zero or positive balance. The amount of funds in this account depends on the family's participation in fundraising activities. All interest earned on these accounts will go to the Recreation Fund. When a swimmer's family leaves PAWW, any funds in their Travel Fund Account will go to the Peoria Park District Team Travel Fund Account.

Individual Travel Fund Accounts may only be used for commercial travel and/or lodging on PAWW Swim Team events where the Park District coach has made travel/lodging reservations.

To apply for funds from this account, the swimmer must fill out the appropriate form and turn it into the Peoria Park District Head Coach at least 15 days prior to the event the funds are to be used.

No funds will be directly given to the swimmer. Funds from a swimmer's Travel Fund can be used as a down payment for a Team hotel at an away meet, down payment on plane fare or charter coach, etc, to designated PAWW team events.

ISI reimbursement for Junior and Senior Nationals will be deposited in the qualifying swimmer's Travel Fund and used for hotel or travel down payment for designated PAWW team events. If a swimmer wishes not to have ISI reimbursement deposited into their Travel Fund, then it is the

swimmer's responsibility to contact ISI to arrange for direct reimbursement and may not be part of the PAWW Team on that trip or be eligible for PAWW reimbursement.

Parents Are Wonderful Wizards Too!

Since 1970, the PAWW Parents' Club has supported and enhanced the Peoria Park District's swim team. Through sponsorship of USS meets, team fundraisers, social activities, and annual recognition of all PAWW swimmers, the Parents' Club has provided many extras that make PAWW special.

Over the years, the Parents' Club has purchased and donated to the Park District the electronic timing display unit mounted on the Central Pool south balcony and paid a portion of the cost of the weight equipment located in the northeast balcony area. Team equipment such as weight belts, camcorder, VCR, TV, coach's scope, underwater mirrors, electronic pace clock, and laptop computers have been provided and made available to team members.

The Club has done an outstanding job of recognizing the accomplishments of swimmers. Presently, team records for both long course meter and short course yard events are on display on the attractive record boards. Individual swimmers who have achieved and "A" time in any event are recognized on the "A" Board that is mounted near the foyer entrance to the pool. To further recognize swimmers who have earned "Top 10 in Illinois" times, National Top 16 times, and Junior National or Senior National times, the Mike Smithers Memorial Wall of Fame was begun in 1990.

Functions such as the Welcome Back barbecue, a winter holiday banquet, a spring banquet, intra-squad meets, and pool parties are sponsored by the Club. The Club also provides holiday gifts, championship t-shirts, newsletters, and team spirit sundries for parents and swimmers.

The Club hosts all home swim meets including PAWW's Spooktacular, Journal Star and possibly one other major meet. These are the Club's major fundraising events. To successfully host these meets, we request all parents to volunteer their time and skills. Traditionally PAWW has hosted one of the finest meets in the state of Illinois.

We invite you to help us support our team and children in the pursuit of their swimming goals. By signing your child up for PAWW you have become a member of the PAWW Parents' Club. Please be an active and helpful member!

Peoria Area Water Wizards Parents' Club

By-laws, September 1993

Article I -- Name

The name of this organization shall be the Peoria Area Water Wizards Parents' Club (PAWWPC).

Article II -- Purpose

The purpose of the Parents' Club shall be to promote and support competitive swimming of the Peoria Area Water Wizards Swim Team, a member of the Illinois Swimming Inc. (ISI) and United States Swimming (USS) in accordance with their current rules and standards. The Club shall operate as a non-profit making organization.

Article III -- Objectives

The Parents' Club objective is to support the Peoria Park District competitive swim program and swim team, known as the Peoria Area Water Wizards (PAWW).

Article IV -- Membership

All parents or guardians of swimmers who have paid the Club's currently assessed dues and fees shall be members of the Parents Club. Application for membership is made on the prescribed form. Membership shall bind each family to abide by the by-law, rules, and regulations of the club.

All members are encouraged to:

- (1) participate in activities of the Club through office, committee appointment, meet activities, and other Club related programs.
- (2) participate in Club meetings with each parent having one vote on matters submitted to membership.

Article V -- Officers

1. The officers of the Club shall be: President, 1st Vice President, 2nd Vice President, Secretary, and Treasurer.
2. The officers shall be elected by ballot at the spring banquet and/or meeting and the results announced by the presiding officer. The elected officials shall take office at the conclusion of the spring banquet and/or meeting.
3. The term of office for all officers and board members shall be for one year. A person shall not serve for more than two consecutive years in each elected office.
4. Each officer of the Club shall have one vote at board meetings.
5. The duties of the officers shall include, but are not limited to :

President:

- a. Presides at the meetings for the Board of Directors and membership.
- b. Develops the agenda for meetings.
- c. Gives leadership to the Board and membership.
- d. Calls meetings of the Board of Directors and membership.
- e. Appoints chairmen of all standing and special committees from the Board.
- f. Shall sit on all committees, both standing and special, as ex-officio member.

