



*PROMOTING THE DEVELOPMENT OF LIFE SKILLS THROUGH THE SPORT OF SWIMMING*

# **VELOCITY TEAM HANDBOOK**

**September 1, 2020**

**Thru**

**August 31, 2021**

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## Note to Parents:

This handbook expands upon and further explains the membership agreement each family must sign when they join the team. This handbook will be updated each swim year on September 1st. Please read it, understand it with the intent to fulfill the responsibilities described.

## New Swimmers/Trial Period Swimmers:

**PLEASE NOTE: For the 2020-2021 season, we will NOT be offering a trial period or taking new swimmers (siblings of current swim families excluded), until after our indoor pools are up and running at full capacity.** Once pools are open, the following information applies to new/trial swimmers: you must complete your online registration and pay a non-refundable \$50 fee BEFORE you will be allowed in the water to practice or compete. Your trial period is good for up to one calendar month. If you start on the 1st of the month, your trial will end at the end of the month. If you start on the 15th of the month, your trial will still end at the end of the month. If you stay with the team this fee will be credited to your account and can be used to help pay for the USA Swimming registration fee..

## Returning Swimmers:

All returning swimmers must:

- Be registered for the 2020-2021 season **BEFORE the first practice of the 2020-2021 swim year.**
- Parents must sign, date, and return the membership agreement BEFORE their swimmers are allowed in the water.
- First month's dues and 2020-2021 registration fee must be paid in full to be allowed in the water to practice.
- Your account balance from the 2019-2020 season must be paid in full to be allowed in the water to practice.
- Swimmers who are 18 years of age or older must have proof of completion of athlete protection training prior to attending their first practice of the 2020-2021 season.

## Safe Sport/Minor Athlete Abuse Prevention Policy

USA Swimming is committed to fostering a fun, healthy and safe environment for all of its members. For that reason, they have created a Safe Sport program and put in place a Minor Athlete Abuse Prevention Policy (MAAPP). During the online registration process, you will also be electronically "signing" that you have read, and you have had your swimmer(s) read the MAAPP policy. Any violations to the code of conduct will be handled by the coaches on deck and/or at the discretion of the board of directors.

The Velocity Swimming Board of Directors HIGHLY encourage all parents and athletes ages 12 and older to take a few minutes to watch USA Swimming's free online athlete protection training videos.

One of the biggest issues we have seen with violations to Safe Sport policies, is cell phone usage in the locker rooms. **Cell phones, tablets, or any device that has a camera on it may not be used for ANY reason at ANY time in ANY locker room.** This rule applies to EVERYONE - coaches, parents, swimmers, siblings, and guests.

For more information on USA Swimming's Safe Sport policies, please visit our team website, and click on

“Safe Sport” under the Parents tab.

## **Athlete Protection Training: All athletes 18 and Older:**

All athletes who will be turning 18 or who have already turned 18 before or during the 2020-2021 season MUST complete, ON OR BEFORE THEIR 18TH BIRTHDAY, the adult Athlete Protection Training offered thru USA Swimming. Failure to complete this training will result in the athlete being pulled from the water (both for practice and meets) until such time as the training is complete. There will be NO refunds of dues and/or meet fees for any missed training/meets because of failure to adhere to this policy.

## **Group Information**

### **PRE-COMP/MINNOW A & MINNOW B**

**REQUIREMENTS: Beginning/Novice Swimmers**  
**SUGGESTED MINIMUM AGE: 5 Years**  
**FUNDRAISING REQUIREMENT: None**  
**SWIM MEET REQUIREMENT: 2 allowed, none required**

Minnow Group is a pre-competitive option for swimmers ages 5 and up, who are interested in swimming and learning the 4 competitive strokes, but may not be ready for our Barracuda (Copper) group. There will be an annual registration fee of \$30, and monthly training fees of \$80. There is no fundraising requirement for this group. Swimmers in this group may attend up to two meets per year, but meets are not required for this group.

### **COMP GROUP/BARRACUDA**

**REQUIREMENTS: Must be able to swim continuous 25 yards, any stroke**  
**SUGGESTED MINIMUM AGE: 6 Years**  
**FUNDRAISING REQUIREMENT: \$250 Per Swimmer**  
**SWIM MEET REQUIREMENT: 3 of 4 home meets**

Barracuda group is offered to swimmers ages 6 and up who are new to the sport of swimming, but who already have basic knowledge of swimming, including the ability to swim a minimum of 25 yards of the pool without stopping. Barracuda group introduces swimmers to the world of competitive swimming. All swimmers in this group are expected to participate in 3 of our 4 home meets and are encouraged, but not required, to attend several away meets throughout the season.

