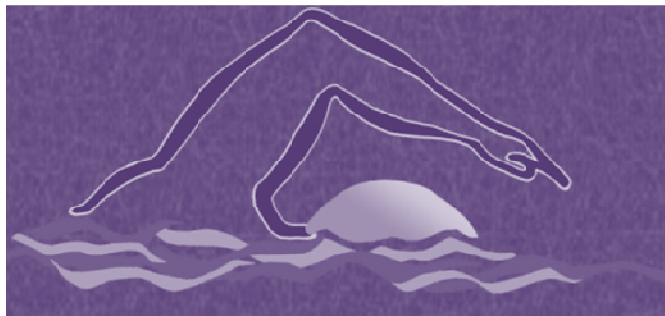


W A M



**SWIM TEAM**

Team Handbook

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## Mission Statement

WAM is a non-profit, tax-exempt swim team that provides aquatic opportunities to southeastern Wisconsin community members of all ages, interests, and skill levels. To accomplish this WAM offers structured swim lessons, structured swim team practices, and an opportunity to compete on an individual and team basis. WAM provides an opportunity for people of all ages to participate in an athletic program at different levels and to be part of a positive team experience.

## Introduction

The WAM swim club is directed by the Head Coach and an Oversight Board composed of parent representatives, the President, the Treasurer, and the coaching staff. This Oversight Board will address business issues as they arise, including practice schedules, coaching schedules, suggested meet attendance, fundraising, team sponsored meets, swim lesson programming, travel meets, and any other operating decisions.

## Team Communication

The handbook that you are reading is part of the team's effort to communicate important Information to swimmers and their families. The WAM website is a great source of information and is located at [www.wamswimclub.org](http://www.wamswimclub.org). This handbook, current information, upcoming events, articles of interest, practice schedules, meet information, as well as links to USA Swimming and Wisconsin Swimming, can be found on the website. The WAM Swim Club Directory is available to swim members as a way to contact one another. This directory is printed, distributed, and used only by members, coaches, volunteers, and parents of WAM Swim Club. This directory will not be placed on the website nor distributed to any person not associated with the club. Your participation is strictly voluntary, and your information will not be included without your written permission. An e-mail notification system is set up to provide a quick way to contact swimmers and their families in case of last minute practice changes/cancellations, meet updates etc. **IF FOR ANY REASON THE SCHOOL DISTRICT YOUR POOL IS LOCATED IN CANCELS SCHOOL (i.e. SNOW EMERGENCY CANCELLATIONS) OR AFTER SCHOOL ACTIVITIES ARE CANCELLED, WAM PRACTICES AT THAT POOL WILL ALSO BE CANCELLED.**

## Coach Availability

Coaches will do their best to make themselves available whenever possible outside practice or competition times to discuss swimmer progress. Feel free to contact coaches, before or after practices, via e-mail and/or phone. All other issues outside of your swimmers progress/performance should follow the

**Proposal / Concerns policy.** Please try to not interrupt the coaching staff during practices, we need our coaches to concentrate on the swimmers during practice and competition.

## **Proposal/ Concern Procedure**

If you have an idea that could benefit the team, we want to hear from you. Proposals and Suggestions should be presented to any Oversight Board member in writing to prevent any misinformation and ease of communication. All suggestions will be discussed by the Board in a timely manner and communicated to the members as seen fit by the Board.

There are times when families have concerns about decisions and directions that the club may take. Concerns should be presented to any Oversight Board member in writing to prevent any misinformation and ease of communication. All concerns will be discussed by the board in a timely manner and communicated to the members as seen fit by the Board. Failure to bring concerns directly to the attention of the Board only leads to discontent and delay in the resolution of problems. Contact any Board member in writing via e-mail, letter, or in person.

## **Volunteer Participation/ Obligations**

WAM provides swimmers opportunities that they would be unlikely to obtain independently. It is expected that all swim families commit more than the swim fees to the operation of the swim team. YOUR DONATION OF PERSONAL TIME IS OUR MOST IMPORTANT RESOURCE.

Please refer to the Volunteer Participation policy for details.

## **USA Swimming Fees**

All WAM age group swimmers must be registered with USA swimming. Memberships are issued on a calendar year (January-December) and must be renewed annually. WAM does the annual renewal process in September/October each year. Swimmers must complete a USA Swimming registration at the time of their first WAM Practice. The USA swimming fee is paid to WAM who in returns registers the swimmers and will distribute the USA swimming member cards once received. If USA swimming raises their annual fee, WAM will simultaneously raise the team USA swimmer fee. Each WAM swimmer will receive Splash magazine, a team cap, and team t-shirt once they pay their USA Swimming fee.

Fitness swimmers, off season High School and College Students, must pay a \$15 annual registration fee. This fee includes a cap and t-shirt.

## Monthly/Season Club Fees

Monthly fees are due before the 10<sup>th</sup> of each month. A \$10.00 late fee will be assessed to any payment after this time. There is no pro-rating of monthly fees, with the exception of high school athletes either entering or returning from their WIAA season.

Swimmers can choose to pay season fees instead of monthly fees, which are due by the 10<sup>th</sup> of first month of the season. The short course season (September 1-March 31) session fee is due by September 10<sup>th</sup>. For the long course season (April 1-August 31) the session fee is due by April 10<sup>th</sup>. A \$10.00 late fee will be assessed to any payment after this time. There is no pro-rating of monthly fees, with the exception of high school athletes either entering or returning from their WIAA season.

