



# TEAM MANUAL



### 1. Purpose:

The following document is STAR Aquatics' policies and procedures that should be reviewed prior to joining the team. During your child's try-out period, please read the policies and should you have any questions that need clarification, please contact:

Team Admin	<a href="mailto:admin@staraquaticsclub.com">admin@staraquaticsclub.com</a>
Head Coach/CEO	Ellie Abihider: <a href="mailto:eabihider@aol.com">eabihider@aol.com</a>

### 2. COMMUNICATION:

Email is the primary means of communication. Star Aquatics uses email to pass information and updates to its member families! We require families to give Star Aquatics a current and valid email address and to sign-up for Remind 101 to ensure they receive all pertinent communication.

- Members should check their e-mail and the Star Aquatics website daily to ensure that they have the latest information regarding practice schedules, meet information, etc.
- Members should notify the admin if they have a change in email address.
- Members are required to enroll in Remind 101. This method of communication is via text message. To join send a text to 81010 with the message @staraq

### 3. VOLUNTEERING:

Volunteering is a necessary part of being on our swim team. Star Aquatics requires each member family to **volunteer a total of 32 hours per calendar year. This is a minimum of 8 hours a quarter. If for any reason a member family needed to make changes to their assigned volunteer position, 24 hour's notice is required.** We strongly believe in the spirit of service and encourage members to help out.

Volunteer Hours Break Down: If you join between the months of . . .	
Month Joined	Total Hours Required
January – March	32 Hours
April – June	24 Hours
July-September	16 Hours
October-December	8 Hours

3.1. STAR Aquatics' billing system automatically bills member families at **\$20.00/hour for every hour not fulfilled** for their obligated volunteer requirement. This billing will occur on the last day of each quarter (March 31, June 30, Sept 30 and December 31). **If you decide to leave the team or take a leave of absence prior to the quarter ending all hours must be worked off prior to departing the team. Those hours not worked off will be billed to your account.**

### **3.2 Volunteering at Practice:**

All STAR Aquatics volunteer time is tallied and credited within Team Unify software using the job sign-up feature on the STAR Aquatics website. **Member families must sign-up in Team Unify to receive credit.**

- **Pool Set Up:** All volunteers must participate in the following duties: first get the hooks and chains, set up the pace clock, then get 2 lane line reels and start on both of the outsides of the pool working your way to the middle.
- **Pool Tear Down:** All volunteers must participate in the following duties: make sure all lane lines are rolled up and all hooks and chains are collected. EVERYONE that signed up will be responsible in some way to help with the covering of the pool.
- **Serving Hot Cocoa (November-February):** Monday nights and Thursday nights throughout the winter months - During STAR Aquatics annual Polar Bear Challenge.

Various other volunteer opportunities will be listed from time to time, and each one will have a time credit associated with the position. Members are responsible for any costs incurred for the volunteer position they select, such as making photo copies however members will be credited for their time based on the discretion of the admin. *Please note: members who do not meet the minimum volunteer hours will be responsible for all fees incurred.*

**If you don't fulfill your set up/tear down volunteer position, 30 minutes will be added to your total required volunteer time.**

### **3.3 Volunteering at Away Meets:**

All STAR Aquatics volunteer time at away meets is tallied and credited within Team Unify software using the job sign-up feature on the STAR Aquatics website. Timing at away meets will consist of 1-hour shifts. If the timing spots have not been filled 2 days prior to the meet start date, Star Aquatics will assign participating families to those open shifts. We will do our best to accommodate all swimmers and families, but it is not always possible. In the event that we do need to assign families, an email will be sent out 48 hours prior to the meet. If you want to get your preferred spot, please sign-up in advance for a time that works for you and your family. **If you don't fulfill your timing assignment 1 hour will be added to your required volunteer hours.**

- **Volunteering at Away Meets: Set Up**

This volunteer is responsible for picking up tarps, transporting and setting up team and coaches' tarps at the meet. You must be willing to arrive at the meet early in order to secure a location for our coaches and athletes to be properly sheltered. Instructions for each meet will be emailed to you prior to the meet start date.

- ***Volunteering at Away Meets: Tear Down***

This volunteer is responsible taking down team and coaches' tarps at the meet and returning them to the drop off location. You must be willing to stay to the end of the meet so that all coaches and athletes are properly sheltered. Instructions for each meet will be emailed to you prior to the meet start date.

### **3.4 Volunteering at home swim meets:**

Home meets are our largest fundraiser each year. It requires help from everyone to run a meet smoothly. STAR Aquatics hosts a minimum of one swim meet yearly. STAR Aquatics requires at least 6 hours of volunteer time per family per meet. If it is a 2-day meet at least 3 hours per day are required.

