

**WEST ALLEGHENY**



**AQUA**

**CLUB**

# **Handbook**

## **2018 - 2019**

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## **SECTION 1: WAAC Mission Statement & Goals**

### **Mission Statement**

The purpose and mission of the West Allegheny Aqua Club (WAAC) is to provide young swimmers with the skill, desire, attitude, and competitive spirit that will enable them to achieve great things in the pool and in their life.

### **WAAC Goals**

- To create a desire and atmosphere in which children improve their swimming skills and reach the goals they have set for themselves.
- To meet the desires of a wide range of athletes, from entry level, to swimmers who wish to compete at the national level.
- To teach young swimmers how to be a valuable part of a team by supporting it and working with others to achieve a goal.
- To empower young swimmers to be champions in and out of the water for a lifetime.
- To establish a comprehensive competitive swim program for our community.

## **SECTION 2: "Welcome to the West Allegheny Aqua Club!"**

Swimming is more than a sport — it is a way of life. Swimming is an excellent lifetime activity for health and well-being. But swimming is more than just exercise. Athletes in USA Swimming programs learn about perseverance and determination, goal setting and achievement, dedication and commitment. Swimmers learn time management skills, self-discipline, courage, and self-control. They learn how to win and lose with grace, and what it takes to strive for excellence. They take these skills with them into school, work, and life. Each swimmer is a valuable member of the team and swimmers learn cooperation with fellow teammates and adults.

Above all, competitive swimming is fun!

This handbook was designed to answer some of the questions you may have about the West Allegheny Aqua Club's program. We hope you find this handbook a useful reference throughout the swim season. The WAAC website also provides current updates and important team information about the club, so please check the websites frequently at the following addresses:

- (1) General information and news: <http://www.waswim.org>
- (2) Which, in the news section, website #1 also provides a link to our Team Unify site, which handles overall registration and meet entries, and in the future more and more of club activities and communication

<http://www.teamunify.com/amwaac>

The club mailing address is as follows:  
WAAC, P.O. Box 738, Imperial, PA 15126.

However, if you have other areas of uncertainty please feel free to contact Coach Bob Miller, Lisa Allen (Club President), or any other board member. The club's general email inbox, [waacinformation@gmail.com](mailto:waacinformation@gmail.com), is checked frequently

### **Section 3: WAAC Leadership and Board**

#### **2018 — 2019 Season**

The Board governs the activities of WAAC, and is in turn bound by the WAAC By-Laws (found on Team Unify website). The board is composed of eleven (9) Directors who are elected for terms of three (3) years each. Every year three or four Directors are elected. Directors are limited to two consecutive terms on the Board. Please address any concerns or comments to one of the Board members.

<b>PRESIDENT</b>	Lisa Allen	<a href="mailto:italianmom24@gmail.com">italianmom24@gmail.com</a>
<b>VICE PRESIDENT</b>	Dan Brumbaugh	<a href="mailto:dlbrumbaugh@gmail.com">dlbrumbaugh@gmail.com</a>
<b>TREASURER</b>	Dean Roberts	<a href="mailto:waacengineer@outlook.com">waacengineer@outlook.com</a>
<b>SECRETARY</b>	Angela Keeley	<a href="mailto:razekeeley813@gmail.com">razekeeley813@gmail.com</a>
<b>MEMBER</b>	Shelley Mann	<a href="mailto:clmann6@yahoo.com">clmann6@yahoo.com</a>
<b>MEMBER</b>	Amanda Defazio	<a href="mailto:defazio02@yahoo.com">defazio02@yahoo.com</a>
<b>MEMBER</b>	Dr. Don Aivalotis	<a href="mailto:dr.aivalotis@hotmail.com">dr.aivalotis@hotmail.com</a>
<b>MEMBER</b>	Nino Nicastro	<a href="mailto:nnicastro@tprsold.com">nnicastro@tprsold.com</a>
<b>MEMBER</b>	Dan Yoder	<a href="mailto:jkrock627@aol.com">jkrock627@aol.com</a>

### **SECTION 4: Coach Biographies**

Nothing has greater influence on the quality of children's sports than the excellence of the coaches. The West Allegheny Aqua Club Staff consists of professionally trained coaches. They are certified coaches of the American Swimming Coaches Association. Each coach has received training and has experience in the physiology and psychology of adolescent development. Our coaching staff consists of Head Coach Bob Miller, Assistant Head Coach Courtney Fazenbacker and Assistant Coaches Chedel Beck, Carl Pietroboni and Kevin Robertson.

## **HEAD COACH BOB MILLER**

Coach Miller is in his 24th season with WAAC and 45th season as a coach overall. He has experience with community teams, YMCA programs, middle school, USA Swimming, high school and college teams.

## **1<sup>st</sup> ASSISTANT COACH COURTNEY FAZENBAKER**

Courtney started coaching swimming in 2011 as an assistant with West Allegheny's aqua club, varsity and middle school teams. She is currently the head coach of Montour School District's varsity and middle school programs and is an assistant club coach for West Allegheny Aqua Club. Recently, she was also a assistant coach for the AMS summer Zones team.

Coach Courtney started swimming at the age of 8 with the Montour Marlins and continued swimming club with WAAC through high school and college. In high school she was a WPIAL Qualifier, PIAA State Qualifier, school record holder and a member of 3 AMS All-Star teams. After high school she received an athletic scholarship to Wheeling Jesuit University where she specialized in the 100 breaststroke, 200 breaststroke, 100 butterfly and 200 IM.

## **ASSISTANT COACH CARL PIETROBONI**

Carl has now been with us 5 plus years. He came to us from the freedom swim program where he was head coach for several seasons. Carl has been a tremendous help filling in and taking up slack for us at meets and practices. He is a good help to our swimmers and team and will once again help 1 night a week and weekends as needed.

## **ASSISTANT COACH CHEDEL BECK**

Chedel started swimming in seventh grade with the Montour Marlins and continued swimming with the varsity swim team at Montour High School as well as club at WAAC. She also participated in swim club for four years at Slippery Rock University and was on the board as the treasurer for three years. After college, Chedel was the head varsity swim coach at Cornell High School for one year. She started coaching with WAAC as an assistant in 2018.

## **ASSISTANT COACH KEVIN ROBERTSON**

### **SECTION 5: Coaching Responsibilities**

The coach's job is to supervise the swim program. WAAC coaching staff is dedicated to providing a program for swimmers that will enable them to learn the value of striving to improve oneself to "be the best you can be".

The coaches are responsible for placing swimmers in practice groups according to age, ability level, and commitment level. When it is in the best interest of the swimmer, he or she will be placed in a more challenging group by the coach.

