

KETCHIKAN KILLER WHALE SWIM CLUB 2020-2021 HANDBOOK



Mission Statement:

Challenging swimmers to reach their maximum potential in swimming and in life.

Vision Statement:

Through hard work, skill development, and articulated goal-setting, Killer Whales encourages athletes to exceed their own expectations. KKW strives to make swimming the largest participation activity in Ketchikan by growing the team and supporting all other aquatic efforts with time and expertise.

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Dear swim family,

Welcome to the 2020-2021 Ketchikan Killer Whale Swim Club (KKW) swim season. I am excited about the upcoming year and look forward to a successful, fun, and FAST season for our club.

Happy swimming,

Coach Gary Crowe

Contact email: coachgary417@gmail.com

Website: ketchikankillerwhales.com

I. COMMUNICATION

Effective communication between parents, swimmers, and coaches is important to maintain a successful club. Below are the communication methods and information sources used by the KKW coaching staff and board members:

Email: Email is the preferred method of communication. Exceptions would include an emergency or extremely sensitive issue, requiring a direct phone call. Email addresses for the coaching staff and board members are on the team website.

Website: The club website, a.k.a. Team Unify, is maintained by the coaching staff and KKW board. Website: ketchikankillerwhales.com

Handbook: The handbook is located on the website under the Parents tab. You can also request a hardcopy upon registration.

Coach: Coaches may be available before or after practice to connect with. Emailing to make arrangements to speak with them when their on-deck duties are completed is the best way to ensure an appointment.

Board Members: If you have any questions or concerns, please feel free to contact any of the Board members. Their names and e-mail addresses are listed on the website.

Public Facebook Page: General KKW, swimming, or community information.

Closed Facebook Group: This is an online bulletin board for members to share information, photos or ask questions.

Bulletin Board: Located in hallway by locker rooms. Has upcoming meet or general swimming information.

**Planned cancellations of practices are announced in advance through email, the team website, and Facebook. Last minute cancellations due to weather or other circumstances would be communicated similarly.

II. GROUPS/SCHEDULES

Regular Season (September - May)

Seniors Group (High school age and middle school age with coach approval)

M-F 3:15-5pm (1h45m/day, 8h45m/week)

Juniors Group (Middle school and elementary age with head coach approval)

M-F 3:30-5pm** (1h30m/day, 7h/30m/week)

**Subject to change during high school swim season.

Gold Group (Middle school and elementary age with head coach approval)

M-F 4:45-6pm (1h15m/day, 6h15m/week)

Silver Group (Elementary age with head coach approval)

M-F 5-6pm (1h/day, 5h/week)

Bronze Group (New swimmers to team; focus on stroke development)

Tuesday, Wednesday, Thursday 5-6pm (1h/day, 3h/week)

Summer Session (June-August)

Seniors/Juniors: M-F 6:15-8am

Gold/Silver: M-F 8-9am or M-Thursday 5-6pm

Bronze: Tuesday, Wednesday, Thursday 8-9am

III. BILLING/FEES

All KKW billing is entered and processed through our website and the Team Unify system.

1. Once a member is entered into the Team Unify system, they are given an account with a login and password. This account gives a member access to their billing summaries, invoices, charges, and payments, as well as other valuable information on their swimmer's progress.

2. Members are expected to enter a Bank Card (Debit) or Credit Card to have on file that will automatically be processed for the account balance and any new fees on the first of each month. A member may choose to pay by check directly to the Treasurer if the monthly payment is received before the 15th of the month.

3. If a member's account is not paid by the 15th of the current month, \$20 will be applied to the account. Account balances not paid by the first of the next month may affect participation in practice, time trials, meets, or other events until the account is up to date.

4. Please contact the Treasurer with billing/account questions.

Types of Fees:

► Monthly Dues: Monthly dues cover general operating expenses, including payroll and pool rental. This is a non-refundable fee.