### **COMP GROUP/PIRANHA**

**REQUIREMENTS: Must be able to swim all 4 strokes legally (Coach placement)**  
**SUGGESTED MINIMUM AGE: 8 Years**  
**FUNDRAISING REQUIREMENT: \$250 Per Swimmer**  
**SWIM MEET REQUIREMENT: 3 of 4 home meets, champs meets and travel meets encouraged**

Piranha group is offered to swimmers ages 8 and up who have a basic understanding of all 4 legal strokes and want to improve their swimming skills. Swimmers are placed in this group by coach recommendation. All swimmers in this group are expected to participate in 3 of our 4 home meets and

are encouraged, but not required, to attend several away meets throughout the season.

## COMP GROUP/SHARK

**REQUIREMENTS: Coach Placement**

**SUGGESTED MINIMUM AGE: 11 Years**

**FUNDRAISING REQUIREMENT: \$250 Per Swimmer**

**SWIM MEET REQUIREMENT: 3 of 4 home meets, high level meets highly encouraged, monthly travel meets also encouraged.**

Shark group is offered to swimmers ages 11 and up who have a solid grasp of all 4 legal strokes and want to improve their swimming skills. Swimmers are placed in this group by coach recommendation. All swimmers in this group are expected to participate in 3 of our 4 home meets and are highly encouraged to attend all high level meets for which they are qualified. Monthly travel meets are also encouraged.

## COMP GROUP/WAHOO

**REQUIREMENTS: Coach Placement**

**SUGGESTED MINIMUM AGE: 14 Years**

**FUNDRAISING REQUIREMENT: \$250 Per Swimmer**

**SWIM MEET REQUIREMENT: 3 of 4 home meets, high level meets required, monthly travel meets highly encouraged.**

Wahoo group is offered to swimmers ages 14 and up who are entering or in high school and have a solid grasp of all 4 legal strokes. Swimmers are placed in this group by coach recommendation. All swimmers in this group are expected to participate in 3 of our 4 home meets and are highly encouraged to attend all high level meets for which they are qualified. Monthly travel meets are also encouraged.

## Dues and Fees

### Annual Per Swimmer Fees

Fee	Group(s)	Billed in	Amount	Comment
USA Swimming Flex Registration <b>MINNOW ONLY</b>	Minnow	September (or first month)	\$15	Required by USA Swimming, 2 swim meets maximum per swim year allowed
USA Swimming Year Round Registration	Barracuda Piranha Shark Wahoo	September (or month of registration new swimmers only)	\$79	Required by USA Swimming, no limit on swim meet attendance
Velocity Administrative Fee	All Groups	September (or month of registration new swimmers only)	\$21	Velocity administrative fee used to help offset administrative costs of the team

Hospitality Fee	Barracuda Piranha Shark Wahoo	Month of Home Meet	\$5-\$10	Hospitality Fees will be billed to your account the month of a <b>home meet</b> . Short course meets will have hospitality fees of \$5.00 per swimmer/per meet. Long course meets will have hospitality fees of \$10 per swimmer/per meet.
Dues Offset (Fundraising)	Barracuda Piranha Shark Wahoo	June	\$250	This is a per swimmer charge that can be reduced via fundraising.
Late Registration Fee	Barracuda Piranha Shark Wahoo	Returning swimmers registering after September 30, 2020	\$200	Returning swimmers are expected to register at the beginning of the new swim year (September 2020). A late registration fee will be charged to any returning swimmers who do not register during the month of September.

## Training Fees

Training fees for each group are outlined in the table below. Training fees are charged to your account on the first of the month and are due by the 15th of the month.

Practice Group	Monthly Dues	Maintenance Fee **
Wahoo	\$160	\$50
Shark	\$140	\$50
Piranha	\$95	\$50
Barracuda	\$85	\$50
Minnow	\$80	\$50

\*\* A maintenance fee **MAY** be charged to your account in the following scenario:

- The team encounters a situation where we do not have access to a pool and can only participate in limited dryland/virtual meetings. Every registered swimmer will be placed in a maintenance hold and charged \$50 per month to cover team administrative costs during the team shut down.