Sole responsibility for stroke instruction and training regimen rests with the WAAC coaching staff. Each group practice is based on sound scientific principles and is geared to the goals of that group.

At the meets, the coaching staff will conduct and supervise warm-ups. After each race, the coaches will offer constructive criticism regarding the swimmer's performance. It is the parents' job to offer love and understanding regardless of their child's performance.

In Dual Meets, it is the coach's responsibility to enter a swimmer into events that they will be competing in.

In USA/AMS meets, the coaches will enter a swimmer into an event after the swimmer has committed to the swim meet. They will also build any relays as chosen to participate

## **SECTION 6: Team Levels (Descriptions)**

WAAC provides swimmers the opportunity to enter into a novice program and progress to a top elite national and high school swimming program. WAAC is divided into several team levels which are based on the swimmer's abilities and age level. At the beginning of each season, the coaches determine the level that each swimmer will enter. As your swimmer improves, the coaches may recommend that your child progress to the next level. Below is a brief overview of each level.

### **Ripples Group**

The group provides an introduction into the competitive sport of swimming for the swimmer in elementary grades, ages six (6) and up. This program is limited to first year swimmers only. The session is approximately 10 —11 weeks long, with practice two to three days per week for 1.5 hours. Emphasis is on stroke development and the team sport of swimming. This group competes at the local level and at development meets (tri meets) scheduled by coaches. There are normally 2 sessions offered, fall and spring.

### **Breakers Group**

This group is season-long and practices up to four times a week for 1+ hours. Group is for swimmers aged 9 —12 who have general skills and are working to get to the next level. This group competes at the local level and at development meets (tri meets).

### **Whitewater Group**

This group is season-long and practices up to six times a week for 2+ hours. The level 1 of this group is for the more accomplished and committed swimmers. This group is for swimmers age ten and up who have strong skills, ability to handle hard workouts, plus consistent practice attendance. This group competes at the local and regional levels. Many of these swimmers participate in the middle school program.

### **Tsunami Group**

This group is generally for swimmers in grades 7—12 and practices up to eight times a week for 3+ hours. The level 1 of this group is for the more accomplished and committed swimmers. The group competes at the local, regional, and national levels. Most here participate in the high school program.



## **SECTION 7: Code of Conduct (Swimmers & Parents)**

### **Swimmers Code of Conduct**

**Any swimmer known to use alcohol, drugs, or tobacco is subject to suspension from the team.**

Never interfere with the progress of another swimmer during practice or otherwise.

At all club functions (meets, practices, or social events), we expect each swimmer to behave in a way that reflects positively on the team.

Each swimmer is expected and required to support and respect their fellow team members and practice good sportsmanship.

### **Parent Code of Conduct (adopted across Allegheny MT Swimming)**

As a parent of a swimmer and a member of the West Allegheny Aqua Club/Allegheny Mountain Swimming Inc., I will abide by the following guidelines:

Participation by my child in swimming is voluntary. Participation in meets and events shall not be forced and suggested only when in the best interest of the child.

I will support the values of discipline, loyalty, commitment, hard work, and teamwork during practice and meets, and other swimming events, and in my dealing with all coaches, parents, swimmers, board members, and officials.

I will demonstrate good sportsmanship by maintaining control and conducting myself in a manner that earns the respect of my child, other swimmers, parents, officials, and coaches at all practices and meets. As a parent, I understand that criticizing, name calling, use of abusive language or gestures directed toward coaches, officials, any participating swimmer and/or parent of a swimmer is unsportsmanlike and will not be permitted or tolerated.

I will discuss any concerns or take suggestions to a member of the coaching staff. I will not coach or instruct the team or any swimmer at a practice or meets, from the stand or any other area, or interfere with coaches on the pool deck as they work. I will not unduly burden coaches or board members by directing excessive telephone calls or emails to them.

I understand that officials who judge meets are volunteers who have the best interest of all swimmers in mind. I may not agree with calls or decisions by officials during swim meets and other competitions and if so, I will direct questions or concerns made by meet officials to a member of our coaching staff.

#### **Know my role:**

Swimmers — swim, Coaches — coach, Officials — officiate

**Parents** — parent and praise swimmers for hard work.

Sanctions: Should I conduct myself in such a way that brings discredit or discord to AMS Swimming, Inc. or USA Swimming, I voluntarily subject myself to disciplinary action. AMS maintains the right to terminate any membership with or without cause in the interest of our vision, mission, and objectives.

## **SECTION 7: Swimmer's Responsibilities**

Practices are essential for training swimmers in stroke technique, form, and speed. It is important that each swimmer attend as many practices as possible in order to derive full benefits. Each training group has specific attendance requirements and recommendations appropriate for the objectives of that group. WAAC recognizes that the swimmers may also be involved in other activities, and encourages this. However, we need to realize that the expectation level of coaches to attend practice increases as swimmers move on to higher groups.

Our Ripples program is offered three days a week. At this level we recommend a minimum of two practices a week.

The Breakers program is offered four days a week. At this level we recommend a minimum of three practices a week.

It is highly encouraged that swimmers in the Whitewater and Tsunami programs attend all scheduled practices

All practices are at the West Allegheny High School pool unless otherwise noted.

Swimmers should be on deck with all necessary equipment five (5) minutes prior to the start of practice.

**For their protection, they should arrive no earlier than fifteen (15) minutes prior to the start of practice and should be picked up no later than fifteen (15) minutes after the end of practice. If for some reason a coach is not present, please *do not* leave swimmers unattended. This is for your child's safety and protection. Swimmers must be escorted into the swimming area, not dropped off at the front of the building. Your child should wait *inside* the doors for pick up after practice.**

Swimmers should stay for the entire practice. Often the last few minutes of practice are the most important part. **If an early dismissal is necessary, please send a note with your swimmer.**

Whenever possible, please inform the coach of an illness or injury that will keep your child from swimming. This is especially important if the illness or injury will affect a meet.

West Allegheny High School is very generous in allowing us the use of their facilities for our practices and meets. We need to keep in mind that we are guests here. There is to be no running, throwing objects, pushing, etc. in the hall, locker rooms, or on the pool deck. Do not wander about the school. Access is to be only through the athletic entrances (near basketball gym). Any damage to school property may result in the swimmer being asked to leave the team.

## **SECTION 9: Parent Responsibilities: Practice and Training**

To have a successful program, there must be understanding and cooperation among parents, swimmers, and coaches. The progress your child makes depends to a great extent on this interrelationship.

**The Coach is the Coach!** When parents interfere with opinions as to how the swimmer should swim or train, it causes confusion. If you have a problem, concern, or complaint, please contact the coach.