Monthly Dues Schedule

Regular Season (Sept-May):

Seniors:	\$85/month along with \$619/season fundraising requirement \$154/month with no fundraising requirement
Juniors:	\$80/month along with \$619/season fundraising requirement \$149/month with no fundraising requirement
Gold:	\$75/month along with \$619/season fundraising requirement \$144/month with no fundraising requirement
Silver:	\$65/month along with \$619/season fundraising requirement \$134/month with no fundraising requirement
Bronze:	\$60/month along with \$619/season fundraising requirement \$129/month with no fundraising requirement

Summer Session (June-August)

Seniors/Juniors: \$175

Gold/Silver: \$150

Bronze: \$100

**Scholarships may be available (funding dependent) to help cover monthly fees and/or travel expenses. Scholarship applications will be considered case-by-case, if funds are available, and primarily based on the Reduced/Free Lunch (NSLP) guidelines. If your family needs assistance, please contact any member of the Scholarship Committee (President, Treasurer, or Membership chair) for an application. All scholarships are confidential.

► Annual Registration Fee (\$25): Charged at the time of registration for all members who are already active in the club; covers administrative costs. This is a non-refundable fee.

► New Member Registration Fee (\$125): This fee is due at the time of registration by all new members to KKW. This is a non-refundable fee.

► USA Swimming Registration (\$84): Due at the time of new member registration, this will establish the swimmer's amateur status as a competitive swimmer, as well as provide insurance coverage during swim practice and meets. KKW will automatically renew each established swimmer's USA registration for the following year in the month of October and the charge will post to each Team Unify account for the November billing cycle. This is a non-refundable fee. (Later year or summer registration fee may be reduced.)

- ▶ **Meet/Entry Fee:** A swimmer is charged per event swam in a meet, including relays, as well as a surcharge to enter the meet. General meet fee information can be found on our website (meet tab) and fees for specific meets can be found in the Events area. KKW will pay the fee ahead of time to the meet host and bill individual swimmer accounts for their entry charges. This is a non-refundable fee once swimmers are entered into events.
- ▶ **Team Travel:** Seniors traveling as a group to specific meets are billed following the meet for their portion of team housing, meals, and/or transportation. This is a non-refundable fee.
- ▶ **Swim Caps (\$10):** If available, a family can request a KKW cap which will be billed to the account. This is a non-refundable fee.
- ▶ **Unfulfilled Volunteer Hours:** Accounts not satisfying the minimum requirement of 30 hours per year will be billed \$30 per hour if not fulfilled by the 15th of August. Unmet hours are prorated for those who join the team later than September or do not complete the season. This is a non-refundable fee. (See Appendix C, Volunteer Obligation Policy)
- ▶ **Unmet Fundraising Obligation:** Accounts not satisfying the fundraising requirement (\$619 per swimmer) during the Regular (September-May) season will be billed for the balance at the end of May. Unmet fundraising is prorated for those who join the team later than September, based on a nine-month season, or who do not complete the season. This is a non-refundable fee. (See Appendix D, Fundraising Obligation Policy)
- ▶ **Insufficient Funds (\$30):** Any payments returned for insufficient funds or credit cards denied for any reason will be charged a \$30.00 fee.
- ▶ **Late Payment (\$20):** If an account is not paid by the 15th of the current month, a \$20 late fee will be applied to the account. This is a non-refundable fee.
- ▶ **Late Meet Entry Fee (\$10):** Swimmers who do not sign up for meets by the deadline will be charged a \$10 late fee, provided that the host team is still allowing entries. This is a non-refundable fee.

Deactivating Account: In the event that a family decides to deactivate their account with KKW, they will need to notify the head coach or treasurer by email at least one week prior to the first of the month to prevent being billed for it. The family is responsible for all accrued fees and fundraising obligations earned until request to deactivate is submitted.

