

Wasilla Waves Swim Club

POLICIES & PROCEDURES

Effective: October 2024

Registration and Administrative Fees:

All members must register online with Team Unify at www.wasillawavesak.org. A valid email is necessary to receive team news and meet information. A valid credit card or bank account must be on the online file for auto billing monthly which takes place on the 1st of each month. All bills are accessible online for members through their Team Unify account. Statements/Invoices are not printed in order to reduce administrative expenses.

All members must contact the Club via the www.wasillawavesak.org website or by email at info@wasillawavesak.org by the 25th of the current month if your swimmer will be inactive for the following month, otherwise the full month's dues will be charged and non refundable. If a swimmer is in the water for one practice during the month, the entire monthly fee is due and is non refundable.

\$100 Activation Fee (per swimmer) – applied upon joining the WWSC and again if your child's account has been cancelled and they wish to return to the club.

\$25 NSF/ACH Fee - applied to the members account for all returned checks.

\$20 Late Payment Fee – applied to accounts which are not fully paid by the 15th of the current billing cycle to cover extra administrative duties.

\$25 Declined Credit Card Fee - If a credit card in Team Unify is declined for two consecutive months there will be a fee of \$25.00 added unless account is made current by the 15th of the second month.

Delinquent Balance Past 60 Days - member swimmer cannot participate in club practice or events until their past due account is paid or upon a payment schedule agreement between the member and the Executive Board. The account must be made current before the swimmer can participate in a swim meet. If the member has made NO attempt to work out a payment schedule, the delinquent amount will be turned over to a Collection Agency. A member may have more than one swimmer and each swimmer has an account.

During the High School season, pool time is often limited. In the event of necessary schedule changes, no adjustments will be made to WWSC monthly dues during this time.

Membership Dues:

Novice 1/Droplet

\$100 one time Membership Fee

USA Swimming Fee (changes annually)

\$106 monthly dues

Novice 2/Wavelet

\$100 One time Membership Fee

Annual USA Swimming Fee (changes annually)

\$20 per family Annual Admin Fee

\$116 Monthly Dues

Novice 3/Ripple

\$100 One time Membership Fee

Annual USA Swimming Fee (changes annually)

\$20 per family Annual Admin Fee

\$126 Monthly Dues

Age Group/Surfer

\$100 One time Membership Fee

Annual USA Swimming Fee (changes annually)

\$20 per family Annual Admin Fee

\$155 Monthly dues

Junior/Breaker

\$100 One time Membership Fee

Annual USA Swimming Fee (changes annually)

\$20 per family Annual Admin Fee

\$175 Monthly dues

Senior/Tsunami

\$100 One time Membership Fee

Annual USA Swimming Fee (changes annually)

\$20 per family Annual Admin Fee

\$175 Monthly dues

Masters

\$100 One time Membership Fee

Master Swimming Fee (may change annually)

\$20 per family Annual Admin Fee

\$124 Monthly dues

Pool Employee Dues:

Pool Employee's and their family members do not need to pay pool fees. The pool fees will be deducted from your dues based on the monthly report given to the team by the Borough.

Each pool employee must make WWSC Accounting aware of employment so that fees can be adjusted in the online system.

Suspended Account Fee:

All accounts that are placed in the suspended status while a swimmer is temporarily away from club will be charged a \$35 monthly fee to hold the swimmer's spot. Three months will be the maximum amount of time an account can be in the suspended status without either being reactivated to full time, or relinquishing the spot by cancelling the swimmer's account. If the account is cancelled and the swimmer wishes to return, the \$100 re-activation fee will need to be paid upon re-instating the account. Once an account has been cancelled, it will be at the coach's discretion as to whether there is available space on the team for any reactivations. *High School Swimming Exception: In the case of swimmers who will be actively participating on a High School Swim team beginning in August; they will be allowed to be put into the suspended status before and/or after the HS season with a not to exceed consecutive four month period (which will include the full HS swimming period).

Coaching Staff Discount:

Coaching Staff does not pay WWSC Dues.

USA Registered Guest Swimmers:

When a guest is attending a WWSC practice, the guest is not permitted to pay a Waves fee. A guest swimmer is allowed to participate as a guest for up to 10 days.

Swim Meets:

Fees:

Swimmers will sign up for meets using Team Unify and these fees will be included in your monthly bill cycle. All meets on or before the 20th of the month will be billed in the current month and meets from the 21st to 31st will be billed the following month. Each swimmer is responsible for his/her travel expenses related to swim meets. WWSC does not refund entry fees. Late entries are not granted.

The following surcharges are added to the fees charged by the club hosting the meet:

Instate (Anchorage/Mat-Su area)

\$15.00

Instate - CHAMPIONSHIP (Anchorage/Mat-Su area)

\$30.00

Instate (Outside of Anchorage/Mat-Su area):

\$50

Out of State:

\$100

The club is responsible for the coaches' travel expenses and these fees help to defray the per diem and travel expenses incurred by our coaches.

