



2015 TEAM HANDBOOK

Address Whittier Aquatic Club
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Pool Location Palm Park Aquatic Center
5703 Palm Avenue
Whittier, CA 90601

Board Members

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Whittier Aquatic Club
TEAM APPLICATION

Name (First): _____ (MI): _____ (Last): _____

D.O.B.: ____/____/____ Age: _____ Sex: _____

Address: _____ City: _____ Zip: _____

Child's Phone #: (Home): _____

School: _____ Grade: _____ (Traditional / Year Round)

1st Parent Name (First): _____ (Last): _____

Phone # H: _____ W: _____ Cell/Pager: _____

2nd Parent Name (First): _____ (Last): _____

Phone # H: _____ W: _____ Cell/Pager: _____

Home Email Address: _____

Emergency Contact: (Name): _____

Relationship to athlete: _____ Phone #: _____

OFFICE USE ONLY

Date Received: _____ Received By: _____ Start Date: _____

Fees: Yearly Registration: \$ _____ Swimming Reg: \$ _____ (Yearly / Seasonal)

Check #: _____ Special Notes: _____

Practice Group; Main: _____ Sub-Group: _____

Practice Day's & Time's: _____

Coach: _____ Special Note: _____

USA #: _____ 1st Year Registered: _____

Whittier Aquatic Club
MEDICAL RELEASE FORM

Athlete's Name: _____

D.O.B: _____

Health Insurance Provider: _____

Policy: _____

I, the below signed individual, do attest that I am the Parent or Legal Guardian of the above-mentioned member. I give my permission to Whittier Aquatic Club Coaches and Board of Directors to seek emergency medical treatment on behalf of the above named member. I have listed all known allergies and medical conditions. When I, the below signed individual, become aware of any new allergy or medical condition I will inform the Whittier Aquatic Club and fill-out a new medical release. All information provided will be held confidential.

Known Allergies:

(i.e. Penicillin, Bee Stings, Spider Bites)

Medical Conditions:

(i.e. Diabetic, Asthma)

(Signature of Parent or Guardian)

(Date of Signature)

Name (Print)

Relationship

Phone # (Home)

Phone # (Work)

Whittier Aquatic Club
TERMS AND CONDITIONS FOR PARTICIPATION

1. The first month's training fees are due prior to starting the first day of practice.
2. Registration fees are to be paid within the first week of practice. **All fees are not refundable.**
3. MONTHLY TRAINING FEES ARE DUE THE FIRST (1ST) DAY OF THE MONTH. Fees are late the (5th) of the month, at which time there is a \$10.00 late fee assessed per athlete.
4. If a athlete decides to discontinue participation in the program with Whittier Aquatic Club, the monthly training fees for the month of which he/she practices any portion thereof and any outstanding fees are considered an obligation to Whittier Aquatic Club, and are payable upon termination of participation.
5. EACH FAMILY IS REQUIRED TO COMPLY WITH THE SWIM MEET POLICY. FAILURE TO COMPLY WITH THE ITEMS SPECIFIED WILL RESULT IN A FIFTY DOLLAR (\$50.00) PER SESSION ASSESSMENT TO YOUR FAMILY.
6. All members, who are athletes of WAC, are required to participate at the highest level of achievement in championship meets (including relays).
7. Each parent and athlete is responsible for reading and understanding the "WAC Handbook".
8. Each athlete must sign and adhere to the WAC, Member Code of Conduct.
9. Every parent or guardian must sign and adhere to the WAC, Parent Code of Conduct.
10. All athletes and parents must sign and adhere to the Practice and Attendance Policy.
11. Any checks returned to WAC for non-sufficient funds will be subject to a \$15.00 additional handling charge.

I understand and agree to the above terms and conditions of WAC in exchange for the privilege of my child, registered with this form, to participate in the activities and programs of the Whittier Aquatic Club.

Parent Signature

Date

Whittier Aquatic Club

MEMBER CODE OF CONDUCT

General:

1. Any athlete who is known to use alcohol, drugs, or tobacco is subject to suspension from the team.
2. At ALL club functions, whether practice, meets, or social gatherings, all athletes are expected to behave in such a way that their actions reflect positively on the team.
3. All athletes of the club, whether parents or athletes, continue to protect and improve the excellent reputation the club has throughout the section.
4. *All athletes must be accompanied by a parent or adult at all times when using the restroom/locker room. Also, athletes are reminded to cover-up as a courtesy to others present in the restroom/locker room.*

Practice:

1. Arrive to practice on time (that means on the hour not 5 minutes after) with ALL required equipment. If an athlete is late due to the fault of the parent, the athlete will be excused only if the athlete provides a note from the parent (or adult providing the transportation). Notes will not be accepted the following day. A parent who accompanies the athlete to the pool deck needs not provide a note.
2. Come to practice with a good attitude.
3. No negative language allowed. Example: I can't, I don't know how
4. No gum in the facility or in practice.
5. Treat your teammates with respect and they will be respectful to you, no foul language.
6. NEVER interfere with the progress of another athlete, during practice or otherwise.

Swim Events:

1. Do not dive into the pool during warm-up or warm-down. Please enter with your feet first.
2. Encourage and cheer for other athletes, as you would want them to cheer for you.
3. An athlete's actions should always be a good reflection on the club.
4. Accept awards with humility and respect.
5. Treat ALL officials with respect.