Appendix A

TERMS AND CONDITIONS FOR PARTICIPATION

1. Billing and Fees (From Section III of the handbook):

- a. All fees are non-refundable.
- b. Monthly dues are to be paid by the first day of each month and will not be prorated. If a swimmer is active even one day during a month, they are responsible for that month's dues.
- c. Accounts carrying a balance past the 15th of each month will be charged a late fee of \$20. Any payments returned for insufficient funds or credit cards denied for any reason will be charged a fee of \$30.00.
- d. In the event a swimmer is "moved-up" into a new group, they are then responsible for that group's monthly fees.
- e. Should a swimmer decide to discontinue participation with the Ketchikan Killer Whales Swim Club, the dues for the month of which he/she is active for any portion thereof and any outstanding fees are considered an obligation to KKW, and are payable upon termination of participation, including but not limited to unfulfilled Volunteer Hours and Fundraising.

2. Each parent, guardian, and swimmer is responsible for reading, understanding, and abiding by the contents of the Ketchikan Killer Whale Swim Club Handbook.

3. Each parent, guardian, and swimmer will be required to read, electronically sign and abide by the Alaska Swimming (ASI) Code of Conduct, Volunteer Obligation Policy, and Fundraising Obligation Policy.

I understand and agree to the above terms and conditions of the Ketchikan Killer Whales Swim Club.

**Ketchikan Killer Whales Swim Club official registration for current year will stand as agreement to the above conditions.

Appendix B

Alaska Swimming Code of Conduct

The USA Swimming Code of Conduct (Article 304 of the USA Swimming Rules and Regulations) asserts that membership is a privilege and not a right and provides a clear statement of member responsibilities. The U.S. Center for SafeSport shall adjudicate violation of the SafeSport Code.

In addition, Alaska Swimming Incorporated (ASI) has developed the following Code of Conduct for all persons associated with Alaska swimming. It is preferable that violations of this Code of Conduct are handled at the club level. ASI has the right to intervene when clubs fail to enforce this Code of Conduct.

- All athletes, coaches, officials, parents/guardians, supporters, and spectators shall be treated with respect and dignity, in a fair and appropriate manner.
- All members shall have equal opportunity to participate and strive for success in a safe and healthy environment.
- All members shall be dedicated to the proper physical, mental, and emotional development of the athletes.
- All members shall promote and encourage the importance of fun, fitness, and safety, as well as the competitive aspects of the sport of swimming.
- Any use of obscene, racial, vulgar language, or verbal abuse to anyone during any practice or event will not be tolerated and may result in immediate removal from the practice/event. Depending on the severity of the incident, additional disciplinary action may be taken.
- Taunting, intimidating, harassing, demeaning, or defaming of athletes, coaches, officials or spectators by the use of written or verbal communication including social media will not be tolerated and will be subject to disciplinary action.

Code of Conduct for Athletes

Each athlete must sign and date a copy of the ASI Code of Conduct and annually re-affirm their consent to uphold and abide by this Code before participating in events conducted by ASI or representing ASI in any manner, directly or tangentially. If the athlete is under 18 years of age, the athlete's parent or guardian must also sign and date this code of conduct.

I. The following provisions pertain to all registered ASI athletes at practices, meets, camps, meetings, and clinics in or outside the state of Alaska, or the use of social media or other means of communication to interact with or about another member of USA Swimming.

- A. Athletes shall exhibit good sportsmanship, including electronic communication at all times.
- B. Athletes shall follow ASI rules adopted by the Alaska Swimming House of Delegates.
- C. Athletes shall show respect for all property (i.e. vandalism, theft, defacement of property, etc. will not be tolerated).
- D. Athletes shall behave in a responsible manner and are prohibited from possessing or using alcohol, tobacco, illegal drugs, weapons, and banned substances.

II. Failure to comply with this Code will result in any or all of these disciplinary actions.

- A. Suspension from ASI.
- B. An athlete may be sent home from the meet or camp.
- C. An athlete and/or his or her family may be financially responsible for any damage caused by the athlete.
- D. An athlete and/or their parents may be required to repay the portion of the trip/camp being subsidized by ASI for any violation of this Code.
- E. An athlete may be suspended from membership in USA Swimming, subject to the National Board of Review.

