



PROMOTING THE DEVELOPMENT OF LIFE SKILLS THROUGH THE SPORT OF SWIMMING

VELOCITY TEAM HANDBOOK

September 1, 2021

Thru

August 31, 2022

Revised Feb 28, 2022

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:

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 2021-2022 season **BEFORE the first practice of the 2021-2022 swim year.**
- Parents must sign, date, and return the membership agreement BEFORE their swimmers are allowed in the water.
- First month's dues and 2021-2022 registration fee must be paid in full to be allowed in the water to practice.
- Your account balance from the 2020-2021 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 2021-2022 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 2021-2022 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 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: All home meets REQUIRED, meet travel encouraged

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. The 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: All home meets REQUIRED, meet travel 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: All home meets REQUIRED, 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: All home meets REQUIRED, 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 MINNOW ONLY	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)	\$85	Required by USA Swimming, no limit on swim meet attendance
Velocity Administrative Fee	All Groups	September (or month of registration new swimmers only)	\$15	Velocity administrative fee used to help offset administrative costs of the team
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, 2021	\$200	Returning swimmers are expected to register at the beginning of the new swim year (September 2021). 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	Installment (11 equal payments Sept - July ** WAHOO See Special cases below)	Seasonal (billed monthly for the months you swim only)	Paid In Full Upfront (5% Discount)
Wahoo	\$160	\$210	\$1463.00 (High School) \$1672.00 (Year Round)
Shark	\$140	\$190	\$1463.00
Piranha	\$95	\$145	\$992.75
Barracuda	\$70	\$120	\$731.50
Minnow	\$60	NA	NA

Training Fees: Special Cases: High School Athletes

High school athletes participating in high school swimming through their respective high school must be registered with Velocity for the 2021-2022 season and 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 continue to train with Velocity during their high school season, 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. Maintenance months for girls swimming are September/October 2021. Maintenance months for boys swimming are December 2021/January 2022

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 2021-2022 swim year (\$100), with the team, dues free, during their break. Please contact the head coach 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) 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 2022 must register for the 2021-22 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	\$50+	All swimmers are required to wear Arena brand suit during meets.
Swim Meet Surcharges	Month of meet	40% of coach travel cost	If fewer than 10 swimmers attend an away meet and want a coach to travel with them, they will need to split 40% of the coach's per diem travel fees evenly between the attending swimmers.
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 (Installment/Paid Upfront Swimmers only)

To help keep our monthly training fees reasonable, we ask families to participate in fundraising for the team. **Each swimmer who is swimming year round (installment or paid up-front) is required to raise a minimum of \$250. Seasonal swimmers and Minnow swimmers do NOT have fundraising requirements.** There will be fundraising opportunities throughout the swim year.

Practice and Meet expectations

- Parents/guardians must remain in the facility during practice times for any athletes ages 10 and under
- Athletes must be picked up immediately at the end of their scheduled practice time. A 5 minute grace period will be provided before a \$1.00 per minute charge is applied to team accounts for anyone picking up their athlete more than 5 minutes late after practice. Please respect our coaches time and pick your child(ren) up on time!
- The pool deck is for coaches and athletes only. Parents may sit in bleachers or benches around the pool area. Please do not engage in conversation with the coaches during practice time and reserve your

questions/comments for their posted office hours or before/after practice.

- An adult 18 or over must accompany athletes to all home and/or away meets.
- All swimmers, parents, and visitors must comply with individual pool policies and procedures. As guests of these pool facilities, lack of compliance by swimmers and/or their parents may result in disciplinary actions.
- All swimmers and families must abide by the Velocity Code of Conduct at all times when representing Velocity Swimming. The code of conduct can be found on the team website and is also signed during the registration process.

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) 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 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 Requirements

- Home swim meets are REQUIRED for all swimmers. All swimmers will be positively 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 and the family cannot volunteer at 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, however your family will still be charged a \$100 fee for a missed meet unless you make other arrangements with the executive board (email: execboard@velocity-swimming.com)

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. 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 the 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 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 less than \$20 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.
- If fewer than 10 swimmers attend an away meet and want a coach to travel with them, they will need to split 40% of the coach's per diem travel fees evenly between the attending swimmers.

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) 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	DATES	MEET TYPE	ELIGIBILITY	PER FAMILY
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				REQUIREMENT
Very Scary Open	Oct 30-31, 2021	Home	All Swimmers	6 hours
Christmas Open	Dec 4-5, 2021	Home	All Swimmers	6 hours
Junior Champs	Feb 11-13,2022	Championship	14 and Unders Only Time Standard Meet	2 hours (timing or officiating)
IES Short Course Junior Olympics	Mar 4-6, 2022	Championship	Time Standard Meet	2 hours (timing or officiating)
AGR Regionals	TBD (Mar)	Championship	14 and Unders Only Time Standard Meet	Please help with timing if you can
Mayflower Developmental	Apr 30 2022	Home	All Swimmers	2 hours
Apple Capital	June 3-5, 2022	Home	All Swimmers	16 hours
Starlight	Jun 24-26, 2022	Home	All Swimmers	16 hours
IES Long Course Junior Olympics	Jul 22-24, 2022	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. 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. Warm-up, swim bags, and additional personalized gear are also available on this site.

Team T-Shirts/Sweatshirts/Hats/Etc:

Team apparel can be purchased year round. Please see the team website for more information.

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. Please note that equipment requirements might change once swim year is underway. Please see the equipment requirements page on the team website (www.velocity-swimming.com) with links to the products and most updated equipment requirements.

Group	Water Bottle	Kick Board Arena	Fins Arena Power Fins	Hand Paddles Finis Agility	Pool Buoy Arena	Equipment Bag Arena	Snorkel Arena
Wahoo	✓	✓	✓	✓	✓	✓	✓
Shark	✓	✓	✓	✓	✓	✓	✓
Piranha	✓	✓	✓	✗	✓	✓	✓
Barracuda	✓	Provided	Provided	✗	Provided	✓	✗
Minnow	✓	Provided	Provided	✗	Provided	✗	✗

Team Communication

Team communication is accomplished primarily through the Velocity website (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 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.