

**WAUNAKEE
WAVE
ATHLETE
AND
PARENT/GUARDIAN
HANDBOOK**

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ABOUT THE TEAM

Waunakee Wave Swim Team is a 501(c)(3) nonprofit organization recognized by USA Swimming. The team is governed by a parent-led, volunteer board of directors, which includes the head coach.

The Wave provides instruction and training in swimming through clinics, practices, and swim meets; the team operates year-round and is divided into two sessions:

Short Course (SC): September-February

Long Course (LC): April-July (participation during the summer months of June and July is highly encouraged for continued development and performance)

MISSION STATEMENT

Waunakee Wave is a competitive swim program that trains all levels of swimmers while empowering youth to be champions in and out of the water. We are committed to excellence and dedicated to developing athletes in a fun and safe environment.

TEAM VISION AND OBJECTIVES

Waunakee Wave believes success for our athletes should be measured by incremental personal gains that create a lifelong bond and love for the sport. We emphasize a healthy balance of athletics, education, community, family, and fun. We teach the importance of teamwork, goal setting, sportsmanship, commitment, and accountability. We value spirit, dedication, and motivation to cultivate excellence.

COACH INFORMATION

Our coaches are accredited, experienced swimming professionals. Our coaching system is founded on prioritizing a foundational understanding of all strokes beginning at the basic levels. We do not stress speed, winning, or speed-based excellence above others at this level. We instead stress the process of learning and positively acknowledge and encourage athletes who embrace this. We believe in presenting an understanding of this process to the athletes in beginning levels to foster this perspective over their long-term gains.

It is a coach's obligation to make decisions and deliver messages that will improve athletes and the team. Coaching staff will make final calls regarding training levels and meet decisions (attendance, registration, event entries, and relay positions). Events are chosen to reflect current training schedules and to challenge swimmers.

BOARD OF DIRECTORS

The board of directors is served by parent volunteers and the head coach. The board meets regularly to discuss and prioritize club needs. Please visit [Board of Directors](#) on the Wave site for contact information.

TEAM COMMUNICATION and SOCIAL MEDIA

Swim teams, including Waunakee Wave, utilize TeamUnify to power their website. Transactions such as registration and billing occur through the site, and TeamUnify provides privacy protection.

In addition to the Wave site, announcements and posts are made to our Facebook, Instagram, and Twitter accounts.

MEMBERSHIP POLICIES

Waunakee Wave members include both swimmers and their parents/guardians, and everyone has a role while representing the team!

Members should read and adhere to the Minor Athlete Abuse Prevention Policy: [MAAPP](#) and the [USA Swimming Code of Conduct](#).

REGISTRATION POLICY

- Registration is prioritized in the following order: continuing members whose Wave accounts are in good standing, previous members whose Wave accounts are in good standing, new members based on registration and payment dates. Previous members who register after registration is open to new members may be placed on a waiting list.
- Swimmers transferring from another swim team (no matter when the membership was last active) are required by WI Swimming to complete the [WI Swimming Transfer Form](#). Please email the completed form to the head coach.

- By registering with the Wave, permission is given to:
 - Publish swimmer and contact information on the internal team directory or roster. Roster information is private to our club administration and is never sold as a list.
 - Take and use pictures of the registered swimmer on our website, social media pages, and/or marketing campaigns. It is a member's right to request the removal of any such pictures.
 - Create a login to the team website with the email address as provided.
- To opt-out of the above releases, please email the board at board@waunakeewave.org.

GRIEVANCE POLICY

- Questions/comments regarding practices, meets, coaching, and/or behavior should be directed to coaching staff. Please email the coach to set up a meeting time outside of practice times. For safety and respect for other swimmers, coaches should be contacted outside of practices and meets to discuss issues or concerns.
 - If there is a conflict or disagreement with a coach, a 48-hour delay in communication is required before contacting the coach to request an in-person meeting time. If a situation needs to be escalated above the head coach, please contact the board.
- Questions/comments regarding club policies and activities should be communicated to the board of directors.
- Negative comments about the Wave or anyone/anything associated with the Wave and/or Wave events should never be posted on social media by members or coaching staff.