Code of Conduct for Coaches

Each coach, as a non-athlete member of USA Swimming, is bound by the Code of Conduct as listed in section 304 of the USA Swimming Rules and Regulations. In addition, ASI coaches must abide by the points listed below. Each coach must sign and date a copy of the ASI Code of Conduct and annually re-affirm their consent to uphold and abide by this Code before participating in events conducted by ASI or representing ASI.

I. The following additions to the Code of Conduct pertain to practices, meets, camps, meetings, and clinics where coaches represent ASI, in or outside the LSC, or the use of social media or other means of communication to interact with or about another member of USA Swimming.

- A. Coaches shall act responsibly, follow rules, and encourage the same actions and attitudes in their athletes.
- B. Coaches shall treat all athletes and all non-athlete members of USA Swimming fairly and with respect.
- C. Coaches shall not solicit athletes to change their present club affiliation.
- D. Coaches shall behave in a responsible manner and will refrain from using any alcohol, tobacco, or illegal substances while acting in any official capacity with athletes present.

II. Failure to comply with any Code of Conduct rule will result in any or all of these disciplinary actions listed below.

- E. Suspension from Alaska Swimming or of its member clubs.
- F. A coach may be requested to leave the aquatic facility and/or lodging for the duration of the event.
- G. A coach may be responsible for any damage caused by him or her.
- H. A coach may be suspended from USA Swimming subject to the National Board of Review.

Code of Conduct for Officials and Other Non-Athlete Members

I. Each non-athlete member of USA Swimming is bound by the Code of Conduct, as listed in section 304 of the USA Swimming Rules and Regulations. In addition, non-athlete members and all personnel assisting in the running of meets must abide by the points listed below. Officials must also abide by the ASI rules for officials in Alaska Swimming Rules & Regulations. Each Non-Athlete member must sign and date a copy of the ASI Code of Conduct and annually re-affirm their consent to uphold and abide by this Code before participating in events conducted by ASI or representing ASI in any manner.

- I. Officials and non-athlete members shall strive to ensure a safe and healthy environment for all members of ASI, especially the athletes. Officials and administrators shall communicate in a kind and respectful manner, especially with or in the presence of the athletes.
- J. Officials and administrators shall consistently, accurately, and equitably apply rules, regulations, and codes of USA Swimming and ASI and shall educate all members in the necessity of such.
- K. Officials and non-athlete members shall act responsibly, respectfully, and in a professional manner toward all participants (including athletes, coaches, other officials and timers, parents, and spectators) at events, meetings, clinics, and competitions, including all such events sponsored by member clubs.
- L. Officials and administrators shall behave in a responsible manner, and will refrain from using any alcohol, tobacco, or illegal substances while acting in any official capacity with athletes present.

II. Failure to comply with any portion of this Code of Conduct or ASI Rules and Regulations will result in disciplinary action. Temporary measures may be immediately taken pending review by the Officials Committee or the National Board of Review.

- A. An official or non-athlete member may not be allowed to participate in any or all practices, meets, camp activities, or meetings.
- B. An official or non-athlete member may be requested to leave the aquatic facility and/or lodging, meeting, or camp for the duration of the event.
- C. An official or non-athlete member may be financially responsible for any damage caused by him or her.
- D. An official may be decertified, suspended from officiating, and/or required to be retrained in any or all official positions after review by the Officials Committee.
- E. An official or non-athlete member may be suspended from USA Swimming subject to the National Board of Review.

Code of Conduct for Non-Members

Non-Members are expected to abide by the same Code of Conduct as other non-athlete members at any practice, meet, or ASI-sponsored event, including events sponsored or run by ASI member clubs. Failure to comply will result in a warning, and/or removal from the venue. Incidents during competition may be subject to review.

Repeated or serious infractions may result in a ban from future ASI-sponsored events.

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KKW is fortunate to have very committed parents as we need help from everyone to support the mission and vision of our team.