## Training Fees: Special Cases: High School Athletes

High school athletes participating in high school swimming through their respective high school will be required to pay a \$50 per month maintenance fee to the team during their high school season. This fee will allow high school athletes the ability to attend USA Swimming sanctioned events during their high school season, will maintain their place on the team, and will allow any high school times achieved during an OBSERVED meet to be counted towards their USA Swimming times. \*\*\* Athletes paying the maintenance fee will NOT be allowed to practice/train with the team during their high school season. \*\*\* Boys high school season is tentatively scheduled for January/February 2021. Girls season is tentatively scheduled for March/April 2021

\*\*\* High school athletes who wish to continue to TRAIN with the team during their high school season will continue to pay their regular monthly dues and will be guaranteed pool time with the team during the high school season. High school athletes wishing to continue their team training during high school season will have the opportunity to OPT-IN to team training on the team website in the month leading up to the start of their high school season. OPTING-IN to training will be similar to signing-up for a swim meet. Look for an email from the HEAD COACH explaining this in more detail as we get closer to the start of high school swimming.

## Training Fees: Special Cases: College Athletes

College athletes who will be attending college away from home, but who want to swim with the team during their breaks (Thanksgiving, Christmas, and Spring break) must first register with the team for the 2020-2021 swim year (\$100), and provided that **we have space available**, may swim with the team, dues free, during their break. Please contact Coach Mike ahead of time to make sure there is space available.

College athletes who are learning remotely and want to swim with the team will need to register with the team and pay their monthly dues, just as any other year round athlete. If they return to school at some point, they just need to let the team know ([billing@velocity-swimming.com](mailto:billing@velocity-swimming.com)) and their account will be put on hold and no dues will be charged unless they return to the team full-time (such as in the summer)

College athletes who want to swim with the team in the summer of 2021 must register for the 2020-21 season and pay full dues for the months they are in the water.

## Other Charges/Fees

Fee	Billed in	Amount	Comment
Team Cap	Month of purchase	\$10 Silicone \$12 Dome-pro	Swimmers must wear our teal swim cap when



			participating in meets
Team Suit	Month of purchase	\$45-\$65	All swimmers are required to wear Arena brand suit during meets.
<b>Swim Meet Surcharges - Please read carefully, changed for the 2020-21 season</b>	Month of meet	Depends on number of swimmers attending the meet, the location of the meet, and the number of coaches attending the meet	Because of budget uncertainties caused by COVID-19, families who attend away meets (if and when those meets are available) will be billed for an equitable share of the coach's travel expenses.
Credit Card/ACH Convenience Fee	Every card transaction	\$0.30 per transaction, plus 2.95% of the total transaction amount	If you choose to pay your bill by Credit Card or ACH transaction, your account will be billed a convenience fee to help offset merchant fees
Late Payment Fee	16th of month when account past due	\$25	Please keep your account current to avoid late fee charges
Unworked volunteer hours	Month of home meet	\$25 per unworked hour	Please volunteer at our home meets to avoid this charge

## Dues Offset/Fundraising

To help keep our monthly training fees reasonable, we ask families to participate in fundraising for the team. **Each swimmer is required to raise a minimum of \$250.** There are three types of fundraisers we currently offer:

**Swim-a-thon:** Swim-a-thon is an annual fundraising event. Swimmers swim for 2 hours or 200 laps, whichever comes first. Swimmers can collect per lap donations and/or donations for participation in the swim-a-thon. We try to make it a fun day for the kids with music, snacks, and treats.

**Corporate Sponsorships:** Do you own your own company or know someone who does? Corporate sponsorships are a great way to fundraise for the team. 100% of the corporate money you bring in goes towards your swimmer(s) fundraising requirement.

**Scrip:** Purchase gift cards from America's most popular retailers through Great Lakes Scrip Center (GLSC) and use them for your everyday purchases. You earn money with each gift card purchase. Scrip gift cards are the same gift cards you can purchase from the retailer. Our fundraising group does a Scrip order about once a quarter. Watch your email, Facebook, and team website for more information on placing an order.

## Practice Group Assignments and Changes

Practice group assignments and changes are made in consultation with the swimmer's parent and lead group coach, with final placement based on the recommendation of the coaching staff for the success of the swimmer. Should a family wish to appeal this placement they must contact the Head Coach. If the issue is still not resolved to the family's satisfaction, the family should contact the Board President ([boardpresident@velocity-swimming.com](mailto:boardpresident@velocity-swimming.com)) who will submit it to the Executive Committee to be reviewed at the next scheduled meeting. The decision of the Executive Committee will be final.