**The Best Kind of Parent:** The coach's job is to motivate and constructively criticize the swimmer's performance. It is the parent's job to supply love, recognition, and encouragement that in turn gives your child the confidence to perform well.

**Ten and Under:** These are the most inconsistent swimmers, and this can be frustrating for parents, coaches, and swimmers. Be patient, encouraging, and permit them to learn to love the sport.

**Fuel for their tanks:** Parents should contribute to the education of and provision for proper nutrition and eating habits.

**Pool Deck:** Parents are not allowed on the pool deck during practice at the high school unless it is an emergency or they have been asked to help time swimmers. Parents are allowed to observe practice from the observation area. Please do not try to communicate with any swimmer during practice, as this can be distracting for the swimmer as well as the rest of the team and the staff. Also, please keep in mind that the same rules regarding running in the halls and respect to school property also apply to all family members present. Please remember that all schools are **smoke-free** environments. Any damage to school property may result in financial liability for the parents.

## **SECTION 10- Communication & Fundraising**

### **Website**

Our primary means of communication between the board, coaching staff, swimmers, and parents this year will be the website as follows. For registration, meet entries, and various other team information and activities, the club will be utilizing the Team Unify system and website at [www.teamunify.com/amwaac](http://www.teamunify.com/amwaac). The Team Unify site is also the location of account balances, invoicing, credit card set up, and various other team related information. It will also provide group emailing capabilities which will be frequently used. Please check the sites frequently for updates and important team information. We will try to post changes to practices, especially cancellations, daily.

### **Club Bulletin Board Area**

The Club bulletin board is located upstairs in the viewing area for the pool. This may be used to post general interest items for the club, but should not be viewed as a primary source of information.

### **Talking to the Coaches**

If you have concerns about your swimmer or questions regarding your swimmer's events or times, the coaches are there to assist you. When contacting the coaches, the best time to speak with them is after practice. Should you not be able to do this, or if you may require more time, please set something up after practices with the coaches. Sending a note with your concerns or questions to the coach is also a good way to communicate. Or you can email Coach Bob at [coachmiller@zoominternet.net](mailto:coachmiller@zoominternet.net). Please try to save phone calls for matters that cannot be handled otherwise, with the best times to call Coach Bob being 8:30AM to 1:00PM during the school year, or 9:00PM-10:00PM in the evening. In the summer, 2:00PM –9:00 PM are the best times for phone contact.

### **Email**

Our club also communicates club news via email at WAACINFORMATION@GMAIL.COM. Therefore, we would like an active email address that you check frequently provide to us at registration. Please check your email daily for information on practice changes or cancellations, US/AMS meet invitation postings, warm up times, directions to meets, etc....

## **Fundraising**

### **Meets**

**The meets we host are our biggest team fundraisers** so it is vital that we have participation from all our member families.

### **Group Fundraising**

Periodically, the club may have group fundraising activities depending on donations we may get for a raffle, or if we are trying to purchase a costly item, e.g. new timing equipment. We do expect families to participate, but it is a general goal to avoid special fundraising when possible and try to plan such that the membership dues will cover the cost of club operation and participation. The club's successes and member family support in the hosting of AMS meets is critical towards this goal.

## **Section 11: Family Participation/Volunteer Requirement**

It is crucial to have each parent's support at home and away meets. At some away meets, especially if they are an AMS sponsored meet such as the Pitt Christmas Meet, we may be required to have volunteers to help in some capacity as well. An email will usually be sent with needs and requirements for a particular meet. Without your help, we will not be able to host the swim meets that make up a large amount of our annual budget. Every family of the Tsunami, Whitewater, Breaker, and Ripples groups are expected to participate at our home meets, at a level of 2 sessions per hosted meet.

### **Overview**

The club typically hosts two US/AMS meets per year.

- 2015-16 we will be hosting meets December 5 & 6, 2014 and January 23 – February 24, 2016.

Each meet consists of a Saturday and a Sunday of swimming, with 2 sessions on each day.

The morning session is normally approximately 8:00-noon; the afternoon session noon to 4:00PM.

Many times, our swimmers are participating in the meet we host. However, depending on the type of meet the club is awarded, age and time standards for the meet may mean that your child will not be swimming in the meet. In these cases, family volunteer requirements remain the same, independent of swimmer participation, to provide team support

### **Family Participation/Volunteer Fee**

#### **US/AMS swim meet hosted by WAAC.**

**Each Family is required to work at least two (2) sessions at EACH meet** hosted by WAAC

These sessions can be any combination of sessions e.g. morning and afternoon of the same day or both mornings or both afternoons, etc. **Anyone over the age of 13 is eligible to work to fulfill a families volunteer obligation.** Proxy volunteers may also be arranged by the family to try and meet the requirement in terms of special conflicts

**Total season commitment for the 2018 -19 season is four (4) sessions (2 session Oct meet + 2 sessions Nov meet). If this is not full filled, the club will charge the family account \$150 Family participation fee.**

#### **Developmental/Tri Meets,**

There will also be a need for volunteers for these meets. All families who have a swimmer participating in these meets should try to be available to help at these sessions as well.

### **Volunteer Commitment Not met**

If you do not fulfill your meet participation responsibility, a \$150 charge will be applied to your account in the month following the final hosted meet. Also, swimmers whose families have not met the volunteer commitment will not be eligible for any club support for advanced meet participation

(zones, sectionals, etc.)

## Day of Meet/Sign In

At each meet, the Meet Director will check in all volunteers, so make sure you sign in and are accounted for to get credit for participating. This will be our record that you fulfilled your member requirement. It is **YOUR responsibility** to make sure that you have signed in properly.

## Volunteer Jobs/Assignments

Over the years, WAAC has developed a well-deserved reputation for conducting excellent meets. When we host a meet, the swimmers' needs are always our number one priority. The key objectives are efficiency and hospitality. Our club is proud of this reputation and makes every effort to ensure that all meets are well staffed, run on schedule, and that our visitors enjoy themselves. The responsibility for hosting meets is shared equally by parents from all group levels.

There are a variety of assignments that parents may choose from. Some tasks require formal training, other tasks require someone with experience, and others just require an explanation. Team Unify will provide a means to sign up and track planning for volunteers.