1. Each family is required to volunteer a minimum of 30 hours per year, primarily at time trials and swim meets.
2. Accounts will be billed \$30 per unfulfilled volunteer hour.
3. Volunteer hours can be fulfilled by parents and family members as well as friends and other families.

Swim meet and time trial volunteer opportunities include Timing, Officiating, Hospitality contributions, and Concessions. Additional volunteer opportunities include the 4th of July Parade, Blueberry Festival, Winter Arts Fair, and Coffee sales.

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Fundraising is a way for our club to maintain and add many extras to our club which we cannot do without the fundraising efforts of our members. KKW will make efforts throughout the season to assist families with their fundraising requirements. Any fundraising over the requirement will benefit KKW and not be credited to individual accounts.

1. All Swimmers are required to participate in fundraising for the team throughout the season, unless opting to pay higher monthly dues. Each individual account will be required to raise a minimum of \$619 by May of each year.
2. If an account is unable to raise the minimum amount by the end of the season, the remaining amount will be billed to their account.
3. If a family leaves the team early, they will be responsible for a prorated amount of the required \$619 depending on how many months they participated on the team.
4. All swimmers will be billed for a book of raffle tickets regardless of whether they will be participating in fundraising or not. It is your responsibility to sign this book out.

Main Fundraising Opportunities

Fall Raffle (October-December) Swim-A-Thon (January-March) Sponsorship (May)

Additional Fundraising Opportunities

Coffee Sales (Year-Round)

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Meet Schedule 2020-2021

<u>Date</u>	<u>Meet</u>	<u>Location</u>	<u>Who</u>
31 August 2020	2020-2021 season start		
15 September 2020	Parent Meeting		
25-26 September	High School Meet	Ketchikan -Virtual	KKW Hosted Virtual-Volunteers needed
26 September 2020	Time Trial AM	Ketchikan	All Swimmers
23-24 October 2020	High School Meet	Ketchikan Hosted	KKW Hosted-Volunteers needed
24 October 2020	Time Trial AM	Ketchikan	All Swimmers
TBD October 2020	Sitka - Dual Sanctioned	Sitka	All Swimmers
13-15 November 2020	November Rain	Petersburg	All Swimmers
20-21 November 2020	High School Meet	Ketchikan -Hosted	KKW Hosted High School Regionals
4-5 December 2020	High School meet	Anchorage	High School
5 December 2020	10 and under Postal Meet	Ketchikan	All Swimmers
11-13 December 2020	Mike Smithers	Ketchikan	All Swimmers
16-17 January 2021	Winter Games South	Craig	All Swimmers
23 January 2021	Time Trial	Ketchikan	All Swimmers
29-31 January 2021	Senior Championship	Anchorage	Qualifying Times Required
12-14 February 2021	Age Group Championship	Fairbanks	Qualifying Times Required
20 February 2021	Time Trial	Ketchikan	All Swimmers
TBD (May 1 or 8)	2021 Swim-A-Thon	Ketchikan	All Swimmers
4-7 March 2021	Oregon Region 12 Champs	Oregon	Qualifying Times Required
11-14 March 2021	Speedo Sectional Champs	Federal Way, WA	Qualifying Times Required
20 March 2021	Time Trial	Ketchikan	All Swimmers
26-28 March 2021	Northwest Age Group Champs	Federal Way, WA	Qualifying Times Required
2-4 April 2021	Southeast Champs	Juneau	All Swimmers
10 April 2021	Time Trial	Ketchikan	All Swimmers
22-25 April 2021	Alaska JO State Championship	Anchorage	Qualifying Times Required
14 May 2020	End of Season Banquet	Ketchikan	All Swimmers
18-20 June 2021	Midnight Sun Invite	Fairbanks	All Swimmers
23-25 July 2021	Summer Championship	Anchorage	Qualifying Times Required

*Starting January 1, 2021 all travel based on ratified 2021 budget.

**Not included on current schedule; High School meets October 9-10 and November 6-7.