WWSC will pay relay fees unless a relay is broken. If a swimmer is registered as a relay member and fails to swim in the relay that swimmer is responsible for the entire entry fee.

When a WWSC coach is not present and a coach on deck from another team is used, the coach on deck will be paid via check or gift card the amount of \$25 for the first swimmer + \$5 for each additional swimmer. This coach cost will be divided equally between attending swimmers when meet fees are billed to the accounts.

Travel Policy/Code of Conduct:

Club Travel Policies and Code of Conduct documents must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club. These are signed upon joining the team through Team Unify.

Volunteering:

Parents/Guardians are required to volunteer at swim meets and other club events. Each family is required to volunteer 10 hours each year. Any hours not worked will be billed to you at a rate of \$10/hour at close of the fiscal year.

Volunteer hours will be tracked in the Team Unify system and verified by a sign in sheet or board member. All available jobs at swim meets and team functions will be posted in Team Unify and will allow sign-ups. Any additional hours a person puts toward the club that are not able to be tracked in Team Unify will need to be forwarded to the board via e-mail for verification and addition to your account. All members will be able to see their volunteer hours balance under their account in Team Unify.

Medical Insurance:

Insurance is required for all swimmers. All club swimmers are covered by secondary insurance when they register through USA Swimming. This is a yearly fee (subject to change annually) which provides secondary medical insurance should a swimmer be injured while swimming in any USA sanctioned event or club practice. Members without insurance (not registered with USA Swimming) will not be allowed in the water either for practice or to attend a meet. Master swimmers have the option of using Master Swimming Insurance or USA Swimming Insurance.

Fundraisers - General:

Revenue generated through fundraisers is essential to the function of the team. Fundraising helps pay for coaches travel costs to attend swim meets, various equipment purchases and team activities. Specific fundraising goals can be addressed annually.

Gaming Permit – Raffles: The Club can use the gaming permit for outside organizations upon approval from the Executive Board and Gaming Permit Coordinator. The club will charge a 5% fee if a Waves person is overseeing the raffle for current members. The club will charge a 10% fee if a Waves person has to oversee the raffle for a group outside of the membership.

Sponsor Board:

Revenue generated through the sponsor board is to further the education of our swimmers and coaches and any specific team determined needs. The fund generates money through the donations of local businesses. Each business that donates \$500 or more will have their logo on the WWSC Banner located at the Wasilla pool for a period of one year. The banner is produced annually and displays the different “levels” of sponsorship.

Practice Cancellations:

If a certified coach is not available during practice, that session will be cancelled due to liability issues.

Weather cancellations will follow the Mat-Su School District determination.

Safety:

Parents are responsible for ensuring their children have 'deck approved' footwear (flip flops, sandals, etc.) available and on-deck when in the pool. This is necessary in the event an evacuation is required and the locker rooms are unable to be entered to retrieve footwear due to smoke, structural damage, etc. The pool staff maintains a supply of towels for use in emergencies.

Additionally, it is the parent's sole responsibility to supervise their children during all non-practice hours. WWSC's sole responsibility is for overseeing the swimmers during the actual practice time, while they are in the immediate pool area. A parent or appointed guardian is required to be in attendance with any swimmer under 16 years old that is attending a meet.

Use of Epi Pens - WWSC staff are not permitted to administer EpiPens. However, they can do so if the Club receives written permission from the parent/guardian. The parent/guardian must state in the letter that permission is given to administer the EpiPen but that they fully understand that staff may not be qualified to do so and that they (the parent/guardian) accept full responsibility.

Use of cell phones and other mobile recording devices - Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras increase the risk for different forms of misconduct in locker rooms and changing areas. The USA Swimming Athlete Protection Policies prohibit the use of such devices in the locker room or other changing area. Policy violations may result in suspension or termination from the WWSC.

Discipline:

Disciplinary steps can be found on the WWSC Parent & Swimmer Code of Conduct Form.

Compassion Clause:

As a display of compassion, WWSC would like to formally extend a Compassion Clause to our normal dues structure.

In case of immediate family member death, sudden job loss, or accident that causes loss of income, WWSC will extend a 2-month scholarship to the swimmers effected. The 2-month scholarship will be \$0 swim dues for a period of two months.

In event of death, the Club can implement the courtesy without direct notification of the family. An email will be sent to the family so they are aware. Email shall state WWSC is sorry for their

loss and would like to be there for their family during this time. We would love to see their swimmer as much as they'd like and please let us know if there is anything they need. In case of job loss or accident, a 2-month scholarship can be implemented, but WWSC will require a written request from the family with details of the situation. Details must include the family member's name and previous place of employment. The request will be evaluated by the board prior to issuance.

The hope is that we will be able to utilize funds from our hardship scholarship fund currently in development.