1st Vice President

- a. Assumes the duties of the President in the President's absence.
- b. Assumes duties and responsibilities delegated by the President.

2nd Vice President

- a. Assumes duties and responsibilities delegated by the President.

Secretary

- a. Records and maintains the records of the Club.
- b. Responsible for Club correspondence, including notice to

- membership of general and special meetings.
- c. Responsible for keeping Minutes of Board and membership meetings and notice of Board and membership meetings.

Treasurer

- a. Maintains the financial records and accounts of the Club with the approval of the Board of Directors.
- b. Chairs the Finance Committee.
- c. Pays all routine and recurring expenses provided in the budget.
- d. Seeks the approval of the Board of Directors to pay variances to the budget.
- e. Submits and annual financial report to the membership.

Article VI -- Board of Directors

1. In addition to the above officers, three directors to be elected at the spring banquet and/or meeting and the general board member at large (to be filled by the immediate past president) will constitute the Board of Directors. These three directors should constitute one parent representative from each of the three swim groups - gold, silver, and bronze. A Peoria Park District representative shall serve as an ex-officio member of the Board of directors without having a vote.
2. Each Director and immediate Past President shall have one vote at all meetings of the Board. A quorum shall consist of at least five members of the Board being present.
3. Any Board member who misses more than three consecutive Board meetings may, at the discretion of the President, be relieved of their office. The President shall appoint a replacement for the remaining term.

Article VII-- Committees

1. Chairmen of Committees shall be appointed by the President and approved by the Board of Directors for one term beginning in the fall. The respective Committee Chairmen shall determine and appoint the number of committee members from the at large membership.
2. Other committees shall be appointed from time to time as may be considered necessary by the Board of Directors. The President may serve as an ex-officio member on all committees.

Article VIII -- Meetings

1. The Board of Directors shall meet at least bi-monthly. Special meetings may be called by the President with five days notice.
2. The general membership of the Club shall meet at least quarterly commencing with the election of officers at the spring meeting. At least ten days notice shall be given for a meeting.
3. Special meetings of the general membership may be called by the President or Board of Directors upon ten days written notice to the general membership, by ordinary mail.
4. A quorum at any general membership meeting shall consist of twenty percent of the active membership.

Article IX -- Dues and Finance

1. All dues and fees shall be established by the Board of Directors and published for the membership.
2. An escrow account service will be maintained through the PAWW Parents' Club for the expressed use of PAWW Parents' Club members. This account will provide an efficient means by which swimmers can be entered in USS meets, can order team suits and other equipment and can pay other expenses. It is the responsibility of the parents to maintain a sufficient balance in their account so as not to create a financial burden on the club.
3. The treasurer must sign all checks issued by the Club. In the event the treasurer is incapacitated or unavailable to sign checks, the President is authorized to sign checks.
4. The President may select an Audit Group to audit the Club's accounts as deemed necessary and provide a report to the Board of Directors and the general membership at the spring meeting.

Article X -- Parliamentary Procedure

The rules contained in the current edition of Roberts Rules of Order, newly revised, shall govern the Club in all cases to which they are applicable and in which they are not inconsistent with these by-laws and special rules of order the Club may adopt.

Article XI -- Amendments to By-laws

Amendments to these by-laws may be accomplished by the following:

1. Proposals by the Board, by any ten active members, or by twenty percent of the membership, whichever is less, and submitted to the Board. The proposal must be in writing and contain the signatures of all members supporting the proposal.
2. Any proposed amendment shall be distributed to the general membership at least ten days before a vote is taken. Voting shall be conducted at a regular or special meeting of the membership.
3. Any amendment to the by-laws shall require a sixty- percent majority vote of the active members present at the meeting.

Article XII -- Dissolution

In the event of dissolution, disbandment, inactivation or other termination of the Club, the funds and properties of the Club in excess of its liabilities shall be disposed of in accordance with existing active membership decision which shall require a sixty percent vote of the membership at a meeting for the purpose of dissolution.

Above dated as the General Meeting approval of the by-laws.

Glossary of Swimming Terms

Age Group Swimming -- the program through which USS 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. Nationally recognized age groups are 10 and under, 11-12, 13-14, 15-16, 17-18 and 15-18. Local meets may also include events for 8 and unders and single age categories.

Block -- the starting platform

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

Circle Swimming -- performed by staying to the right of the black line when swimming in a lane to enable more swimmers to swim in each lane.

Coach -- a person who trains and teaches athletes in the sport of swimming.

Code of Conduct -- an agreement signed by a swimmer / coach / parent stating that the swimmer will abide by certain behavioral guidelines.

Cut -- slang for qualifying time. A time standard necessary to attend a particular meet or event.

Distance -- term used to refer to events over 400 meters/500 yards.

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.

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

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

Entry Form -- form on which a swimmer enters a competition. Usually includes USS number, age, sex, event numbers and entry times.

False Start -- occurs when a swimmer is moving before the start gun is sounded. In USS, one false start will result in disqualification.