- A volunteer signup sheet will be posted on the STAR Aquatics website.
- An email will be sent to each family announcing the volunteer opportunities.
- If the meet event is two or three days in length, members are expected to volunteer each day of the meet. If this isn't possible, please notify the team in advance.
- Often members will be required to do more than one job, as running a swim meet takes a lot of work. But please remember that swim meets are the team's major fundraiser and they can't be accomplished without member involvement.

### **4.0 CONDUCT WHILE AT PRACTICE:**

Parents and non-swimmers are asked to remain on the bleachers and shallow side of the pool. This allows coaches to give their full attention to the swimmers in the water.

STAR Aquatics also requests parents to please refrain from coaching your child during practice per the parent/guardian Code of Conduct. This behavior is confusing to the swimmer and undermines the coach's authority.

Parents must supervise their children who are not swimming. Running on deck and/or climbing on equipment and fences are not allowed.

The following items/activities are **NOT ALLOWED** on the pool deck area:

- Playing with balls
- Animals on deck (nor on any school grounds)
- Bicycles, skateboards, roller skates, roller blades, scooters, etc.
- Running/horse playing/rough housing etc.
- Climbing on the fence, pool covers, light poles, lifeguard chairs, back side of neither the bleachers nor any workout equipment.

## 5.0 MEET ATTENDANCE:

STAR Aquatics generally participates in at least one meet per month and swimmers are encouraged to participate. Swimmer's participation in meets is at his/her coach's discretion. Parents may sign their swimmer(s) up for the swim meets and events, but their swimmer's coach will have final approval of events. Attendance at meets is expected for all competitive-group swimmers. **A competitive swimmer's advancement to the next group level is dependent upon competitive time results including swim meet and practice session attendance.**

- STAR Aquatics is a **SPEEDO SPONSORED TEAM**. Meaning, members and swimmers should wear Speedo suits and gear at all meets. Our authorized Speedo rep is Speedo purchases.
- Star Aquatics requires our swimmers to purchase the team suit to wear at all swim meets. Link is provided on the website.
- Additionally, STAR Aquatics has a link for [swimoutlet.com](http://swimoutlet.com) on the team website, and we ask that you please utilize the link for all other swim gear purchases. STAR receives 8% back on your purchases!

## Star Aquatics Financial Policy

### Fees and Dues Schedule

#### 6. REGISTRATION, FEES AND DUES

##### 6.1: Registration and Fees

**YEAR ROUND SCS:** USA Swimming (USAS) and Southern California Swimming (SCS) registration fees are required for each swimmer. New registrants must provide a certified copy of the swimmer's birth certificate with the form. For 2020 (beginning September 1<sup>st</sup>, 2019) these fees are \$70.00 per swimmer. The fees are paid annually to Star Aquatics, \$60.00 to USAS and \$8.00 to SCS. The fees cover the period January 1st to December 31st each year. USAS/SCS will mail an updated or new identification card each year. Registration is held each year beginning on September 1st by STAR AQUATICS. Failure to pay these fees will prevent the swimmer from entering sanctioned meets. These fees also cover STAR AQUATICS' liability insurance through USAS so swimmers will not be permitted to participate in practice or club events until these fees are paid.

**FLEX SCS:** USAS and SCS provide a FLEX Membership for swimmers that don't want to compete too often. The cost is \$20/year and you are limited to 2 meets per year. If you decide to compete more often you can upgrade to YEAR ROUND Membership and pay the additional \$50. There is not penalty for upgrading.

**OUTREACH SCS:** USAS and SCS provide reduced registration fees of \$7.00 for those that can submit to SCS proof of participation in the Federal School Lunch Program for the current year with their SCS registration form. The letter from the school must be turned in with SCS form.

**STAR AQUATICS non-refundable registration fees are required annually starting January 1<sup>st</sup>.**

**Annual Membership Fee \$130.00**

Registration fees help to offset the team’s fixed costs such as the USA-S/SCS team membership fee, California Department of Justice registration fee, coach registration fees, website contract, etc. The 2019 total annual registration fees are \$130.00 per family (see “immediate family member” in section9.3) and are due to STAR AQUATICS on January 1st each year or the first day of practice, whichever occurs first. New registrations are taken any time of the year. Annual fees for the current year will be reduced for new registrations starting after August 31st through December 31st of the current year.

	<b>Annual Fee</b>
July – August	\$75.00
September – October	\$60.00
November – December	\$130.00 (covers the next year)

**Re-Activation Fee**

When a swimmer leaves for more than one month a fee of \$25.00 will be required to re- enter the swimmer back into our team roster. There may be exceptions, such as medical reasons which are at the discretion of the board.

