



## **SHOCKWAVE AQUATIC TEAM HANDBOOK**

Shockwave Aquatics (“SWAT”) is operated by Tupelo Aquatic Club, Inc. as a not-for-profit organization. SWAT is managed by Head Coach Lucas Smith & Assistant Coach Barbara Aguirre and the SWAT Board of Directors.

### **MISSION STATEMENT**

The mission of Shockwave Aquatic Team is to develop student athletes throughout Tupelo & North Mississippi by providing quality coaching, necessary training and encouragement among all age groups. Shockwave’s goal is to empower young people to be champions in and out of the water for a lifetime.

This handbook is a guide to help orientate parents and swimmers to the Shockwave Aquatics team (SWAT). Whether you are a new or returning Shockwave parent/swimmer, please read the following guidelines which outline the policies and procedures of Shockwave.

### **ABOUT SHOCKWAVE**

We are a year-round, competitive swim program that is dedicated to advancing the sport of swimming in North Mississippi. The SWAT coaching staff offers many years of experience and success to help develop swimming skills in a quality program. We offer a variety of practice groups based on abilities and goals. Swimmers must be at least 5 years of age by September 1 of the current calendar year in order to participate in Shockwave. Our purpose is to allow your child to have fun with the sport and to develop into a swimmer that can achieve unlimited success.

Each child is different and progresses at their own rate. Our practice groups have their own specific goals and objectives. The coaching staff

makes group assignments based on each swimmer's physical, mental and emotional level of development.

## **PRACTICE FACILITY**

Shockwave rents lane space and practices in the Tupelo Aquatic Center located at 692 N. Veterans Blvd. in Tupelo. Tupelo Aquatic Center in no way has any affiliation with the management and operation of Shockwave Aquatics. We are guests of the Aquatic Center and must adhere to any guidelines in this Handbook and subsequent communication that Tupelo Aquatic Center has required or may require in the future. Any changes that affect Shockwave will be communicated via email. **Please adhere to any requests from Tupelo Aquatic Center.**

The state-of-the-art facility houses a Myrtha Competition pool that is 20 lanes (25 yards) and 8 lanes (50 meters). In addition the Aquatic Center has Men's and Women's locker rooms with showers (lockers are available to rent from the Aquatic Center), two Colorado Time System Scoreboards, seating capacity for 900 spectators, meet management space and a separate 3,000 square foot teaching pool.

## **WEBSITE & COMMUNICATION**

We exclusively use our website, **shockwaveaquatics.com**, for all of our registration, communication, meet sign up, parent volunteer sign up and billing. You will be required to sign in and create your own personal account and password for electronic payment processing. This site will be maintained frequently and we encourage you to visit the website often to stay informed. You will also go here to check the status of your account. Please get into the habit of checking the website before you email a coach or the office manager with questions.

## **SHOCKWAVE ACCOUNT**

You will create your own, secure account using your email and password. This is YOUR account to manage and maintain and you have 24/7 access to it. It is your responsibility to keep the information in your account current. You may check the status of your account at anytime by logging in

to your account and then clicking on **MY ACCOUNT**. Then click on **MY INVOICES/PAYMENTS** to see your invoice or billing history. Please get into the habit of checking your account regularly just as you would a bank account or a credit card account!

## **OFFICE HOURS**

Shockwave maintains a club office in the Aquatic Center per our rental agreement with Tupelo Aquatic Center. We do not have specific office hours, so the best way to communicate to the office manager, Merrie Hughes, is to contact her by email at [\*\*shockwavewebmaster@gmail.com\*\*](mailto:shockwavewebmaster@gmail.com). Shockwave cell phone is 662.891.2464. Please identify yourself when texting the team cell phone.

## **USA/MS SWIMMING FEE & REGISTRATION**

An annual registration fee to Mississippi Swimming (**non-refundable**) is required of all swimmers. This covers insurance for USA Swimming and it is what allows your child to practice and to participate in meets. It also includes a subscription to *SPLASH* magazine. You must be a member of USA Swimming in order to participate in Shockwave. The form is available online during the registration process and the fee is automatically billed to your Shockwave account at registration.

## **SHOCKWAVE FEES**

Swim fees vary by training group. Swimmers are assigned to the training groups by the coaching staff according to age and ability. You will be required to set up a secure online account on our website for electronic payment processing. Shockwave does not accept checks or cash; you must choose to pay with a credit/debit card or bank account. We accept Visa, MasterCard & Discover only.

Monthly dues are drafted on the 1st day of the month, along with an itemized statement. Additional fees such as meet entry fees, t-shirts, swim caps, etc. may also be invoiced and placed on your account to accompany your monthly dues. You may access your account at anytime to view your

current invoice. If the method of payment you have on file fails, you will receive an email. Please update your account immediately with the new parent information. **A \$10.00 late fee will be applied to each account that is not paid by the 15th of the month subsequently until that account is current.**

After sixty (60) days of non-payment, your child/children will not be allowed back into the water until the account is current.

