



PROMOTING THE DEVELOPMENT OF LIFE SKILLS THROUGH THE SPORT OF SWIMMING

VELOCITY TEAM HANDBOOK

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 evaluated at least annually by the Board of Directors and will be updated as needed. 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 season **BEFORE the first practice of the swim season they will be returning to. This may be the Short Course Season or the Long Course Season.**
- Parents must sign, date, and return the membership agreement BEFORE their swimmers are allowed in the water.
- The first installment payment or payment in full for the season or clinic and the required registration fees must be paid in full to be allowed in the water to practice.
- Any outstanding balance from a prior period 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 swim 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 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.

Practice Group Information - Short Course & Long Course Seasons

Pre-Team

Offered only during the Short Course season, the Pre-Team is for swimmers 5 to 8 years of age not yet ready to commit to full competition but who want to begin learning the competitive strokes and have a team-like experience.

Ages: 5 to 10 years old

Ability Requirements: To join the Pre-Team, swimmers must at a minimum:

- Be comfortable in the water.
- Be able to float on their stomach with their face in the water.
- Be able to float on their back with their ears in the water.
- Swim unaided on their stomach or back for at least 12 ½ yards.

Practices: Practices are typically offered twice per week. For best results, we recommend that swimmers attend both weekly practice sessions.

Competitions (Meets): Pre-Team members can participate in a maximum of 2 meets during the Short Course season but are not required to participate.

10 & Under

Our 10 & under group is for swimmers 10 years of age and younger ready to commit to competition, whether novice or experienced.

Ages: 10 years old and younger

Ability Requirements: To join the 10 & Under group, swimmers must at a minimum:

- Be comfortable in the water.
- Be able to float on their stomach with their face in the water.
- Be able to float on their back with their ears in the water.
- Swim unaided on their stomach for at least 25 yards.
- Swim unaided on their back for at least 25 yards.

Practices: Practices are typically offered four times per week. For best results, we recommend that swimmers attend an average of at least three practice sessions per week.

Competitions (Meets): We strongly encourage our 10 & under swimmers to participate in meets, particularly meets we host and all championship meets for which they qualify. Performance at meets is one way in which we measure our swimmers' individual progress as well as our team's progress.

11-12

Our 11-12 group is for swimmers 11-12 years of age ready to commit to competition, whether novice or experienced.

Ages: 11-12 years old

Ability Requirements: To join the 11-12 group, swimmers must at a minimum:

- Be comfortable in the water.
- Be able to float on their stomach with their face in the water.
- Be able to float on their back with their ears in the water.
- Swim unaided on their stomach for at least 25 yards.
- Swim unaided on their back for at least 25 yards.

Practices: Practices are typically offered four times per week. For best results, we recommend that swimmers in this group attend all four weekly practice sessions.

Competitions (Meets): We strongly encourage our 11 & under swimmers to participate in meets, particularly meets we host along with all championship meets for which they qualify. Performance at meets is one way in which we measure our swimmers' individual progress as well as our team's progress.

13-14 (not in high school)

Our 13-14 group is for swimmers 13-14 years of age not in high school who are ready to commit to competition, whether novice or experienced.

Ages: 13-14 years old (not in high school)

Ability Requirements: To join the 13-14 group, swimmers must at a minimum:

- Be comfortable in the water.
- Be able to float on their stomach with their face in the water.
- Be able to float on their back with their ears in the water.
- Swim unaided on their stomach for at least 25 yards.
- Swim unaided on their back for at least 25 yards.

Practices: During the Short Course season, practices are typically offered six times per week. For best results, we recommend that swimmers in this group attend an average of at least five practice sessions per week. During the Long Course season, practices are typically offered five times per week. For best results, we recommend swimmers attend all five weekly practice sessions.

Competitions (Meets): We strongly encourage our 13-14 swimmers to participate in meets, particularly meets we host along with all championship meets for which they qualify. Performance at meets is one way in which we measure our swimmers' individual progress as well as our team's progress.

15 & Over (includes swimmers age 14 currently in high school)

Our 15 & over group is for swimmers 15 years of age and older (including swimmers

age 14 currently in high school) who are ready to commit to competition, whether novice or experienced.

Ages: 15 years old and older (includes 14 year olds currently in high school)

Ability Requirements: To join the 15 & Over group, swimmers must at a minimum:

- Be comfortable in the water.
- Be able to float on their stomach with their face in the water.
- Be able to float on their back with their ears in the water.
- Swim unaided on their stomach for at least 25 yards.
- Swim unaided on their back for at least 25 yards.

Practices: During the Short Course season, practices are typically offered six times per week. For best results, we recommend that swimmers in this group attend an average of at least five practice sessions per week. During the Long Course season, practices are typically offered five to seven times per week. For best results, we recommend swimmers in this group attend all practice sessions offered.

Competitions (Meets): We strongly encourage our 15 & over swimmers to participate in meets, particularly meets we host along with all championship meets for which they qualify. Performance at meets is one way in which we measure our swimmers' individual progress as well as our team's progress.

Practice Group Information - Spring Tune Up

8 & Under

Our 8 & under group is for swimmers 8 years of age and younger interested in either tuning up their strokes for the coming long course season or getting a jump start on their summer league season.

Ages: 8 years old and younger

Ability Requirements: To join the 8 & under group, swimmers must at a minimum:

- Be comfortable in the water.
- Be able to float on their stomach with their face in the water.
- Be able to float on their back with their ears in the water.
- Swim unaided on their stomach for at least 25 yards.
- Swim unaided on their back for at least 25 yards.