## Jobs requiring No/Some experience:

- **Timers** — 12 timers, two (2) for each lane) and one (1) head timer for each session. Using a stopwatch provided by WAAC, the timer starts the watch using the strobe light of the starting machine as the starting signal and stops the watch when any part of the swimmer touches the wall. Swimmers' times are recorded on forms provided on a clipboard for your lane assignment. The head timer will have started a backup watch at the beginning of the race and helps any timer whose stopwatch didn't start correctly. An experienced head timer will coordinate all timers.
- **Runners** — Two (2) people per session to collect time forms from the timers and take them to the person running the computer. The runner will also take event results to the awards table. Runners will also pass water out to the coaches, officials, and volunteers on the pool deck.
- **Marshalls** — Two (2) per session. Marshalls shall wear identifying attire (neon orange vests provided by WAAC) and enforce warm-up procedures and maintain order in the swimming venue. The Marshall shall have full authority to warn or order to cease and desist, and, with the concurrence of the referee, to remove, or have removed, from the swimming venue anyone behaving in an unsafe manner or using profane or abusive language, or whose actions are disrupting the orderly conduct of the meet.
- **Awards Table** — Two (2) people to label the awards and prepare the sheet for swimmers to sign off that they received their award. The awards table is also responsible for posting the event results sheet out in the hallway for anyone to view.
- **Place Judge** — Four (4) people per session. Sits at the end of the pool and marks order of finish by lane.
- **Concessions** — Four (4) to six (6) people per session to coordinate food and drink donations and to run the concession stand during the session. Usually will also sell the heat sheets. A concessions coordinator will oversee all volunteers in concessions.
- **Setup and Cleanup** — as many parents as possible are needed to prepare the pool for the races. This requires two to three hours of setup the preceding Friday evening, and another one to two hours the morning of the meet. It is nice to have a separate group to break everything down and clean up after the

meet.

- > **Miscellaneous** — may need people to sell raffle tickets, relieve timers, pass water to officials and volunteers on the pool deck, etc.

### Jobs requiring experience:

- > **Meet Director** — The overseer who makes sure all jobs are filled and that things run as smoothly as possible. This person must be willing to approach people at the meet to fill jobs at the last minute. This should be a person who knows many of the faces around the pool, and has often been a season-long position. The Meet Director needs to be familiar with all the positions, the potential problems, and be able to draft helpers and give rapid on-the-job training.
- > **Daktronics Operator** — One (1) person per session. This person uses Meet Manager (swimming software that WAAC uses) to input results, make sure results are correct, determine order of finish, and generate meet related reports and labels for awards. **Formal**

### Jobs requiring Training/Certification:

Each club is required to have a minimum number of certified **officials**. As an official, after a short period of shadowing and training, you are able to volunteer for both home and away meets. While it is a time commitment, there are no mandatory times or schedules, and it is a great way to be on deck with your child supporting the meets, learn more about the sport, network with those who know the sport best, and make some great friends both inside and outside the club. Contact Dave Vollmer (dave\_sondra@msn.com) if you would like to learn more about this opportunity.

- > **Starters** — Calls the swimmers up for their events, combines events when possible to expedite the meet. Starts each event and heat. Judges false starts.

- > **Referees** — Designated officials responsible for all decisions and rule interpretations.

- > **Stroke and Turn Judges** — At least Six (6) required per meet to ensure swimmers' strokes are in accordance with AMS rules. Communicates disqualifications to the referees. WAAC officials will help out both in the hosted as well as some of the away meets; as there will be reciprocal support from other clubs officials for our meets.



## **SECTION 12: Meets (US/AMS) – What to expect**

WAAC is a member of Allegheny Mountain Swimming (AMS) which is one of fifty nine (59) Local Swimming Committees (LSC) in USA Swimming. USA Swimming is the organization that ultimately organizes competition up to and including the Olympic Games.

USA Swimming activities in a defined geographical area and has its own set of bylaws under which it operates. Swimmers in all groups must be registered as a USA Swimming member and are strongly recommended to participate in US/AMS meets. These meets give the swimmer incentive and motivation to improve their times and reach goals that they have set for themselves. Most swimmers want to compete because it is fun. We suggest you talk to parents of current members for a better idea of what to expect. Once you have identified the appropriate meets you are willing to have your child participate in, you will use the TeamUnify website to sign your child up. If unsure of what events he/she should swim talk to your child's coach for guidance.

Depending on the age group classification, a meet may have seven event types: five individual and two relay. Individual events include: freestyle, backstroke, breaststroke, butterfly, and individual medley (IM). The two relays are freestyle and medley. The distances of the events are dependent upon the age group. Swimmers compete within seven different age groups, each also separated by gender. They are as follows:

**8 and under, 10 and under, 11 —12, 13 —14, 15 —16, 17 —18, & Seniors**

Not all age groups are offered at each meet. For example, some US/AMS meets may be for 8 and under only; these are referred to as **Mini Meets**. The swimmer's age on the first day of the meet governs the swimmer's age for the entire meet.

Within each age group, there are different levels of achievement. These are as follows:

**B (all beginner swimmer times will generally meet the “B” level)**

**BB**

**A**

**AA**

**AAA**

**AAAA (Highest Level)**

**It is typical for swimmers to be at different levels for different events. A swimmer may have a “BB” time in 100 back, an “A” time in 50 free, and a B time in 100 fly.**

Each level has a time standard that a swimmer must meet (see Appendix **B**). All swimmers begin at "B" level and move up as they meet the time standard for each age group. There are time standards for different pools that the swimmer may swim in, in competitions. Competition pools may be short course (25 yards or 25 meters) or long course (50 meters). USA Swimming maintains records for 25 yard, 25 meter, and 50 meter pools.

WAAC usually swims in meets that are short course yards in the regular season and long course meters in the summer season. Most Western Pennsylvania high school pools and competitions are short course yards.

As the swimmer improves his/her times, they will advance to the next level of competition, specific to that event. This permits fair yet challenging competition at all levels. In some cases, a swimmer may be at



a different level for each stroke.

Once a time is achieved in an event; it stays with the swimmer going forward, even if they swim slower in future meets. The age of the swimmer is that which they are on the first day of that meet. Once a swimmer “ages up” out of one of the age groups, the time standards will also become more challenging and it is common to have a readjustment period (“A” times for 9-10 may drop back to “B” or “BB” level once the swimmer turns 11).

## **Meet Schedule**

The meet schedule is provided at the beginning of each season by Coach Bob Miller. The schedule will identify the type of US/AMS meet (Mini, BBB, etc.). An event will be created on Team Unify for each of the meets, along with a strict deadline before which entries must be submitted. An attached document will include the Meet Invitation from the host club, which provides time requirements, directions to the pool, maximum events per day (usually 3 or 4) and what ages are swimming when (the morning and afternoon sessions). Approximate start times are listed, but these are firmed up once the total entries are known. From here, the warm up and exact session start times are known. It is common for swimmers to leave after they are completed with their individual events after checking in with coaches prior to leaving, as there are at times RELAYS which are entered.