ATHLETE RESPONSIBILITIES

- Swimmers should conduct themselves with integrity and positivity while representing the Wave; swimmers are to respect themselves, coaches, teammates, officials, competitors, parents/guardians, and facilities.
- Follow pool safety rules for both the pool deck and locker rooms. Cell phone use is prohibited in locker rooms in accordance with the USA Swimming policy and Wisconsin law.
- Practice regular attendance: attendance records lower than expected for the swimmer's assigned group may result in a change in assignment. The minimum expectation of a swimmer's attendance record should be equal to or greater than:
 - 70% for Age Group Silver
 - 75% for Age Group Gold
 - 80% for Senior Silver
 - 85% for Senior Gold

 - If unable to attend a scheduled practice, the parent/guardian (or swimmer if in Age Group Silver or higher) is to notify the coach either in person or via email/text as soon as possible prior to the start of the missed practice(s). If swimmers contact their coach via email or text, protocol requires swimmers to include their parent/guardian in the communication.

 - If rehabbing an injury, attendance may be required as modified workouts (pool or dryland) may be an option as deemed appropriate by the coach.
- Swimmers should arrive to practice no later than five minutes prior to the start of the session and be prepared for workouts in and out of the pool. Preparation includes completed use of restroom, having a filled water bottle, and having level-required equipment (see equipment requirements below). Practice participation for swimmers arriving late or without the required equipment will be at the coach's discretion.
- Swimmers should not leave a practice or meet without the direct communication with a coach. If injured or feeling unwell, swimmers are to engage their coach.
- Swimmers will have a ten-minute time limit in locker rooms following practice.

- Swimmers should maintain their physical health to achieve optimal athletic performance. Maintain a healthy diet, refuel after practices and during/after meets, and get appropriate hours of sleep. Coaches can assist with nutritional goals as necessary. The use of supplements should be cleared with coaching staff; illegal substances are not tolerated.
- Violations to policies will be reviewed by coaches and/or the board. Consequences could include removal from the practice or meet, a change in training group, an impact to future practice and/or meet participation, and/or suspension/removal from the team. In the event consequences are deemed necessary, refunds will not be awarded, and fees will remain due for the remainder of the current season.

EQUIPMENT | ATTIRE

- Only suits approved by coaches are appropriate for meets.
- Two-piece suits should not be worn for practices or meets.

Please see refer to the complete [Equipment List](#) on the Wave site.

SWIM MEETS

- Swimmers should wear the official team suit (see additional information on Wave site); if a team suit is unavailable, a one-piece black suit should be worn until the official suit is available. The team provides one Wave swim cap per season that should be worn at meets.
- Prior to meets, coaches will provide details for arrival and warm-up times, event entries, and daily team shirts to be worn. Additional meet information can be found on the Wave website and the host team website as it becomes available.
- Swimmers are not to attend additional USA Swimming meets outside of the Wave meet schedule without a Wave coach present. Meet schedules are built around the training schedules designed by coaches.
- All meet rosters and event selections, including travel meets and training trips, will be determined by coaching staff.
- The use of mobile devices by swimmers should be limited during practices and swim meets. If technology use results in distractions, devices may become

prohibited on the pool deck. Parents/guardians should limit mobile communication with swimmers during practice and meets.

- Healthy snacks should be packed for refueling during meets, and swimmers can support the host team's concession stand by purchasing snacks. For safety reasons, swimmers are typically not allowed in the bleachers, so concession money should be obtained prior to the start of a meet.
- Members should not contact host teams regarding meet entries, scratches, or seeding. Communication should flow through coaches and meet directors.