Practices: Practices are typically offered four times per week. Because Spring Tune Up is structured as a clinic, for best results, we recommend that swimmers attend all weekly sessions offered.

Competitions (Meets): During Spring Tune Up, Velocity hosts an intersquad meet called the Black & Teal meet. We highly encourage all Spring Tune Up participants to attend this fun, friendly, introductory level meet.

9-12

Our 9-12 group is for swimmers 9 to 12 years of age interested in either tuning up their strokes for the coming long course season or getting a jump start on their summer

league season.

Ages: 9 to 12 years old

Ability Requirements: To join the 9-12 group, swimmers must at a minimum:

- Be comfortable in the water.
- Be able to float on their stomach with their face in the water.
- Be able to float on their back with their ears in the water.
- Swim unaided on their stomach for at least 25 yards.
- Swim unaided on their back for at least 25 yards.

Practices: Practices are typically offered four times per week. Because Spring Tune Up is structured as a clinic, for best results, we recommend that swimmers attend all weekly sessions offered.

Competitions (Meets): During Spring Tune Up, Velocity hosts an intersquad meet called the Black & Teal meet. We highly encourage all Spring Tune Up participants to attend this fun, friendly, introductory level meet.

13 & Over

Our 13 & over group is for swimmers 13 years of age and older interested in either tuning up their strokes for the coming long course season or getting a jump start on their summer league season.

Ages: 13 years old and older

Ability Requirements: To join the 13 & over group, swimmers must at a minimum:

- Be comfortable in the water.
- Be able to float on their stomach with their face in the water.
- Be able to float on their back with their ears in the water.
- Swim unaided on their stomach for at least 25 yards.
- Swim unaided on their back for at least 25 yards.

Practices: Practices are typically offered five times per week. Because Spring Tune Up is structured as a clinic, for best results, we recommend that swimmers attend all weekly sessions offered.

Competitions (Meets): During Spring Tune Up, Velocity hosts an intersquad meet called the Black & Teal meet. We highly encourage all Spring Tune Up participants to attend this fun, friendly, introductory level meet.

Practice and Meet Expectations

- Swimmers should arrive on time and be prepared for the practice or meet.
- Swimmers must be picked up immediately at the end of their scheduled practice times. Please respect our coaches' personal time and pick your swimmer 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 swimmers to all home and/or away meets.

- All swimmers, parents, and visitors must comply with individual pool policies and procedures. As guests of these facilities, lack of compliance by swimmers and/or their parents may result in disciplinary action.
- 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 signed during the registration process.

Important Billing Information

- Season fees are charged based upon the option chosen when completing the Membership Agreement.
- Season fees will be added to your account in the TEAMUNIFY billing system
- Season fees are NOT prorated. When signing up for a season, you agree to the total fees for the season. Installment payment plans may be available.
- You are REQUIRED to pay for the entire season your swimmer has been registered in which to participate. If your swimmer chooses to stop swimming, the entire season fees are owed. Space is limited in our practice groups, your swimmer has taken a slot on the team and if your swimmer quits mid-season, we will not be able to have another swimmer join at that time.
- There are no refunds.
- Velocity will assess a \$35.00 fee for NSF checks.
- Signing up for an installment plan for a season has a **Payment due date of the 15th of every month.**
- If payment is not post marked by the 15th, a late payment fee of \$25 will be assessed.
- 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.
- A Convenience Fee for ACH/Credit Card Transactions will be assessed. Refer to the current membership agreement for the ACH or credit card transaction fees.

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

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

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.
- Any open account balances from prior seasons must be paid before registering for an upcoming season.

Swim Meet Entries

- As a competitive swim team, we encourage all swimmers to attend all swim meets they have qualifying times to compete in.
- Many meets do not have qualifying times making them open to all swimmers.

Meet Fees

All swimmers are encouraged to participate in 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 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.

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:

Surcharge	\$15 -
Individual events (5 events @ \$4.00 each)	\$20.00 -
	\$6.00 -

TEAM UNIFORM AND APPAREL

Our swim team is sponsored by Arena apparel. When ordering gear please make sure you order or purchase Arena suits etc. Please contact our apparel committee at apparel@velocity-swimming.com with any questions.

Caps:

All Velocity swimmers are **required to wear Velocity swim caps** when they compete at meets. Included in the registration fees paid for short course and long course seasons are two swim caps. Additional caps can be purchased if needed.

Suits:

We ask that swimmers also wear the team swimsuit. It is available to purchase through our partnership with SwimOutlet. 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 or you can go to www.swimoutlet.com. Warm-up, swim bags, and additional personalized gear are also available on this site.

Team T-Shirts/Sweatshirts/Hats/Etc:

Each short course and long course swim season fees will include a team t-shirt and two swim caps. Swimmers should wear the t-shirt at all swim meets during that season. The swim caps should be used for practice and are required for swim meets. Our team website includes a link to purchase t-shirts, sweats, water bottles, sweatshirts, and hats, etc. Please contact our apparel coordinator at apparelcommittee@velocity-swimming.com with any questions.

Practice Gear

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 11-12, 13-14, and 15 and over groups buy their own equipment. Please see below for per-group equipment requirements. The equipment list can be found on our team website (www.velocity-swimming.com) with links to the products.

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/velocityal>. 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.