



# WYOMING WAVES



# PARENT HANDBOOK

### **TEAM PHILOSOPHY:**

The Wyoming Waves Swim Club is a member of USA Swimming and offers a year-round competitive program for swimmers of every ability. Our purpose is to provide all participating athletes with the opportunity to achieve their maximum potential, consistent with their level of commitment and motivation. We provide an atmosphere of spirited competition, positive attitude and self-image, and superior sportsmanship for our athletes. Unlike many sports programs in our community, our head coach works in a full-time capacity contributing significant hours to swimmer development, swim meet attendance, and furthering the development of our program.

### **MISSION STATEMENT:**

The Waves is a competitive USA swim program committed to the achievement of excellence in the sport of swimming and life. To accomplish this commitment, the Waves have chosen to provide the community with a full-time, high-quality swim program in an atmosphere of spirited competition with superior sportsmanship. Moreover, it is our mission to inspire and enable our swimmers to achieve excellence in academics by providing opportunities to enhance reading, math, and science skills through our program.

### **CLUB ADMINISTRATION:**

Policy, and decision making is administered by the Wyoming Waves Parent's Board that is comprised of the Head Coach, President, Vice President, Secretary, Treasurer, and Fundraising Chair. All board positions with the exception of the coach are filled on a volunteer basis and subject to term limitations. Board actions are governed by the Club's bylaws and USA Swimming regulations.

### **TEAM REGISTRATION AND MEMBERSHIPS:**

The Wyoming Waves is an affiliate of USA Swimming and Wyoming Swimming Inc. USA Swimming is the nationally recognized body that regulates the sport of competitive swimming. USA swimming is the governing entity for member clubs and sets the rules and regulations by which the club operates. It enables swimmers to participate in "sanctioned" (officially recognized) swim meets and also provides secondary insurance coverage for both swimmer and club. Wyoming Waves membership requires completion of both club and USA Swimming registration forms by the swimmer's parent or guardian. Currently, USA Swimming registration costs \$48.00 per swimmer annually.

### **CLUB DUES:**

"Monthly" dues are due by the 5th of each month. A \$5.00 late fee will be assessed after that date unless arrangements are made ahead of time. Dues are based on a yearly fee billed on an eight-month cycle. If dues are not paid by the 10th of the month the swimmer may not be allowed in the

pool until paid. If you ever feel that your bill is in error please call Cat Brown at 772-0597

### Fee Schedule – October through the end of May

#### Schedule 1 (Requires Fundraising)

1st Swimmer Monthly Dues \$45.00 Annual dues \$324\*  
2nd Swimmer Monthly Dues \$82.50 Annual dues \$594\*  
3rd Swimmer Monthly Dues \$105.00 Annual dues \$756\*

#### Schedule 2 (No Fundraising)

Monthly \$120.00 Annual \$924\*  
Monthly \$157.50 Annual \$1194\*  
Monthly \$180.00 Annual \$1356\*

**\*NOTE:** Annual rates include a 10% discount. A 10% discount is applied for a season paid in full. A discount of 5% will be applied for payments of 4 months in advance. The same discount will also apply to your fundraising obligation if paid in advance.

We pro-rate the monthly dues for the partial month of September. All new swimmers are eligible for a free two-week trial period to see if they enjoy the sport of swimming. New swimmers monthly dues will be pro-rated following their trial period if they elect to join the team. Except for the free two week trial period for new swimmers, if your swimmer(s) starts after the beginning of the season, you will be charged for the full month in which they start. If you plan on leaving the team a 30-day written notice of your intent to quit is required. You will be billed for the monthly dues until the Treasurer receives written notice that you have quit the team, and then for the 30 days following the written notice. Obviously, monthly dues are a vital part of our income and are used to pay salary and traveling fees. Please realize that practices continue and meet expenses are incurred if your swimmer attends or not. Therefore, full dues are required for every month in which your child is registered whether he/she swims or not. Exceptions to this policy may be granted pending Wyoming Waves Board approval.