For meet entry, parents/swimmers are responsible for identifying the meets and the number of splashes (events) they want to enter. Swimmers should be encouraged to know their times and actively take part in the entry process,

They are to provide this day and event selection through Team Unify. The entries will be checked, confirmed or possibly modified (swapping one event for another in the same session) by coaches. Parents and swimmers are not to attempt to modify entries after the coach review and approval step.

Meet fees are to be paid via the credit card on file. Meet fees vary so check the invitation for all required fees. Your meet entry will not be processed if a credit card is not on file (barring previously arranged special extraordinary payment provisions) or if your account is significantly past due (“unrequited status”). Any special non credit card payments which are arranged should be mailed to the PO Box address.

## **How to Prepare For a US/AMS Swim Meet**

Once your swimmer is entered in a US/AMS meet, you can get the directions to the hosting club from the meet invitation that is posted on the WAAC bulletin board.

Swim meets are usually two to three days. Some meets start on Friday evening. On Saturday and Sunday, most meets will have a morning session for two age groups and an afternoon session for two other age groups. Some meets, including the championship meets, will have evening finals. Punctuality and patience are the two most important requirements for the meets to work well. Swimmers will swim between two to four races, spread throughout the day. This results in LOTS of free time! Families will usually bring tents (for outdoor meets), chairs, sleeping bags, etc. and "camp out" for the day at away meets.

**Here is what you should be prepared to take to a US/AMS swim meet:**

- **Chairs, sleeping bag, or quilt to put on gym/cafeteria/holding area to sit or lie down on (Note, however, that many US meets will have ample seating available in the pool viewing areas)**

- **Games, cards, etc. for children to play while waiting for their events**
- **Snacks and drinks if desired (hosting clubs usually sell refreshments and food as well)**
- **Two sets of clothes for swimmer (sweats for warmth, etc.)**
- **Two to three towels for swimmer**
- **Team suit**
- **Team cap**
- **Goggles (two pairs)**
- **Pen or Marker, for writing swimmers' events on arm or leg**

Get to the meet on time for warm-ups. Warm up times for WAAC are sent out by email and are also usually posted on our website. Usually the coaches like swimmers to be there 15 — 20 minutes prior to the scheduled warm-up time in order to stretch. At the meet, there will be a table set up where you can buy a Heat Sheet. The Heat Sheet lists all the events and the swimmers participating in each event. Set up your resting space. Get swimmers ready for warm-ups and have them report to their coaches on the pool deck. Only swimmers are allowed on the pool deck.

After warm-ups, most parents list their swimmers event, heat, and lane numbers (found in the Heat Sheet) on their hand, arm, or thigh with a pen or marker so that he or she will know what even they are to swim. (See picture following on page)

It is you and your child's responsibility to get them to the seeding area or pool deck on time for their event. With the new, younger swimmers, a lot of help is offered at these meets to make sure they are where they are supposed to be.

Official times and results are usually posted at the meets. Please record your own swimmer's official times from this list and keep track of it. These times are used the next time you enter your swimmer in a US/AMS meet.

**Please ask questions of other parents regarding these meets. It is not as confusing or difficult as it first seems and other parents that have been through it will be glad to help.**

## **SECTION 13: Meets (Developmental) – What are these?**

WAAC also has developmental (quad, tri, or dual) meets with other local clubs. These meets provide a great opportunity for new swimmers to have a taste of competition in a simpler format than US/AMS meets. They can be held both at the WA pool or the pool of a neighboring club. Typically, these meets are for "BB" and slower swimmers. Swimmers at other levels would be at the discretion of the coaching staff. NOTE- Times achieved during these meets will NOT count towards the swimmers US Swimming/official SWIMS database. What this means is that they cannot be used as a qualifying time for entry into certain meets (such as "A", "BB" and faster)

### **What to bring to a Developmental Meet:**

**Team suit**

**Team cap**

**Goggles (two pairs)**

**Two sets of clothes for swimmer (sweats for warmth, etc.)**

**Two to three towels for swimmer**

**Pen or Marker, for writing swimmers' events on arm or leg**

**Snacks and drinks if desired (hosting clubs sometimes sell refreshments and food as well)**

## **SECTION 14: Competition Philosophy**

WAAC coaching staff does not see the first place person as the only winner. We would rather look to see who behaves like a winner. There are certain characteristics of a winner, and every swimmer, no matter where they place, has the opportunity to emulate those characteristics such as concentration, listening skills, and working toward their goals.

In competition, the important measure is not who collected the most medals, or even who improved the most seconds. The real critical measure is who learned the most from the competitive experience. Swimmers quickly forget the medals and material benefits. They will, however, remember the development of interpersonal skills, discipline, listening skills, time management, goal setting, and enhanced self-image.

Good sportsmanship behavior is of equal importance. This includes congratulations to other competitors and encouragement to all teammates.

## **SECTION 15: Ten Commandments for Parents**

**Thou shalt not impose your ambitions on thy child** — Remember that swimming is your child's activity. Improvements and progress occur at different rates for each individual. Don't judge your child's progress based on the performance of other athletes and don't push them based on what you think they should be doing. The nice thing about swimming is that every person can strive to do his or her personal best.

**Thou shalt be supportive no matter what** — there is only one question to ask your child, "Did you have fun?" If meets and practices are not fun, your child should not be forced to participate.

**Thou shalt not coach thy child** — you have taken your child to a professional coach; do not undermine that coach by trying to coach your child on the side. Your job is to support, love, and hug your child no matter what. The coach is responsible for the technical part of the job. You should not offer advice on technique or race strategy. This is not your area. This will only serve to confuse your child and prevent that swimmer/coach bond from forming.

**Thou shalt only have positive things to say at a swimming meet** — if you are going to show up at a swimming meet; you should cheer and applaud, but never criticize your child or the coach.

**Thou shalt acknowledge thy child's fears** — A first swimming meet, 500 free, or 200 IM can be a stressful situation. It is totally appropriate for your child to be scared. Don't yell or belittle, just assure your child that the coach would not have suggested the event if your child were not ready to compete in it.

**Thou shalt not criticize the officials** — if you do not have the time or the desire to volunteer as an official, don't criticize those who are doing the best they can.

**Honor thy child's coach** — The bond between coach and swimmer is a special one, and one that contributes to your child's success as well as fun. Do not criticize the coach in the presence of your child; it will only serve to hurt your child's swimming.