**6.2. New Membership**

STAR Aquatics is a year-round (52 week) swim team and accepts swimmers ages 4 to 18 years. Swimmers over the age of 18 are contingent on the specific approval of the Head Coach only. The swimmer must be capable of swimming one full length of the pool, 25 yards, using any stroke. Try-outs are available to prospective members via email. Registrar must be contacted to schedule a tryout appointment. The try-out period is for five consecutive practice sessions. A coach will evaluate the swimmer and place the swimmer in an appropriate swim group. If a swimmer has never been a member of USA Swimming, no fees are required for the try-out period. If a swimmer has previously been a member of USAS and cannot show a valid registration card the USA Swimming registration form and fees must be deposited with STAR Aquatics prior to the try-out, these will be returned if the swimmer declines to continue. At the conclusion of the try-out period the swimmer must pay all fees and dues prior to continuing. Once committed, no refunds will be made of any fees or dues. Forms are available on website.

### 6.3. Monthly Dues

The following represents the STAR AQUATICS training groups and the associated monthly dues schedule (Effective January 1, 2019):

Temecula Valley High School				
Swim Groups	Monthly	Quarterly	Family Cap	Quarterly Family Cap
Shooting STAR	\$85.00	\$230	\$220	\$600
Shining STAR	\$95.00	\$260	\$220	\$600
Rising STAR	\$105	\$290	\$220	\$600
Glowing STAR (inactive)	\$115	\$330	\$220	\$600
Junior STAR	\$120	\$335	\$220	\$600
Senior STAR	\$125	\$350	\$220	\$600

Hemet High School				
Swim Groups	Monthly	Quarterly	Family Cap	Quarterly Family Cap
Shooting STAR	\$70.00	\$195	\$185	\$510
Rising STAR	\$80.00	\$225	\$185	\$510
Glowing STAR	\$85.00	\$240	\$185	\$510
Senior STAR	\$90.00	\$245	\$185	\$510

Dues payments are utilized to pay the club's ongoing operational costs such as local pool rental fees and coaches' payroll.

STAR AQUATICS provides a dues discount for additional "immediate family members"\*, age 18 younger and a family dues cap. For 2019, the family dues cap is \$220.00. A discount of \$5.00 applies to each additional immediate family member applied to a family who does not meet the family cap. **Charter School Members do not get a sibling discount or Family Cap benefits due to the additional work in billing these types of accounts.**

\*An "immediate family member" is defined for STAR AQUATICS dues and registration purposes as one who is age 18 or younger, resides at the same address and is a sister, brother, child; including step and foster relationships. An "Immediate family member" does not include aunt, uncle, cousin, neighbor or other relative NOR any family member over the age of 18.

Dues payments are due on the 1<sup>st</sup> of every month and are considered late on the 11th of each month. All payments for dues, meet fees, apparel, etc. received after the 10th will incur a \$25.00 late charge. It is strongly recommended that you check your invoice prior to paying your monthly dues/fees. **The late fee will be applied no matter how small the balance. Star Aquatics will do one courtesy late-fee reversal per family.**

**Auto pay** is strongly recommended for paying monthly dues and posted meet fees. It is safe and secure and your dues, meet fees, and any other invoiced item will bill to the card on file on the 1<sup>st</sup> of every month. **Members using auto pay will incur a \$2.50 transaction fee for all payment transactions.** It is the member's responsibility to keep the card on file current. **A "failure to process" fee of \$25 is applied to any expired and/or declined cards.**

Payments can only be made one of the following three ways:

- By credit card online (there is an \$2.50 charge per transaction)
- Deck Payment
- Venmo (@STAR-Aquatics)
- By check mailed with a postmark prior to the 1<sup>st</sup> of every month to the following address:  
Star Aquatics  
PO Box 892714  
Temecula, CA. 92589-2714

Checks returned (bounced) will incur additional charges. STAR AQUATICS must be reimbursed for charges that the club's financial institution levies against the club's account and a \$25.00 late fee will apply if the returned check results in a valid payment received after the 10th of the month. At the discretion of STAR Aquatics, returned checks may be filed with the Riverside County District Attorney's Bad Check Program if not paid promptly.

#### **6.4. PAYMENT OF FEES AND DELINQUENT ACCOUNTS:**

A member account is considered **delinquent** for any charges that go unpaid for more than **30 days** from the original billing date.

Members may request a payment plan to bring delinquent accounts current. To request a payment plan, please contact the **STAR AQUATICS TREASURER**. All payment plan requests must be submitted in writing for board review. **STAR AQUATICS reserves the right to deny payment plan requests at the board's discretion.**

Swimmers with delinquent accounts will be excused from practice and will not be allowed to sign-up or participate in any meets unless payment plan arrangements have been requested and/or granted.

STAR aquatics will begin the legal collections process on all **delinquent inactive** accounts once the account goes beyond 60 days **past due**.

STAR aquatics will begin the legal collections process on all **delinquent active** accounts once the account goes beyond 90 days **past due**.