Other equipment such as club logo swimsuits and caps are optional and are not required to participate in swim meets. If you wish to purchase club apparel, several buying opportunities are presented throughout the year

#### **MAKING PAYMENTS:**

Please make all checks payable to “Wyoming Waves”, this includes meet fees, & USA Swimming card registration. Meet fees must accompany entries or you may not be entered into the meet. You may hand deliver these payments to the head coach, or to the treasurer if she/he is in the pool area.

#### **FUNDRAISING:**

Remember, we are a non-profit club. We charge dues to meet the operating expenses of the club. However, your dues do not cover the expenses we incur. In order to keep the club viable we must set a fundraising goal for each family. Please do not think of this goal as “extra” or “nice to have”. We need these funds to operate the club. Think of these

funds as dues that you help raise from other sources so you don't have to pay them out of your pocket. Currently, the fundraising commitment we need from each of our swim families is \$600.00 per year (this is per family, not per athlete!). The board sponsors many fundraising opportunities during the year, and you will be given plenty of notification when a fundraising activity will take place. Try to participate in all of our fundraisers and don't put it all off until the end of the year.

A major source of fundraising that has gone untapped in the past is corporate sponsorship. If you are well connected with the Cheyenne business community (or even if your not and want to just go to a business and ask) we have many different giving levels with different levels of advertising opportunities we give back to the business. Our web site gives the different levels or you can contact the board and we would be glad to provide a sponsorship letter to you that explains the program.

Also, our swim meets are major fundraisers for the club. Swim meets do not go directly into your \$600 dollar commitment but it does help the club keep your fundraising share at the same level instead of raising it year after year.

Failure to meet your fundraising commitment may prevent your athlete(s) from swimming with our team the following year. If you're having problems with your fundraising commitment, please see the board to help us work out a solution. Please don't wait until the last month of the year and then tell us you can't meet the obligation.

### **PRACTICE:**

Practice, Practice, Practice!! Practice is essential to the swimmer's development, and the coach may make a few practices mandatory. It is strongly recommended that a swimmer attend as many practices as possible. If a practice must be canceled due to events scheduled by the school, coaches' illness, weather, emergency, etc., we will make every attempt to notify you ahead of time.

Practices are held during the week at East High School pool. Generally, practice is held from 6 pm – 8 pm, Mon – Thurs. This is just a general schedule and times can change based on East High's use of the pool. Sometimes there is practice on Fridays, but it depends on the weekend swim meet schedule.

The swim year is divided into two seasons, short course (yards) runs from September to March, and long course (meters) runs April through July. Both seasons end with a State Championship meet. During the course of the year the swimmers work toward achieving the "qualifying times" necessary to compete at these meets. The year ends at the completion of the Summer State Championship. There is no practice or competitions until the new year resumes in mid-September (approximately 6 weeks) with registration of all new and returning swimmers (that is unless

your swimmer qualifies for an “elite meet” The coach will explain elite meets to you if your swimmer qualifies).

### **SWIM MEETS:**

What do we practice for??? Swim meets!!!!. Swim competitions help athletes and coaches measure their improvements and help them set new goals for practice. All swimmers are encouraged to participate in as many meets as they can, but meets are not mandatory. A coach will be provided for swim meets where the majority of the team is signed up. Many times there is more than one swim meet to choose from on any given weekend. If you want to swim in a different swim meet than the majority of our team a coach may not be available to attend. If a coach is not provided, then the parent must talk to the Meet Director at the site to make arrangements for warm-up. A schedule of upcoming swim meets can be found on Wyoming Swimming’s Website at <http://wyoming.usswim.net/> or <http://www.csi.org/> for Colorado’s meets.