**Thou shalt not jump from team to team** — The water isn't necessarily bluer at the other team's pool. Every team has its own internal problems, even teams that build champions. Children who switch from team to team are often ostracized for a long, long time by teammates they leave behind. Oftentimes swimmers who do switch teams never do better than they did before they sought the bluer water.

**Thy child shalt have goals besides winning** — Giving an honest effort regardless of what the outcome is, is much more important than winning. One Olympian said "My goal was to set a world record. Well, I did that, but someone else also did it, too, just a little faster than I did. I achieved my goal and I lost. This does not make me a failure, in fact, I am very proud of that swim."

**Thou shalt not expect thy child to become an Olympian** — There are 225,000 athletes in United States Swimming. There are only 52 spots available for the Olympic Team every four years. Your child's odds of becoming an Olympian are 1 in about 4,300. Swimming is much more than just the Olympics. Ask your coach why he or she coaches. Chances are, he or she was not an Olympian, but still got enough out of swimming that he wants to pass that love for the sport on to others. Swimming teaches self-discipline and sportsmanship, it builds self-esteem and fitness, it provides lifelong friendships, and much more. Most Olympians will tell you that these intangibles far outweigh any medal thy may have won. Swimming builds good people and you should be happy your child wants to participate.

## SECTION 17: Glossary of Swimming Terms

**AMS** — Allegheny Mountain Swimming

**Block** — The starting platform

**Cap** — A latex or Lycra swim cap used during a race or practice to cut down resistance and to protect swimmer's hair from the effects of chlorine.

**Circle Seeding** - This is an alternative seeding system used in prelims where the final three heats of an event are arranged so that the three fastest swimmers occupy the middle or fastest lane in their heat; the next three fastest swimmers occupy the next fastest lane, etc. All fastest swimmers are not in the last heat when circle seeding is used. This seeding structure is common in championship or bigger meets. Most in season US meets are not circle seeded, and the last heat is usually the fastest. For Distance swimming (500 yards and greater or 400 meters or greater), the fastest swimmers swim first.

**Competition Suit** — A team racing suit may be required for competition. This suit is often a smaller size than the practice suit to reduce resistance. The material is usually Lycra. Not required to participate, Also not permitted by the club coaching staff outside of championship or specially designated meets.

**Course** - Designated distance over which the competition is conducted. Long course is 50 meters. Short course is 25 yards or 25 meters.

**Deck Seeded Event** — An event where all entries are due prior to the first day of the meet and swimmers must declare availability to swim prior to scratch deadlines.

**Distance Swimming:** An event of a longer distance, generally 500 yards or longer for short course or 400 meters or longer in the long course season.

**DQ** — Disqualified. This occurs when a swimmer has committed an infraction of some kind; e.g. freestyle kick in butterfly. A disqualified swimmer is not eligible to receive awards, nor can the time be used as an official time.

**Drill** — An exercise involving a portion or part of a stroke, used to improve technique.

**Dual Meet** — One team versus another team in a swimming meet.

**False Start** — Occurs when a swimmer is moving before the start gun is sounded. In US Swimming, one false start will result in disqualification.

**Fins** — Flippers that are worn on the feet and used for stroke technique and speed assisted training.

**Flags** — Backstroke flags placed five yards (short course) or five meters (long course) from the end of the pool. The flags enable swimmers to execute a backstroke turn more efficiently when swimming the backstroke.

**Goal** — A specific time achievement a swimmer sets and strives for. It can be a long- or short-term goal.

**Goggles** — Lenses worn by swimmers during practice and competition to enhance vision and protect their eyes from the effects of the chemicals in the water.

**Heats** — A division of an event in which there are too many swimmers to compete at one time.

**IM** —Slang for the Individual Medley, an event in which the swimmer uses all four strokes in the following order: butterfly, backstroke, breaststroke, and freestyle.

**Kickboard** — Device usually made of plastic or Styrofoam, used to isolate the kick portion of a stroke.

**Long Course** — A pool 50 meters in length. USA Swimming conducts most of its summer competition in long course pools. Indoor long course pools in the area include Chartiers Valley and Pitt, and there are also various outdoor 50 meter long course pools.

**LSC — Local Swimming Committee** — The governing body for swimming at the local level. There are 59 LCS's in the country. WAAC is a member of Allegheny Mountain Swimming.(AMS)

**Meet** — Competition designed to be a learning experience. By implementing what has been learned in practice, the swimmer tests himself against the clock to see how he's improving.

**Official** — A judge on the deck of the pool at a sanctioned competition who enforces USA Swimming rules. There are Stroke and Turn Judges, Administrative officials, Starters, Timers and Referees

**Pace Clock** — Large clock with a large second hand and a smaller minute hand, used to check pace or maintain intervals in practice; may also be digital.

**P.B.** — Personal Best Time

**Practice Suits** — worn by a swimmer during practice sessions. They are generally made of nylon, Lycra, or stretch nylon. These suits are looser fitting, and many swimmers train wearing several suits for the purpose of creating drag.

**Pull Buoy** — Usually made of Styrofoam. This device is placed between the legs to isolate the use of the arms. The pull buoy is used to strengthen the arms and is sometimes used for stroke work.

**Referee** — Has overall authority and control of a swimming competition. (S)he ensures that all the rules are followed, assigns and instructs all officials, and decides all questions relating to the conduct of the meet.

**Relay** — An event in which four swimmers compete together as a team to achieve one time.

**Seeding** — The process by which a swimmer is assigned a certain lane and heat in an event. Competitors are assigned to lanes based on their seed times as follows:

pool — lanes numbered 3,4,2,5,1,6 (with the fastest time in lane 3)

■ 8 lane pool — lanes numbered 4,5,3,6,2,7,1,8 (with the fastest time in lane 4)

**Short Course** — A pool 25 yards or 25 meters in length. USA Swimming conducts most of its winter competition in short course yards. All high school swimming in PA is also Short Course.

**Split** - A time recorded from the official start to the completion of an initial distance within a longer event. Also, the time for one of the four individuals in a relay. Under certain conditions, splits may also be used as official time. For example, the lead off swim in a relay, or the lead off portion of an event.

**Starter** - Assumes control of the swimmers from the Referee. Directs swimmers to "take your mark", and sees that no swimmer is in motion prior to giving the start signal.

**Streamline** — The position used by swimmers when starting or pushing off the walls, designed to reduce water resistance.

**Stroke Judges** — Observe the swimmers 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 called the Stroke and Turn Judge.

**Sweats** - Some type of warm-up or sweatsuit worn at meets, to and from practices during cold weather.

**Taper** — A carefully planned program that involves getting a swimmer's body and mind into top or peak performance levels before a major competition.