## Important Billing Information

- Training fees (dues) are AUTOMATICALLY charged on the 1st of each month in our online TEAMUNIFY billing system
- Training fees (dues) are NOT prorated for partial months. You pay for the full month. No exceptions. No refunds.
- You MUST email [billing@velocity-swimming.com](mailto:billing@velocity-swimming.com) by the 20th of the month to notify our billing department if your swimmer will be out of the water the following month. Once dues are charged on the 1st, there will be NO refunds.
- **Payment is due by the 15th of every month**
- **Late payment fee:** \$25.00 if payment is not postmarked by the 15th.
- Velocity will assess a \$35.00 fee for NSF checks.
- Your invoice is available to view anytime during the month by logging onto the team website.
- **Payment can be made by setting-up AUTO PAY** to draft on the 1st of each month to your checking/savings account \*\*, or to a credit card \*\*. You may also pay by check mailed to the team's P.O. Box listed on our website.
- **\*\*Convenience Fee for ACH/Credit Card Transactions:** If you pay by ACH (direct withdrawal from your checking account) or by credit card you will be charged a **\$0.30 per transaction fee plus 2.95% of the total transaction amount for each credit or ACH transaction.**

## Past Due Accounts

- **Accounts 30 days past due:** You will be notified via email from the billing department. Your swimmer will not be eligible to enter swim meets until the account is made current. **A swimmer already entered in a meet will be scratched from the meet if the account becomes 30 days late effective the first day of the meet. You will still be responsible for the meet fees regardless of the scratch.**
- **Accounts 60 days past due:** You will be notified via email from the billing department. Your swimmer will not be eligible to enter swim meets or practice with the team until the account is made current.
- **Accounts 90 days past due:** Billing department will turn over your account to the executive committee with the option to turnover to collections.

Example: Billing Month is April  
Bill Due April 1  
Bill becomes past due April 15th  
Account is charged a late fee 12:01 AM, April 16th  
Account is considered 30 days late on May 15th  
Account is considered 60 days late on June 15th  
Account is considered 90 days late on July 15th

## Swim Meet Entries

- Home swim meets are REQUIRED for all swimmers. All swimmers will be positive entered in home meets. This means your swimmer will be entered into all home swim meets without any communication from you. IF your swimmer is unable to attend the meet, you must notify the Head Coach at least 30 days before the meet AND receive approval from the Head Coach to remove your swimmer from the meet.

## Meet Fees

All swimmers are encouraged to participate in meets. All registered swimmers are required to participate in our home meets. Sign-up for a meet is done online on our team website: [www.velocity-swimming.com](http://www.velocity-swimming.com). Please contact the head coach for case-by-case exceptions to meet participation

Meet entry fees:

- Billed to your account, due on the 1st of the following month.
- Meet fees are paid by Velocity to the hosting team typically 2 weeks before the meet. Therefore, you are responsible for payment if you do not attend that meet.
- Meet fees are calculated based on the number of individual events and relays.
- Individual events are usually \$4.00 per event, however can be higher for per event for championship, regional, and zone meets.
- Relay events are typically \$3.00 per swimmer per relay.
- Surcharge fees are per swimmer and required by the LSC and are usually \$15.00 per swimmer for the meet. The LSC uses these fees for organized operations and for equipment maintenance and purchase
- Meet travel fees are paid on your own for hotel, travel, and meals.
- **For the 2020-2021 Swim Year: Due to the uncertainty of the upcoming swim year and of the availability of swim meets, families traveling to away meets that may be offered will be asked to cover the cost of coach travel for these meets. The amount each family will have to pay is dependent on the location of the meet, the number of coaches attending the meet, and the number of Velocity swimmers who will be traveling to the meet.**

Ex. calculation for 1 swimmer to attend a 2 day meet in Moses Lake with 5 individual events and 2 relays would look like this:

\$15 - Surcharge  
\$20.00 - Individual events (5 events @ \$4.00 each)  
\$6.00 - Relay events (2 relays at \$3.00 each)  
**\$41.00 - Total Meet Fees**

## Volunteer Requirements for Parents

Parents play a vital role in our organization. In order to run successful home swim meets, parents are REQUIRED to volunteer. Hosting home swim meets generates income for the team. This helps keep your monthly dues lower. For away meets you are encouraged to help out, but the hours will not count toward home meet obligations.

Please Note:

- Sign-ups for jobs at meets will be posted online on our team website
- ([www.velocity-swimming.com](http://www.velocity-swimming.com)) and you will be notified by email to go on and sign-up for shifts.