Each meet has an entry fee. There is a participation fee and an event for each meet (please see meet entry information for fees, they differ from meet to meet). The Wyoming Waves has a fee of \$3.00 per swimmer per meet that helps defray the traveling costs for our coaches. Some meets may require travel and possible over-night stays; however there are many meets close to home as well. Individual meet information and entry forms are located in the box at the end of the pool and are posted with due dates for entry. Parents are responsible for signing their athlete(s) up for a meet by the posted deadline. Parents, be sure to check the meet box at least once per week for new information. The coach will make relay assignments. Consequently, the relay fee (usually \$1.00 per relay) will be billed to you after the meet is concluded. Entries turned in after the posted deadlines will not be accepted.

Fees for the meets are due when the entries are turned in and are not refundable (an exception would be if the entry fees have not yet been sent to the meet director). Entry fees not collected before the start of the meet may prohibit your swimmer from swimming in the meet. If you have any questions about meet sign up, the coach will be happy to help. The coach is also available before or after practice to make recommendations on what events would be best for your athlete(s) to be entered.

The Wyoming Waves hosts two meets per year. Our main meet is held the first weekend in February. This year we also have a meet the first weekend of March, but as of this writing we don’t know if it will be a permanent assignment. Parents, be ready to volunteer or be recruited! We need everyone’s help, as these are the club’s major fund-raisers for the year.

### **“LITTLE WAVES” LEARN TO SWIM PROGRAM:**

Our “Little Waves” learn-to-swim program generally meets twice a week. If you or anyone you know would like more information or to register in the learn-to-swim program, please contact the head coach.

#### **“LEARNING RICH” SPORTS & LIFE SKILLS EDUCATION PROGRAM:**

In our effort to reach the goals of our mission statement “to inspire and enable our swimmers to achieve excellence in academics by providing opportunities to enhance reading, math, and science skills”, we have developed our Learning Rich Education program. These nights are dedicated to emphasize the importance of education. The sessions are offered one to two times per month. Topics emphasize life skills and we relate them to our sport of swimming. Past topics included nutrition, hydration, and mathematical time/distance conversions. Topics planned in the future will be exercises in character building, team building, role modeling, and some previous lessons that are prudent to review.

#### **SAFETY:**

Safety guidelines are based on regulations set forth by USA Swimming. The rules are extremely important and strictly enforced. If rules are not followed and injury or mishap should occur, the insurance coverage provided to your USA Swimming registered swimmer would be in jeopardy. The Waves is committed to providing the most positive and safe environment for our athletes. The swimmer will be subject to disciplinary action if he/she commits any of the following violations. (Please see “Code of Conduct & Disciplinary Process” below for disciplinary actions) 1. Use or possession of tobacco or tobacco-like substances. 2. Use or possession of any type of illegal drugs or alcohol. 3. Acts of inappropriate conduct (i.e. fighting, verbal or sexual abuse, etc.). 4. Possession of weapons of any type. In addition below are some general safety rules to be followed when attending practice

- No throwing of pool equipment, e.g. kickboards in or around the pool.
  - No horseplay, No running
  - No sitting or lying on the lane lines.
  - No use of the diving board.
  - Locker-room time is limited to 15 minutes before and after practice.
- Please clean up after yourselves around pool and in the locker rooms.
- Non-swimmers are to stay off the pool deck (this includes parents).

#### **AT NO TIME, ARE SWIMMERS ALLOWED IN THE POOL DECK AREA WITHOUT A QUALIFIED USA SWIMMING REGISTERED COACH!**

Parents are asked to check up on your children in the locker rooms before and after practices. The coaches cannot be in the locker rooms to monitor their behavior since they need to be on the deck for the safety of the swimmers. Please help us in keeping your children safe. Though the school custodians are in the building during practice hours, they are not

responsible for cleaning up after our swimmers or supervising locker room activities. They will report those activities and behaviors they observe deemed unsafe or improper to the school administration. Occurrences such as these carry the risk of the Wyoming Wave's pool privileges being revoked, so everyone needs to do their part to ensure that practice times are safe and productive. Should an accident with injury occur, the coach will notify the parent ASAP. The coach will notify a board member so a report can be filed. This is necessary whether or not you seek professional medical attention for your child at the time of injury. The report must be on file for any claim made to USA Swimming's liability insurance if problems arise at a later date.