**Team Uniform** - A team uniform is usually made up of one or more of the following: suit, cap, T-shirt, sweatshirt, and/or parka. Each club has a uniform which is usually a requirement and unique to the team.

**Touch Pad** — A large, sensitive board at the end of each lane where a swimmer's finish is registered when touched, and sent electronically to the timing system.

**Towel** — A large, thick beach towel is usually preferred by swimmers. A minimum of two towels is recommended for meets.

**Turn Judges** — Observes the swimmers from each end of the pool and ensures that the turns and finishes comply with the rules applicable to each stroke.

**USA Swimming** — The national governing body for amateur competitive swimming in the US

**Warm Down** — Low intensity swimming used by swimmers after a race or main practice set to rid the body of excess lactic acid and to gradually reduce heart rate and respiration.

**Warm Up** — Low intensity swimming used by swimmers prior to a main practice set or race to get muscles loose and warm. Warm up gradually increases heart rate, respiration, and helps to prevent injury

**Zones**- At the end of both short course and long course seasons, an Eastern Zone Meet is held.



WAAC Swimmers are part of the AMS (Allegheny Mountain Swimming) team. Meets have been held in places such as Rochester, NY, Richmond, VA, or State College, PA,. Swimmers qualify in one of two ways:

- (a) **Short Course Zones (March/April)**- Achieve one of the 2 fastest times across AMS within their age group for that specific event. Note that invitations often extend down past the fastest 2 times in the case of some swimmers qualifying for more events than the maximum or also in the cases where some swimmers choose not to travel to the meet
- (b) **Long Course Zones (August)** - All swimmers who achieve a zone cut time (usually just a bit slower than the age group AAA time) are invited to attend, regardless of their rank within their age group.

## **Appendix A: Policies**

1. WAAC Electronic Communications Policy
2. WAAC Locker Room Policy
3. WAAC Club Support of Advanced Meet Participation
4. WAAC Financial Standing Policy
5. WAAC Officials Reward Policy

## West Allegheny Aqua Club Electronic Communication Policy

### PURPOSE

West Allegheny Aqua Club (WAAC) recognizes the prevalence of electronic communication and social media in today's world. Many of our swimmers use these means as their primary methods of communication. While the Club acknowledges the value of these methods of communication, the Club also realizes that there are associated risks that must be considered when adults use these methods to communicate with minors.

### GENERAL CONTENT

All communications between a coach or other adult and an athlete must be professional in nature and for the purpose of communicating information about team activities. The content and intent of all electronic communications must adhere to the USA Swimming Code of Conduct.

For example, as with any communication with an athlete, electronic communication should not contain reference or relate to any of the following:

- drug or alcohol use;
- sexually oriented conversation, sexually explicit language and/or sexual activity;
- the adult's personal life, social activities, relationship or family issues or personal problems; and/or
- inappropriate or sexually explicit pictures.
- NOTE: Any communication concerning an athlete's personal life, social activities, relationship or family issues or personal problems must be **transparent**, **accessible** and **professional**.

Whether one is an athlete, coach, board member or parent, the guiding principle to use in communication is:

- "Is this communication something that someone else would find appropriate or acceptable in a face to face meeting?"
- "Is this something I would be comfortable saying out loud to the intended recipient of my communication in front of the intended recipient's parents, the coaching staff, the board or other athletes?"
- "Is this something I would be comfortable with if it were on the front page of my local newspaper?"

With respect to electronic communications, electronic communications with swimmers should be **Transparent**, **Accessible** and **Professional (T.A.P.)**.

Transparent: All electronic communication between coaches and athletes should be transparent. Your communication should not only be clear and direct, but also free of hidden meanings, innuendo and expectations.

Accessible: All electronic communication between coaches and athletes should be considered part of the Club's records. Whenever possible, include another coach or parent in the communication so that there is no question regarding accessibility.

Professional: All electronic communication between coach, and an athlete should be conducted professionally. This includes word choices, tone, grammar and subject matter that model the standards and integrity of a staff member.

If your communication meets all three of the **T.A.P.** criteria, then it is likely your method of communication with athletes will be appropriate.

### FACEBOOK, MYSPACE, BLOGS AND SIMILAR SITES

Coaches may have personal Facebook (or other social media site) pages, but they are not permitted to have any athlete member of the Club join their personal page as a "friend". A coach should not accept any "friend" request from an athlete, and the coach should remind the athlete that this is not permitted.

Coaches and athletes are not permitted to “private message” each other through Facebook. Coaches and athletes are not permitted to “instant message” each other through Facebook chat or other IM method.

Coaches are encouraged to set their pages to “private” to prevent athletes from accessing the coach’s personal information.

### **TWITTER**

Coaches are not permitted to follow athletes on Twitter. Likewise, athletes are not permitted to follow coaches on Twitter. Coaches and athletes are not permitted to “direct message” each other through Twitter.

### **TEXTING**

Texting only shall be used for the purpose of communicating information directly related to team activities. Texting between coaches and athletes is only allowed during the hours of 7:00a.m. (or one hour before an early morning practice) until 9:00pm. All text are to follow the general communication guidelines mentioned above.

### **EMAIL**

Athletes and coaches may use email to communicate between the hours of 7:00a.m. (or one hour before an early morning practice) until 9:00pm. When communicating with an athlete through email, a parent, another coach or a board member must also be copied in on the communication.

### **REQUEST TO DISCONTINUE ALL ELECTRONIC COMMUNICATIONS**

The parents or guardians of an athlete may request in writing that their child not be contacted by coaches through any form of electronic communications.

## West Allegheny Aqua Club Locker Room Monitoring Policy

### PURPOSE

The following guidelines are designed to maintain personal privacy as well as to reduce the risk of misconduct in locker rooms and changing areas.

### FACILITIES

The following is a description of our practice and competition facilities to allow athletes and their families to plan their use:

We practice at: West Allegheny High School.

This location has: A changing area and locker room dedicated to our swimmers.

### MONITORING

Coaches and staff make every effort to recognize when an athlete goes to the locker room or changing area during practice and competition and, if they do not return in a timely fashion, we will check on the athlete's whereabouts. We discourage parents from entering locker rooms and changing areas unless it is truly necessary. In those instances, it should only be a same-sex parent. If this is necessary, parents should let the coach or administrator know about this in advance. If an athlete needs assistance with his or her uniform or gear (for example, a child under the age of eight), or an athlete's disability warrants assistance, then we ask that parents let the coach or an administrator know beforehand that he or she will be helping the athlete.