Whittier Aquatic Club

PARENT CODE OF CONDUCT

General:

1. Any parent that is found engaging in behavior that is detrimental to the team, board of directors or coaching staff may be asked to leave the team.
2. At no time shall a parent attend practice or swim events under the influence of drugs or alcohol.
3. *All athletes must be accompanied by a parent or adult at all times when using the restroom/locker room. Also, athletes are reminded to cover-up as a courtesy to others present in the restroom/locker room.*

Practice:

1. Bring your athletes to practice on time.
2. If your athlete is late, please provide a note.
3. Parents are allowed to observe practice, but must confine themselves to the designated bleacher section.
4. Parents will not disturb or try to communicate with their athlete during practice. You may be asked to leave.
5. Parents are not allowed to bring stopwatches to practice. This is the coach's job and it puts too much pressure on the athlete.
6. Do not approach the coach during practice. (Emergencies Only!)
7. Parents may talk with the coach before or after practice. (Your athlete deserves the coach's full attention during practice.) Remember, another practice group may follow your athlete's practice session.

Swim Events:

1. Parents must help in all team functions. Example: Timing for 1 hour at swim meets.
2. Bring your athletes to events on time. (30 minutes prior to the start of warm-up). Please ask your athletes coach if you have any questions about warm up times.
3. ENCOURAGE, DO NOT COACH your athlete while at competition.

Whittier Aquatic Club

PRACTICE AND ATTENDANCE POLICY

The following guidelines are to inform parents and athletes of practice policy.

1. For the athlete's protection, they should arrive at the pool no earlier than 20 minutes prior to their workout time. They should also be picked up no later than 10 minutes after their practice is over. Athletes should be ready to enter the water five minutes prior to the start of their practice. (This means suits on and all equipment needed for practice at the side of the pool adjusted and ready for use.)
2. In case a athlete is late for practice, the parent or transporting adult will need to send a note with the athlete explaining that the adult is aware of the athletes tardiness. An athlete arriving late without a note may not be allowed to practice and will wait in the bleachers until practice time is over. This is for the safety of all. A note needs to be presented the same day as the tardiness. The following day is not acceptable. Parents that accompany athletes to the pool deck need not provide a note.
3. Athletes should plan to stay the entire practice. In the event that an athlete needs to be dismissed early from practice, a note from the parent for each early dismissal is required. An athlete will not be allowed out of practice without a written note, no exceptions. This is again for the safety of the athlete and the liability of the team.
4. Athletes are to bring all belongings out on the pool deck during practice. Entry and exit to the facility should be discussed with your athlete's coach for your specific practice site. Athletes found in any unauthorized area of the facility are subject to strong disciplinary action. Abuse of the facility may jeopardize our relationship with the city.
5. While at practice athletes are the responsibilities of the coaching staff. During practice sessions an athlete may not leave the pool deck without the permission of the coach. If an athlete needs to complete homework before practice he/she must do so in the bleachers or the swim office with the permission of the coach. Grades are very important to the coaching staff.
6. WAC has an obligation to act as guests of the facilities in which we are swimming. Every athlete needs to do everything possible to respect this privilege. Any damage to city or team property may result in the financial liability to the athlete's parent and may result in expulsion from the team.
7. Parents are not allowed on the pool deck during practice unless it is an emergency. The pool deck is considered a five-foot area around the actual pool.

Parents are welcome to observe practice, but must remain in the designated area for viewing practice. No parent should attempt to communicate with an athlete that is in the water. This is not only distracting to the athlete but the coaching staff as well. You may be asked to leave practice. All parent conversations should be kept at a low volume. Parents of small children not swimming should be kept at arms reach. The pool deck and its equipment are not a playground.

Whittier Aquatic Club

MEMBER STATUS POLICY

In order to ensure the best communication between WAC and member families the following policy is in effect at all times. An athlete's parent or guardian should communicate their athlete's change in status to his/her coach as soon as possible. Monthly Status Reports are submitted to the WAC Treasurer by the 10th of each month. The following explains the five types of status your athlete may have. However, an athlete is only considered for one type of status.

ACTIVE: An athlete who participates in one (1) or more practices in a month is considered Active and is responsible for the current months training fees and all family obligations to WAC.

LOA: (Leave of Absence) An athlete who does not attend any practices in a given month without declaring LOA-I submitting a holding fee is automatically considered on a Leave of Absence. The athlete may return to his/her practice group, providing space is available. All family obligations to WAC are required to be fulfilled during this period of absence.

LOA-H: (Holding) An athlete who is in need of a leave of absence who wishes to retain a spot in his/her practice group so they may resume practice without undesired interruption. A holding fee of \$40.00 each month will be paid by the 6th of the month in order to hold a spot for the following 3 Months (90 Days). All family obligations to WAC are required to be fulfilled during this period of absence. (Excluding High School Swim/Water Polo Season)

LOA-I: (Injury/Illness) A athlete who misses one (1) or more months by doctors order due to injury or illness that is substantiated by written doctors order. *A holding fee is not required if written documentation is provided.* All family obligations to WAC are required to be fulfilled during this period of absence.

DROP: An athlete is dropped from WAC when they do not attend two consecutive months of practice without submitting the monthly holding fee. An athlete, who is dropped from the team that wishes to return, will pay the current team registration and monthly training fees.

Whittier Aquatic Club
TEAM HANDBOOK CHECK-OFF SHEET

- Terms and Conditions for Participation
- Member Code of Conduct
- Parent Code of Conduct
- Practice and Attendance Policy
- Member Status Policy

I have read and fully understand the obligation and requirements of The Whittier Aquatic Club Team Handbook upon joining the club. I have been given the opportunity to ask any questions so that I am clear on the obligation and requirements my family will be responsible for. My signature is my commitment to fulfill the obligation and requirements to be affiliated with this non-profit organization. I understand that pool access time and location may be subject to change.

Parent Signature

Date

Member Signature

Date