TEAM TRAVEL

- There are times when team travel is an option; attire for team travel may be specified by the coaches, and swimmers are responsible for their gear and personal items.
- Roommate assignments and curfews are determined by the head coach; swimmers should only sleep in the room to which they are assigned and should respect their roommates. Swimmers are responsible for any charges or fines incurred for their hotel room during the stay. Room service is not allowed.
- Swimmers will attend all team functions including meetings, practices, meals, and meet sessions unless otherwise excused or instructed by the head coach.
- Swimmers are expected to always remain with the team during the trip. Swimmers are not to leave the competition venue, the hotel, restaurant, or any other place at which the team has gathered without the permission/knowledge of the head coach or a chaperone.
- When visiting public places, swimmers should conduct themselves appropriately and stay in groups of no less than three people. Athletes who are 12 & under will be accompanied by a chaperone or coach.
- Anyone involved with any illegal activity will be sent home immediately at their own expense and will be suspended from competition and/or practice for the remainder of the season with no refunds (monthly dues will still be required for the remainder of the season). The swimmer may be removed temporarily or permanently from the team, which will be reviewed and determined by the coaching staff and board of directors.

PARENT/GUARDIAN RESPONSIBILITIES

- Parents/guardians can best support their child's Wave and swim experience with positivity and encouragement. Supporting the coach/athlete relationship and respecting coaches and training methods fosters trust and development within the team and the sport.
- Parents/guardians should ensure their swimmer follows athlete responsibilities. Wave parents/guardians are role models for swimmers and should display good sportsmanship toward swimmers, coaches, officials, and other parents/guardians. Wave parents/guardians also represent the team, and any actions or behavior deemed unsportsmanlike or inappropriate by coaches or the board could result in suspension of attendance at practices, meets, or team events, or the dismissal of their child from the team. In case of dismissal, no refunds will be awarded, and financial obligations will remain for the current season.
- Parents/guardians are responsible for maintaining their Wave account by ensuring current email and physical addresses, phone number, and active payment methods. Responsibility also includes keeping their account in good standing with on-time payments.
- Parents/guardians are responsible for picking up their swimmer within 10 minutes of the completion of their practice (or ensure their swimmer has a ride).
- Parents/guardians should declare/decline their swimmer for meets in a timely manner. If a swimmer is only available for part of the meet, this should be noted in the comments section when declaring the swimmer.
- Parents/guardians should not sign up their child(ren) for swim meets outside of the proposed Wave meet schedule without engaging a coach. Meet schedules are built around the Wave training schedule as designed by coaches.

MONTHLY DUES | FEES

- Monthly charges are posted to member's accounts by the head coach. For all billing inquiries, please contact the head coach and finance chair.
- Monthly dues cover skilled coaching, facility rentals, and other operating expenses. The group fee schedule is available on the Wave website and is subject to change.
- Once a group assignment and practice schedule have been assigned to a swimmer, members may not choose another group or practice time. There will be no custom schedules or billing options unless otherwise approved by coaches and the board.
- By registering for a season, parents/guardians are committing their child to the entire short course or long course season and are obligated to pay monthly dues and any fees incurred during that season. Monthly dues and any fees are due by the 10th of the month. Any account past due will incur a \$25 late fee per billing cycle, and the swimmer will not be allowed to attend meets or register for subsequent seasons until the account is paid in full.
- **If a swimmer withdraws from the team prior to the end of the season, the monthly financial obligation remains, and all current and future monthly dues will be due at the time of departure unless approved by the board. Extenuating circumstances (such as an extended injury) will be reviewed by coaches and the board on a case-by-case basis. If a swimmer would like to withdraw prior to the end of the registered season, please email the swimmer's coach, the head coach, and the board for their review and consideration.**
- Additional fees charged during a swim season include:
 - **Registration fees** (annual USA Swimming membership, team apparel, misc.); registration fees are non-refundable
 - **Transfer fees** (WI Swimming imposed fee for swimmers transferring from another team)
 - **Out-of-district fee** (Waunakee taxpayers are imposed with a pool maintenance fee, and the district passes this along to Wave members who live outside the Waunakee Community School District)

- **Meet fees** (charged by the host team and may include admission charge, facility costs, event entries, relay entries, and Splash Fee [paid to WI Swimming])
- **Train608**—allocated to swimmers in Age Group Gold and above who participate in this opportunity
- **Concession fees**—each swimmer will be charged \$15 for hosted meets to offset the cost of concession items
- **Team event fees**—if attending, fees may be imposed for team picnics, dinners, parties, etc.
- **Team travel**—any allocated expenditures incurred such as hotel room, airfare, meal, entertainment, etc.