West Allegheny Aqua Club has staggered practices, with different groups arriving and departing throughout the day. It is therefore not practical to constantly monitor locker rooms and changing areas over this extended course of time. While we do not post (staff, coach, parent, or other adult) inside or at the doors of the locker rooms and changing areas, we do make occasional sweeps of these areas. Our coaching staff conducts these sweeps, with women checking on female locker rooms, and men checking on male locker rooms.

### 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:

*305.3 Use of audio or visual recording devices, including a cell phone camera, is not allowed in changing areas, rest rooms or locker rooms.*

## **West Allegheny Aqua Club**

### **Financial Support for Advance Meet Participation Policy**

Definition, Level I, Advanced Meet Participation: Zone and Sectional Meets

Definition, Level II, Advanced Meet Participation, Nationals and Olympic Trials

Club Qualifications- In good financial standing and have met the Volunteer Requirements for meet hosted meets.

The club recognizes the value and prestige of advanced meet participation. As such, to support swimmers work towards goals and advancement, the following provisions are in place to financially support these opportunities.

#### Level 1, Zone and Sectional Meets:

The club shall pay travel related expenses for one coach to support swimmer participation.

The club shall offer up to \$150/year per fiscal year towards participation in Level 1 meets for those qualifying swimmers who also meet the Club Qualifications. This applies to cases where 5 or less swimmers qualify for advanced meets. In the cases of larger numbers of qualifiers, financial support will be reviewed by the board.

In all cases, the swimmer is required to make pre-payment to the club for all additional fees related to participation.

#### Level 2 Meet Participation:

The club shall pay travel related expenses for one coach to support swimmers in Level 2 meets. Travel arrangements shall be coordinated between coach and board in terms of those trips and in all cases be in line with standard business travel expectations.

In all cases, the swimmer is required to make pre-payment to the club for all additional fees related to participation.

The club will provide a \$500 pool of funding per event to be provided to those swimmers who qualify for level 2 meets. Each individual swimmer shall receive a maximum of \$500 each fiscal year for level 2 meet participation. For multiple qualifiers, this \$500 will be split evenly among all club qualifiers who meet the Club Qualifications. Reimbursement from this pool will require advanced payment of all other associated fees that the club will need to submit on behalf of the swimmer associated with participation.

In the case of later qualification in the fiscal year after the \$500 has been paid out, it is up to the discretion of the board to approve additional funding at this level in special cases where there is later qualification for other swimmers not yet reimbursed.

The club will provide an additional \$500 pool of funding for fiscal year to those swimmers who qualify for Olympic Trials. This will be split evenly to all club qualifiers who meet the Club Qualifications.

Reimbursement from this pool will require advanced payment of all other associated fees that the club will need to submit on behalf of the swimmer associated with participation.

The club will assist all qualifying swimmers in identifying and securing any additional sources of funding, such as from the LSC. The club will also provide its full support in terms of communications, logistics, and volunteer mobilization to support special fund raisers specifically targeted to level 2 meet participation. Such fund raising efforts shall be led by the family of the qualifying swimmer(s), with all proceeds after fund raising expenses being coordinated and handled by family members.

## **West Allegheny Aqua Club Financial Standing Policy**

Definition, Financial Good Standing- All club related fees are paid in full and individual account balance is zero dollars or greater.

Definition, Unrequited Status- An outstanding balance of \$200 or greater for more than 60 days.

Those swimmers whose accounts are in unrequired status shall:

- Within 30 days, contact executive board member to establish a mutually agreed upon payment/installment plan to return to good standing.
- Be required to pre-pay any meet or other competition related fees prior to being entered into that meet, so as not to move further from good standing.
- Not be eligible for any club contributions for advanced meet participation.
- Not eligible for special event participation, such as the end of the year banquet

Executive board member shall cooperatively monitor the progress of return to good standing, and if it is judged that sufficient progress is not being made, the swimmer will be informed that all club participation is to cease until which time the account has returned to good financial standing.

Note that it is also club policy to require a credit card on file with Team Unify, to which charges relating to meet fee entries as well as advanced meet participation will be charged to the time of entry. There will also be conditions in Team Unify (credit card on file/payment provisions and not having a greater than \$200 outstanding balance) which must be met before entries are accepted. For those very special exceptions where a credit card is not able to be used, an automatic debit program or other special arrangement will be made to meet this intent.



## West Allegheny Aqua Club Officials Reward Policy

### Purpose

It is essential that the club have registered Officials. Without Officials we would not be able to host and run meets, which is WAAC primary means of fundraising. Not only does AMS requires us to have a ratio of officials to swimmers if we wish to host meets, but we also recognize that by having our Officials work other Clubs meets they are building good will which helps us in turn get the Officials we require to run our meets. We as a club would like to recognize the additional time and dedication these individual put in to support our club, and as such extend an annual token of appreciation to officials for their efforts.

### Criteria

1. Must have WAAC Affiliation for the entire season (Sept 1 – Aug 31)
2. Must officiate at least 2 sessions at all WAAC hosted AMS meets during the season
3. Must officiate at least 8 sessions over the course of the entire short and long course AMS season (this is required in order to maintain certification)
4. Referees, Starters, Stroke and Turn, and Administrative Officials are eligible.
5. WAAC Board, with a two thirds (2/3) majority, may review and authorize distribution in any special situations where all criteria were not met but payment is judged to still be appropriate (ie. Medical hardship)

### Award Specifics

1. \$750 maximum per year to be allocated in budget for this program
2. \$150 maximum per official per year
3. If more than 5 club officials met the criteria in a year, then all would split equally the \$750 maximum
4. Reward to be given in the form of gift cards (either Grocery or equivalent) purchased with a Club Check
5. Rewards to be paid prior to November 30<sup>th</sup> each year.
6. Meet Director to manage program (with a look back to previous short and long course seasons to determine if all criteria was met).

### Special Notes in regards to Family Participation/Volunteer commitment:

- Officials may choose if their sessions working as Official at our WAAC hosted AMS meets should count towards their Family Participation/Volunteer commitment or towards the Officials Reward Policy
  - EXAMPLE 1: An official works two (2) sessions at a WAAC hosted AMS meet and no other family volunteer hours are performed at the meet – these two (2) sessions will be applied to the Family participation requirement with no additional reward
  - EXAMPLE 2: An official works four (4) sessions at a WAAC hosted AMS meet and no other family volunteer hours performed at meet – of the four (4) sessions two (2) sessions will count towards Family participation requirement & two (2) will count towards Officials reward policy (gift card award)
  - EXAMPLE 3: An official works two (2) sessions at a WAAC hosted AMS meet and another family member also works two (2) sessions at the meet – then both the Family participation requirement is met and official gets credit for Officials Rewards policy.