Final -- the championship heat of an event in which the top swimmers from the preliminaries compete.

Flags -- backstroke flags place 5 yards (short course) or 5 meters (long course) from the end of the pool. The flags enable backstrokers to execute a backstroke turn more efficiently.

Goal -- a specific time achievement a swimmer sets and strives for. Can be short or long term.

Gutter -- the area along the edge of the pool in which water overflows during a race and is recirculated through the filtration system.

I.M. -- slang for Individual Medley, an event in which the swimmer uses all four strokes in the following order: butterfly, backstroke, breaststroke, freestyle.

Junior Nationals -- national level meets held in both short course and long course seasons, one of each in the Northeast, Southeast, and West, limited to swimmers ages 19 and under. There are qualifying standards, and swimmers are limited to four individual events and three relays.

Lap Counter -- a set of plastic display numbers used to keep track of laps during a distance race. (also, the person who counts for the swimmer stationed at the opposite end from the start.)

Long Course -- a pool of 50 meters in length. USS conducts most of its summer competition in long course pools.

Long Distance -- term used to refer to events of 800 meters/1000 yards, to 1500 meters/ 1650 yards in length.

LSC -- Local Swimming Committee. Governing body for swimming at the local level. There are 59 LSC's in the country.

LSC Blue Ribbon Camp -- this developmental camp is designed for swimmers ages 10-14 who have not had prior USS camp experience. USS provides all necessary materials including camp manuals, as well as T-shirts and caps for each swimmer. Topics include mental training, goal setting, water sessions, and more.

LSC National Age Group Camp -- a two-day camp for an LSC's top 25 boys and 25 girls, ages 11-13. Campers are challenged both in and out of the water, by a staff of local coaches chosen by each LSC. Team spirit and teamwork are the major emphasis of these camps with team meetings that include goal setting, nutrition, time management, leadership activities, relaxation, visualization, and more. USS provides a camp manual, as well as T-shirts and caps for each participant.

LSC Racing Camp -- full day camp with the LSC's top 25 boys and 25 girls ages 9-11. A staff selected by the LSC motivates, educates, and tests swimmers that participate. USS provides all necessary materials including camp manuals, as well as T-shirts and caps for each swimmer. Topics include nutrition, training terminology, leadership training, positive self-talk, water sessions, and more.

Meet -- competition designed to be a learning experience. By implementing what has been learned in practice, the swimmer tests him/herself against the clock to see how he/she is improving.

Middle Distance -- term used to refer to events of 200 yards/ meters to 400 meters/ 500 yards in length.

National Age Group Time Standards -- time standards derived from the previous years' results that are broken down by age and sex as well as B, BB, A, AA, AAA, and AAAA divisions. These designations are NATIONAL and should be used as motivational times. Many LSC's have their own time standards.

National Reportable Times/Top 16 -- time standards set for both long and short course based on previous years' achievements. Only times meeting these standards may be submitted for consideration each year. The Top 16 submitted timed in each event are recognized.

Negative Split -- swimming the second half of the race equal to or faster than the first half.

Official -- a judge on the deck of the pool at a sanctioned competition who enforced USS rules. There are stroke and turn judges, administrative officials, starters, timers, and referees.

Open Water Swims -- any freestyle event over 1500 meters, normally conducted in a natural body of water, such as a lake, river, or ocean.

Pace Clock -- large clock with a large second hand and a smaller minute hand, used to check pace or maintain intervals in practice; may also be digital.

Prelims -- slang for preliminaries, also called Heats or Trials. Those races in which swimmers qualify for the championship and consolation finals in the events.

Q-Time -- qualifying time necessary to compete in a particular event and/or competition.

Relay -- an event in which four swimmers compete together as a team to achieve one time.

Safety -- the condition of being safe. Safety procedures are designed to prevent accidents.

Scratch -- to withdraw from an event in a competition.

Short Course -- a pool 25 yards or 25 meters in length. USS conducts most of its winter competitions in short course yards.

Split -- a time recorded from the official start to the completion of an initial distance within a longer event. Also the time for one of the four individuals in a relay. Under certain conditions, splits may also be used as official times, for example, the lead off swim in a relay, or the lead off portion of an event.

Sprint -- describes the shorter events (50 and 100). In training, to swim as fast as possible for a short distance.

Streamline -- the position used by swimmers when starting or pushing off the walls designed to reduce water resistance.

Taper -- the final preparation phase, sometimes referred to as "rest." Prior to major competitions, older, more experienced swimmers shave their entire bodies to reduce resistance and heighten sensation in the water.

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

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

USS -- United States Swimming, Inc. The national governing body for amateur competitive swimming in the United States.

USS Number -- a number assigned to a swimmer upon joining United States Swimming. The membership card with this number may be required at any given competition.

Warm 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 the swimmer prior to a main practice set or race to get muscles loose and warm. Warm up gradually increases heart rate, respiration, and helps to prevent injury.

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