Parents/guardians are responsible for overseeing hallway and locker room activities and behaviors for their swimmers and siblings. Never leave unattended siblings or minor friends (non-swimmers) in the pool area. Please help us by picking your children up in a timely manner as soon as practice ends.

#### **CODE OF CONDUCT & DISCIPLINARY PROCESS:**

It is important that each swimmer possesses a positive attitude and work to the best of his/her ability to learn the techniques of competitive swimming. To ensure a safe and positive learning environment for the development of these abilities, the Wyoming Waves Swim Club (the "Waves") requests that each swimmer and parent/guardian adhere to this Code of Conduct (the Code) each agreeing to abide by the Code as set below throughout your affiliation with the Waves. This Code covers your involvement in any and all activities conducted by or related to the Waves including but not limited to the use of any pool or facility for Waves' swimming, behavior during all scheduled competition times, and at all meets including the duration of all organized travel arranged by the Waves, Wyoming Swimming, or USA Swimming for the purpose of competition or training. This Code is in accordance with recommendations made by USA Swimming and The American Swim Coaches Association. Upon joining the Waves both parent/guardian and swimmers will be required to sign this Code indicating their understanding and compliance.

You agree to conduct yourself appropriately at all times, including displaying good sportsmanship, being safety conscious on the deck and in the pool, respecting the facilities we use and the property of others. You agree to treat coaches, club officials, swim officials, all parents, and other swimmers with courtesy and respect: Foul or offensive language will not be used; negative or derogatory comments should be avoided. When registering a complaint, you agree to wait twenty-four hours from the incident at issue before bringing it to the attention of the coach or board member (unless there is bullying or a threat made, in which it should be relayed immediately). The purpose of the "twenty-four hour rule" is to provide a cooling-off period for all concerned.

**Swimmers agree to:**

**Be prepared**

**Learn each day**

**Attend practice regularly and on time**

**Have a positive attitude**

**Take responsibility for their own behavior**

**Parents agree to:**

**Cooperate and communicate with the Waves coach and Board**

**Ensure your swimmer(s) is at practice regularly**

**Support your swimmer(s), team, and coach**

**The Waves reserves the right to impose the following disciplines if adherence to the Code or safety requirements is not met.**

**First Violation: A written warning from the coach requiring verification signatures from the Wave swimmer(s) under review and his/her Parent(s)/Guardian(s)**

**Second Violation: One-week suspension from the Waves (with no refund of fees).**

**Third Violation: Swimmer(s) case will be presented to the Waves Board with the recommendation of immediate dismissal from the team with no refund of fees.**

### **PARENTS ROLE:**

**We need parents to be involved and active in our club for it to function and grow. We need parents who are willing to make a commitment to our children and the team. Communications, fundraisers, meet jobs, and social functions all require tasks to make them successful and that comes from you. It's rewarding, and fun! We hope that all parents become as dedicated and involved with this club as their athlete(s) in order to make this a strong and successful club.**

**Also, if you are interested in becoming a swim official for meets, please see our coach or Tim Wisdorf who can give you the requirements you'll need to complete.**

### **SUGGESTIONS & GRIEVANCES:**

**If you have a concern or suggestion regarding the coaching of your child please talk with the head coach before or after practice. This helps minimize any disruptions during the practice routine . If you cannot discuss your grievance with the coach, please bring the issue to any board member. If you have a suggestion regarding club policies and procedures please present it either in writing (letter or e-mail) or in person at a board meeting. This will allow the entire board to review the issue. Board meetings are scheduled the second Thursday of each month during the swim season.**

Current as of: October 2007