***All fees associated with the collection of delinquent accounts will be billed to the member account and become the sole responsibility of the member to pay.***



### **6.5. Special Program Membership**

STAR Aquatics may provide, at STAR Aquatic's sole discretion, a lap swim for swimmers over age 18. The Annual fee and Web hosting fee shown in section 9.1 will not apply to swimmers in these programs if the swimmer is an immediate family member of an existing member and is over the age of 18. A separate dues schedule will be assigned for these programs. These programs are also contingent on available pool space and time as determined by the Head Coach.

### **6.6. 3-MONTH HIGH SCHOOL PROGRAM FEES:**

STAR Aquatics offers a 3-month high school swim program. Fees for the high school program are billed at a flat rate for the full cost of the 3-month period and are not pro-rated.

- Temecula High School Swim program (3 months): \$300.00
- Hemet High School Swim program (3 months): \$200.00

### **6.5. Competition Entry / Meet Fees**

**For the purpose of competition in a swim meet, an athlete shall be a current member of USAS by STAR Aquatic's entry deadline for that meet.**

Meet fees are paid to enter your swimmer in a meet. These fees are charged by the host team for each swimmer (swimmer surcharge) and each event (event fee) a swimmer enters. Entry fees are set by Southern California Swimming (see the SCS Swim Guide) and vary based on the level of competition of the meet (i.e. B/R/W, Senior, Invitational, Junior Olympics). The fees are listed on the meet entry form posted on the Southern California Swimming website and on the STAR Aquatics website under the associated event listing. STAR Aquatics charges an additional fee to help offset the teams coaching expenses for swim meets. The fee is \$5.00 per swimmer per swim meet for Eastern Section swim meets and \$10.00 per swimmer per swim meet for all other meets. The parent or swimmer makes the meet entries through the STAR Aquatics website. STAR Aquatics submits a single team entry form and payment to the host team.

STAR Aquatics advances that money for the meet and events charged for each swimmer on your behalf once you have indicated that your swimmer(s) will attend a particular meet. STAR Aquatics submits one large check to SCS for the entire team's entries and STAR Aquatics requires immediate reimbursement for those fees from its members. Members on auto pay will be drafted their meet fees from the card on file on the 1<sup>st</sup> of the month. Those who elect not to use the auto pay feature must pay their meet fees within 48 hours after the meet entry deadline has passed or the entry will not be processed. **Once the entry closes and is submitted to the host team the entry fees will not be refunded by STAR Aquatics or the host team.** There is no penalty for not attending the meet once the entry is submitted but the fees will not be refunded to the swimmer.

**Once the Meet Entry files have been submitted to the Meet Secretary for any given meet, ALL fees become non-refundable (even if a swimmer decides not to swim a particular event and/or decides not to attend the meet).**

## **6.6 Team Hosted Meets**

Revenue from STAR Aquatics hosted swim meets constitutes a significant part of the operating budget; therefore, the team requires the assistance of all our families to ensure a meet's success. Families with children on STAR Aquatics are required to volunteer at least two sessions per meet hosted by the team. (*Please refer to section 3: Volunteering for more information*). This participation in STAR home meets is required even if your swimmer is not competing in the meet. A volunteer other than the parent (16 or older) may satisfy volunteer obligations, as long as the substitute can competently perform the volunteer task. Each family will be billed \$25.00 one month prior to the hosted meet to assist the team in startup expenses for the hosted meet.

## **6.7. FUNDING FOR TRAVEL:**

Southern California Swimming recognizes Club achievement for swimmers that qualify for the Futures level championships and higher by means of a monetary stipend. STAR According to NCAA regulations, STAR Aquatics club recognition funds are for the club to utilize at their own discretion.

STAR may choose, at the discretion of the board, to reimburse swimmers for a portion of their meet travel funds.

In order to qualify for travel fund reimbursement, the swimmer must maintain club membership for a minimum of three months following the meet. Additionally, the member account balance must be paid in full and in good standing in order to qualify for reimbursement.

## **6.8 Fund Raisers**

As many of you know a big part of a non-profit organization's efforts are to raise funds through corporate contributions, donations and fundraising efforts by its members. These efforts and functions help to keep fees and dues rates as low as possible and to help provide opportunities for those young athletes that would not otherwise be in a position to participate without your help.

**All swimmers are required to participate in fundraising by contributing \$200 per year.** Information on fundraisers will be made available through e-mail and on the website. All fundraising events or activities need prior approval by the Board of Directors.

## **7.0. UNATTACHING OF SWIMMERS:**

- Failure of swimmers/members to follow the policies outlined may result in the swimmer(s) being unattached from Star Aquatics.
- Members/Swimmers who are found to be in violation of Star Aquatic's Code of Conduct may result in swimmer(s) being unattached from Star Aquatics.
- Head Coach may unattach a swimmer from Star Aquatics if it is deemed to be in the best interest of STAR Aquatics.