VOLUNTEERING & FUNDRAISING

Volunteering and fundraising are imperative to the success of our club!

- All registered families are required to serve 10 volunteer hours for the short course (fall/winter) and six volunteer hours for long course (spring/summer) season; please refer to the [Volunteer Information](#) section of the Wave handbook.
- If volunteer obligations are not met within the registered season, the member's account will be charged \$250.
- Fundraising efforts help offset monthly dues, provide the team with opportunities for new equipment, and help offset team events and celebrations. Members are encouraged to actively participate in our fundraising efforts! For more information, please refer to the [Fundraising](#) section of the Wave site.

GLOSSARY OF TERMS

A and B Times: USA Swimming Inc. establishes time standards for age group swimmers for each stroke and distance and pool length, e.g., 50 yd Freestyle, for each age group, i.e., 10 years & Under, 11-12 years, 13-14 years, 15-16 years, and 17-18 years. A swimmer remains a "C" swimmer in an event until they attain the "B" time standard in that event. A swimmer may be a "C" swimmer in one event and a "B" swimmer in another event. This A, B, C grouping allows for competition between swimmers of like ability.

Age Groups: Meets are most often organized by 8 and under (8&U), 10 and under (10&U), 11&12, 13&14, & Senior (often designated as "open"). Eight and under swimmers can swim in any 10&U race, and any swimmer can compete in open events.

Anchor: The swimmer who swims the last leg on a relay team.

Block: The starting platform

Cut: Slang for qualifying time standard. Time standards are necessary to attend certain meets or events.

Deck Seeding: When swimmer adds an event to swim on the day of the meet (if there is space in the event). Additional fees might apply.

Delay of Meet: Swimmers who do not report to the block on time or are late getting on the blocks after the whistle.

Disqualification ("DQ"): If any swimmer or relay violates the rules for start, turn, finishes, or stroke execution, they may be disqualified by the proper official. The official must raise his/her arm in the air in recognition of the disqualification. The swimmer or relay is ineligible to score points or receive any award. Parents are reminded to be supportive rather than critical if their child is disqualified (DQ'd) in an event. For beginning swimmers, a disqualification should be treated as a learning experience, not as a punishment. A disqualification alerts the swimmer and coach to areas of correction in the swimmer's stroke.

Entry Fee: Fee paid to host club for each individual event per swimmer. Typical cost ranges from \$3 to \$8 per individual event and \$10 to \$12 per relay team.

Event: The stroke and distance of the competition. Events usually alternate girls and boys. Individual events include - Freestyle (Free), Backstroke (Back), Breaststroke (Breast), Butterfly (Fly), and Individual Medley (IM). In the IM Event, the swimmer uses all four strokes for equal distance in a specific order - Fly, Back, Breast, and Free. Distances vary by age group and stroke from 25 yds./meters to 1650 yds./1500 meters. Relays require four members to swim and equal distance. In the Free Relay, all members swim Freestyle. In the Medley Relay, each member swims a different stroke in a specific order, Back, Breast, Fly, Free. A swimmer may compete in three individual events plus relays each day in a meet.

False Start: At the beginning of a race, the swimmer must remain motionless. If they are moving or "rolling," a false start will be charged. If they delay the meet by reporting late, they may also be charged. A false start eliminates them (or their relay) from the event.

Final Time: If an electronic touch pad system is used, the final time is automatically registered. Back-up stop watches are consulted only when the electronic equipment fails. If only watches are used, the final time is the average of two watches, or the middle time (median) of the three stop watches.