If your swimmer is placed in a group at one rate, and then is moved to another group at a different rate, you will be notified and the necessary adjustments in price will be changed in your account. You will not be charged a new rate until you have been notified.

Annual registration fee per swimmer (non-refundable) is also required at time of registration. This includes your Shockwave registration fee as well as your MS Swimming Registration fee.

## **CANCELLATION OF SHOCKWAVE MEMBERSHIP**

If you no longer wish to continue Shockwave, please email **[shockwavewebmaster@gmail.com](mailto:shockwavewebmaster@gmail.com)** with your request to discontinue your membership ***before the 20th day of each month.*** (For example, if you wish to quit swimming in November, you must notify the office manager VIA EMAIL no later than October 20. Failure to notify the office manager by the 20th of the month will result in another month of billing - NO EXCEPTIONS).

Upon receipt of this request by the 20th, your account will be cancelled and you will no longer be billed. **However, any outstanding debts on accounts must be paid in full before your account will be cancelled and you are released of all financial obligations.** Only members who leave in good standing will be released from Shockwave and allowed to move their membership to another USA Swimming team.

Should you decide to return to Shockwave, please email **[shockwavewebmaster@gmail.com](mailto:shockwavewebmaster@gmail.com)** to begin the process to reinstate your account.

## MEMBERSHIP LEAVE OF ABSENCE

If your swimmer has a situation where he or she is unable to swim for a period of time and you do not wish to discontinue your membership but would like to request a leave of absence, you must email the office manager at [shockwavewebmaster@gmail.com](mailto:shockwavewebmaster@gmail.com) and state your request ***by the 20th of the month.*** The request will then be forwarded to the Shockwave Board for permission to place an account on hold. The Shockwave Board has every right to accept or deny any requests to place accounts on hold. **This does not apply to those persons who do not wish to swim in the summer but only wish to swim during the school year.**

## PRACTICES

Practices are held each weekday when meets are not scheduled. It is important to be at every practice outlined by your practice group.

There will be times beyond Shockwave's control that we are unable to practice (threatening weather, maintenance/repairs on pool, etc.) Shockwave may have dry land practices if conditions are suitable. However, Shockwave will still be required to meet the financial obligations necessary to run the team and therefore will not refund any money for practice cancellations due to adverse weather conditions, city decisions close the pool or any other reason beyond Shockwave's control. We do our best to notify parents of practice cancellations in a timely manner. If you are unsure if there is practice, please do not leave your swimmer at the pool. Shockwave will practice if it is raining, thundering or lightening. Only in the case of threatening weather (tornado, snow, ice storm, etc.) will we not practice because of weather.

## MEETS

All swimmers are encouraged to participate in as many swim meets as possible. Some practice groups require participation in swim meets. They provide a measure of a swimmer's progress, reinforce team identity and are FUN! If you are unsure if your swimmer is ready to participate in a meet, please ask their coach. The meet schedule will be posted on the website, along with meet information once the schedule is set by the coaches. Swimmers must be in good financial standing in order to enter meets.

Meet sign up is done online through your Shockwave account. Instructions for meet sign up can be found on the website home page. Meet fees will be invoiced and posted on your monthly statement. If you sign up for a meet and do not attend for any reason, you are still responsible for the meet fees. NO EXCEPTIONS.

**NOTE: Meet entries received after the meet deadline will be assessed a \$20.00 late fee per swimmer and are subject to the host team's approval.** Swimmers are not allowed to enter meets outside of the Shockwave meet schedule without permission of Coach Smith or Coach Barbara.

Each swimmer that has a qualifying time should plan on attending the State Championship Swim Meet(s).

## PARENT VOLUNTEER REQUIREMENTS

**Please take time to read this policy thoroughly because, as a member of this team, you are responsible for knowledge of its contents. Any changes to this policy will be communicated to you via email and posted on the Shockwave website.**

It takes many hours and many people to run a successful swim meet. A competitive swim team requires the support and dedication of swimmers AND parents. Shockwave hosts several home & championship meets throughout the swim season.

**As a member of Shockwave, families in any Shockwave swim group will be required to volunteer in some capacity at each Shockwave hosted swim meet REGARDLESS if your child is participating in the meet or not.** Volunteer opportunities & job sign up for each meet will be posted online. Volunteer requirements are as follows:

- 1. Parents of swimmers participating in the meet are required to work during one session each day of the meet.**
- 2. Parents of swimmers not participating in the meet are required to work during one session over the course of the entire meet.**

Please sign up online to work prior to the meet.

### **FEES FOR NON PARENT VOLUNTEERING**

Failure to sign up to work the required amount of session service hours for a meet (even if your child is not participating in the meet) will result in a fine of **\$50 per session.**

In addition, if your child is signed up for a meet and you do not sign up ONLINE prior to the meet to work, your child(ren) will not be allowed to participate in the meet and you will still have to pay the fines and the meet fees.