- You may not sign-up or write-info shifts that do not exist.
- If a shift in a particular area is filled, you may not earn hours for working there during that shift.
- If you sign-up for a shift and are unable to work that shift, it is your responsibility to find a replacement and notify the volunteer coordinator prior to the first day of the meet. Failure to show up for an assigned shift will be charged a no-show fee of \$25 per hour.
- Unworked hours will be billed to your account at a rate of \$25 per hour

MEET	MEET TYPE	ELIGIBILITY	PER FAMILY REQUIREMENT
Apple Capital (Jun)	Home	All Swimmers	16 hours
Starlight (Jun)	Home	All Swimmers	16 hours
IES Long Course Champs (Jul)	Championship	All Swimmers	2 hours (timing or officiating)

## TEAM UNIFORM AND APPAREL

### Caps:

All Velocity swimmers are **required to wear Velocity swim caps** when they compete.

### Suits:

We ask that swimmers also wear the team swimsuit. It is available to purchase through our partnership with Sylvia's Swimwear. If your swimmer does not like the fit of the team suit, then any Arena brand suit will do. The link is available on our team website [www.velocity-swimming.com](http://www.velocity-swimming.com). Warm-up, swim bags, and additional personalized gear are also available on this site.

### Team T-Shirts/Sweatshirts/Hats/Etc:

At least twice a year we do a team apparel order for t-shirts, sweats and sweatshirts, hats, etc. These are done through our apparel coordinator. Please watch the team website, newsletters, Facebook, and team email for more information on dates.

### Kickboards/Fins/Hand Paddles/Pool Buoys/Snorkel/Equipment Bags:

Due to the limited amount of equipment available at our pools, we ask that swimmers in the Wahoo, Shark, and Piranha groups buy their own equipment. Please see below for per-group equipment requirements. This equipment list can also be found on our team website ([www.velocity-swimming.com](http://www.velocity-swimming.com)) with links to the products.

Group	Kick Board Arena	Fins Arena Power Fins	Monofin Finis	Hand Paddles Arena	Pool Buoy Arena	Equipment Bag Arena	Snorkel Arena

<b>Wahoo</b>	✓	✓	✓	✓	✓	✓	✓
<b>Shark</b>	✓	✓	Optional	✓	✓	✓	✓
<b>Piranha</b>	✓	✓	✗	✗	✓	✓	✓
<b>Barracuda</b>	Provided	Provided	✗	✗	Provided	✗	✗
<b>Minnow</b>	Provided	Provided	✗	✗	Provided	✗	✗

## Team Communication

Team communication is accomplished primarily through the Velocity website ([www.velocity-swimming.com](http://www.velocity-swimming.com)), Facebook, email, and text message via the Remind app. Current information and upcoming events will be found on the homepage of the website. A username and password to login to the site will be sent to you after registration has been completed. Logging into the website allows you to view current invoices, sign-up for volunteer jobs, sign-up for swim meets and other events, as well as see other information not available to non-members.

REMIND AUTO TEXT EMERGENCY COMMUNICATION: Link up for our most urgent team communications, practice changes, emergency notifications etc. by joining in at <https://www.remind.com/join/velocitya>. This is the #1 tool for day-of and emergency communiques! The phone app is available on several operating systems.

**It is your responsibility to keep a current email on file. Failure to read emails or keep a current email on file is not grounds for any missed obligations including swim-a-thon, fundraising, volunteer requirements, etc.**

## Photo/Video Policy

Photos/Video may be periodically taken of athletes (both above and below the surface of the water) and used on Velocity Swimming's website, Facebook page, Wenatchee World newspaper, or other team publicity as deemed appropriate. Please email [webadmin@velocity-swimming.com](mailto:webadmin@velocity-swimming.com) if you do NOT want photos/videos of your child(ren) used. Otherwise, by agreeing to this membership policy, and completing your online registration, you give your consent to this understanding.

## Appeal Process

### Membership Agreement Appeal Process:

Should a family wish to appeal a Membership Agreement issue, they shall contact the Board President

(boardpresident@velocity-swimming.com) with this request, which will then be presented by the President to the Executive Committee. The Executive Committee will review the request at the next scheduled meeting. The decision of the Executive Committee on the issue will be final.

### **Disciplinary Actions Appeal Process:**

All swimmer disciplinary actions shall be the responsibility of the Head Coach, in conjunction with the swimmer's Group Coach. Should a family or swimmer not be satisfied with an action in this category, the family should first contact the swimmer's Group Coach. If the issue is not resolved at that level, the family should then contact the Head Coach. If the issue is still not resolved, the family should contact the Board President who will submit it to the Executive Committee to be reviewed at the next scheduled meeting. The decision of the Executive Committee will be final.