Heat: A division of an event in which there are too many swimmers to compete at one time, i.e., the event has more swimmers than pool lanes. Normally, Heats are swum slowest to fastest, except for long distance events when order may be reversed.

Heat Prize: In some meets, a prize is awarded to the first-place swimmer in each heat.

Individual Medley ("IM"): One swimmer must execute all four competitive strokes the order: Fly, Back, Breast, and Free.

Lap: Two lengths of the pool equal one lap

Local Swimming Committee (LSC): An organizational unit of USA based on region. In Wisconsin, it is called Wisconsin Swimming, Inc. and sanctions swimming meets in Wisconsin.

Long Course (LC or LCM): Competition held in a 50-meter pool.

Medley Relay: All four swimmers must each execute a different stroke in the order: Back, Breast, Fly, and Free.

Meet: Swimming competition consisting of a previously identified order of events.

Motivational Times: Age group motivational time standards set by USA Swimming. Located on their website at: USA Swimming Motivational Times

Officials: Officials are present at all competitions to implement the technical rules of swimming and to ensure that the competition is fair and equitable. Officials attend clinics, pass written tests and work meets before being certified. All parents are encouraged to get involved in officiating.

- **Turn Judges:** Observe from each end of the pool and ensure that the turns and finishes comply with the rules applicable to each stroke.
- **Stroke Judges:** Observe from both sides of the pool, walking abreast of the swimmers to ensure that the rules relating to each stroke are being followed. The positions of Stroke Judge and Turn Judge may be combined into one position, Stroke & Turn Judge
- **Relay Takeoff Judges:** Stand beside the starting blocks to observe the relay exchange, ensuring that the feet of the departing swimmer have not lost contact with the clock before the incoming swimmer touches the end of the pool.
- **Clerk of Course:** Arranges the swimmers in their proper heats and lanes before the event. Usually there is a clerk of the course only for 10 & Under swimmers
- **Starter/Staring Judge:** Assumes control of the swimmers from the Referee, directs them to 'take your marks' and sees that no swimmer is in motion prior to giving the start signal.
- **Referee:** Has overall authority and control of the competition, ensuring that the rules are followed, assigns and instructs all officials, and decides all questions relating to the conduct of the meet. Violations of the rules are reported to the Referee and the rules require that every reasonable effort be made to notify the swimmer or coach of a disqualification.

Relay: A relay must have four swimmers, each swimming one leg of the event. The distances of the leg vary according to the total distance of the event. A swimmer may not enter the water until the person preceding him/her has touched the wall. (Relays with three swimmers - one swimming twice - are exhibition only.)

Scratch: A swimmer fails to compete in an event in which entered.

Seed Time: Time for an event attained in previous Meets and used to rank the swimmers in another meet.

Short Course Meet (SC, SCY, SCM): Competition held in either a 25-yard pool or a 25-meter pool.

Splash Fee: Surcharge per swimmer per meet assessed by and paid to the LSC. This fee will be paid out of each individual swimmer's swim fund.

Split: A swimmer's intermediate time in a race. The split time shows the length of time taken to swim a particular section of a race.

Staging: At large meets it is necessary for the sake of order and efficiency to ascertain that all swimmers are ready for their races. "Staging" means swimmers are seated in a specific area then ushered to the pool deck in the order of their heats by the Clerk of Course.

State Meet: Competition held annually in Wisconsin in February or March for short course events and in July or August for long course. Swimmers qualify for individual events by attaining time standards set by the Local Swimming Committee (LSC) specifically for the meet. No time standards are set for Relays.

Time Trial: A time-only swim, which is not part of a regular meet. Separate fees apply and these events usually occur at the end of larger meets in order for swimmers to have one last try at making a qualifying time.

Timers: Operate timing devices (watches or automatic timing systems) and record the official time for the swimmer in his or her lane. USA Swimming, Inc.: The official sanctioning organization for all levels of US swimmers that include age group, open, and international competition.

Whistle: An alert to both swimmers and parents to be silent. The race is about to begin.