### **DISCIPLINE POLICY FOR SWIMMERS & PARENTS**

*The following policies will apply to Shockwave swimmers, parents and siblings of Shockwave swimmers (when applicable). Discipline issues include, but are not limited to:*

- Offensive language on the pool deck or in locker rooms at any Shockwave practice or any USA Swimming sanctioned meet.

- Being disrespectful to any coaches, Shockwave swimmers or members of other swim teams.
- Any vandalism to Tupelo Aquatic Center or other properties in which Shockwave is a guest.
- Possession of cell phones or cameras in locker rooms at any Shockwave practice or any USA Swimming sanctioned swim meet.
- Bullying

Additionally, Shockwave will abide by all rules and regulations as set forth by USA Swimming Code of Conduct in it's current Rule Book which can be found at [www.usaswimming.org](http://www.usaswimming.org). Any individuals who violate the policies of USA Swimming regarding Code of Conduct could be subject to termination of membership of Shockwave Aquatics.

### **SWIMMERS:**

1. Be on time! Please be on the deck ready to swim with all of your equipment 10 minutes before practice begins.
2. Be courteous to your fellow teammates and coaches. No negative language!
3. Swimmer's may only leave practice with a coach's permission.
4. Respect the Aquatic Center and any other facility you visit as a member of Shockwave.
5. You must shower before entering the water at any time.
6. At the conclusion of practice, make sure you return your equipment to the equipment room, gather all your belongings (on the deck AND in the locker room). The Aquatic Center staff nor Shockwave staff is responsible for keeping up with your belongings.



7. Be sure your name is on all your equipment and swim suits.
8. If a coach gives your group information to take home, please make sure you give that information to your parent/guardian. Information is communicated by email but it is your responsibility to make sure the information is passed on to parents/guardian.
9. Do not loiter in the locker rooms, lobby or on the pool deck.
10. No food of any kind is allowed inside the pool area. You may only have water inside the pool area.
11. You may not swim outside of your designated Shockwave practice time unless you are either a member of the Tupelo Aquatic Center or you pay for individual lap lane swimming at the Front Desk of the Center.
12. No Tobacco is allowed at the Tupelo Aquatic Center.

**PARENTS:**

1. Please be on time to drop off your children for practice, but no sooner than 30 minutes before their practice begins.
2. Our coaches have responsibilities outside of Shockwave. If you pick up your swimmer more than 15 minutes after practice ends, YOU ARE LATE! The Shockwave coaches and the Aquatic Center staff are not paid to baby sit your swimmers because you cannot be on time. Families who are habitually late may be removed from the team.
3. Practice time is for the swimmers. If you need to speak to a coach about your swimmer, they are available to talk to you by phone, email or a scheduled meeting time.
4. Parents are not allowed on the pool deck at any time during practice (unless there is a medical emergency). The Aquatic Center has designated spectator seating for parents during Shockwave practice.

5. No food of any kind is allowed inside the pool area. You may only have water inside the pool area.
6. Non-swimming siblings must remain with a parent at all times during practice and are not allowed to roam in the bleachers or lobby.
7. No one but swimmers are allowed in the locker rooms during Shockwave practices or swim meets. Public restrooms are located in the lobby of the Aquatic Center.
8. You may not pull up in front of the facility and wait for your child to exit the Facility. You must use a designated parking space to wait. If you are worried about your child walking across the parking lot, then you need to park your car, get out and escort them to the car safely.
9. It is your responsibility to manage your Shockwave account and keep your information current. If your method of payment fails after the 1st of the month billing, you will receive an email. Please keep your method of payment updated and check your account monthly BEFORE the 1st day of the month so you are aware of your invoice total.
10. Please keep a positive attitude toward the team. We want Shockwave to be a positive place for your children.
11. Never criticize your child for poor performance, either at practice or a meet. The coaches will deal with areas of improvement with your child. Celebrate all successes, great and small, with your child. The more positive and proud your attitude, the better your child will perform and the more they will enjoy the sport.
12. No Tobacco is allowed at the Tupelo Aquatic Center.
13. Please be mindful of the rules and regulations as set forth by the Tupelo Aquatic Center. Shockwave pays a monthly rent to use the facility for practices as well as a separate fee to host meets. The Aquatic Center is not affiliated in any way with the management or operation of Shockwave. The Aquatic Center staff is not responsible for your inquires about Shockwave.

## **HELPFUL INFO**

Website: [shockwaveaquatics.com](http://shockwaveaquatics.com)

Mississippi Swimming: [msswimming.org](http://msswimming.org)

Head Coach: Lucas Smith ([Itsmith@tupeloschools.com](mailto:Itsmith@tupeloschools.com))

Assistant Coach: Barbara Aguirre ([aguirre.barbara@gmail.com](mailto:aguirre.barbara@gmail.com))

Office Manager: Merrie Hughes  
([shockwavewebmaster@gmail.com](mailto:shockwavewebmaster@gmail.com))

Team Cell Phone: 662.891.2462 - please identify yourself when texting!