Fees vary by group levels. There are different fees for 8 and under, ages 9-14, High School students, Masters/Adults, and Fitness swimmers. Fitness swimmers are high school or college students training during the off season who do not want to participate in USA Swimming. Please refer to the Member Fees and Registration Form for fee details.

## Fee Reduction

WAM has a needs-based registration reduction for club swimmers. The USA swimming organization has a reduced fee based on need. Therefore, WAM also offers a needs-based fee reduction per the USA swimming qualifications. In order to qualify, families must annually fill out the USA Swimming form and include this with the USA Swimming fee. WAM will reduce Monthly/Season Club fees by 30% for families that qualify. Reduction only applies to registration, monthly, and session fees. WAM requests that families that qualify for a fee reduction, volunteer at a higher level than the volunteer policy requires. The award of a fee reduction shall be in the sole discretion of the Board but the Board will likely consider the following when considering requests:

- The financial condition of the family (USA swimming qualifications as mentioned above)
- The number of requests made and the financial condition of the club
- The number of years the swimmer/family has been associated with the club
- The past and current involvement of the swimmer/family in the club activities, including volunteer involvement.

The Board may change, modify or discontinue this policy at any time but contingent on compliance with the required standards, any fee reduction will remain in place through the end of the swimming season for which the reduction was provided.

*Note that the Board has the option at any time prior to the final registration deadline to eliminate or reduce the amount of fee reduction support, if in the opinion of the Board, the reduced revenues from*

*these reductions threaten the financial operations of the Club. Registrants will be notified of applicable fee reductions no later than at the official session registration.*

## **Meet and Meet Fees**

The Head Coach will determine the meets WAM participates in. Prior to the start of the season, the Head Coach will request meet reservations from each swim family. Families need to respond to these requests promptly and by the deadline since meets require advance participation registration. Once swimmers commit and entries are submitted by the head coach to hosting teams, families are responsible for the meet fees whether or not the swimmer participates.

Meet payments are due prior to the deadline requested by the hosting team. Once entries are submitted, whether or not the swimmer participates, meet fees are the swimmers responsibly. The cost of a relay will be split among the four swimmers. If a relay swimmer by his/ her absence at the time the relay is swum causes a relay to scratch, he/she will be financially responsible for the entire cost of the relay. This does not apply in cases of excused absences (sudden illness, family emergency, etc.) communicated to the Head Coach.

## **Travel Expenses**

Coach's transportation, lodging and meal expenses will be subsidized from the general team fund for national level competitions. In addition, WAM will subsidize each swimmer at a national level competition in the amount of \$50.00 per meet.

## **Swimmer Conduct**

One purpose of WAM is to teach children about the sport of swimming and good sportsmanship. The swimmer's actions at practice and at meets are a reflection on the WAM swim team. It is expected that a swimmer's action will reflect his/ her respect for others and his/her pride in the team. Swimmers will demonstrate good conduct in and out of school. A few rules and expectations are:

- Cooperate with coaches and follow instructions
- Be on time and prepared for practice, meets, and team events
- Be respectful of teammates, coaches, parents, and WAM volunteers
- Should never criticize or blame another teammate.
- Never interfere with the progress of other swimmers.
- Swimmers must encourage their teammates at all times.
- At meets be at the block for your required swim and cheer on teammates.
- At meets swim every event that you are asked to swim to the best of your ability – even if it is not your best/favorite stroke.
- Use good language at all times and at appropriate volumes (no swearing)
- Swimmers will never argue or dispute an official's call

- Swimmers should keep the locker room in proper condition. All clothes should be kept off the floor and garbage should be disposed of properly.
- Older swimmers should be positive role models for the younger swimmers.

Swimmers need to realize that while winning is a desired outcome, maintaining modesty when enjoying success is then preferred mode of behavior. Swimmers should develop pride in their coaches, teammates, and most importantly, themselves.

## Parent Conduct

One purpose of WAM is to assist in promoting the sport of swimming and along the way assist swimmers in building good character. . It is expected that a parent's action will reflect his/ her respect for others and his/her pride in the team. A few rules and expectations are:

- Good sportsmanship conduct that earns the respect of coaches, swimmers, parents, and other volunteers.
- Open and respectful communication between parents, coaches, and swimmers that emphasizes goal setting, practice performance, and meet performance.
- Involvement and commitment in supporting all team activities including volunteering/organizing meets, fundraising events, and swimmer social events.
- Positive reinforcement for all swimmers and coaches.
- Maintaining self-control and knowing the role of a parent:
  - Swimmers – Swim
  - Coaches – Coach
  - Officials – Officiate
  - Parents – Parent
- The following behavior will not be tolerated:
  - Abusive and/or disrespectful language and actions towards coaches, swimmers, parents or officials.
  - Interference with or disruption of coaches on the deck.
  - Interference with the coach's coaching of swimmers.

Parents need to realize that while winning is a desired outcome, maintaining modesty when enjoying success is then preferred mode of behavior. Parents should develop pride in their coaches, swimmer teammates, and most importantly, their swimmers.