



***PROMOTING THE DEVELOPMENT OF LIFE SKILLS THROUGH
THE SPORT OF SWIMMING***

MASTERS HANDBOOK

September 1, 2025 - August 31, 2026

Contents

VELOCITY SWIMMING.....	3
OUR CLUB	4
MASTERS SWIMMING TRACK	5
REGISTRATION	6
DUES AND FEES	6
SCHOLARSHIPS	7
BILLING	7
WOKSHARE HOURS	8
TEAM UNIFORM, APPAREL, and PRACTICE EQUIPMENT.....	9
VELOCITY BOARD AND COMMITTEES	9
TEAM COMMUNICATION	10
PHOTO/VIDEO POLICY	11
Appendix A - Athlete Code of Conduct	12
Appendix B – Action Plan to Address Bullying.....	14
Appendix C - Equipment.....	19

VELOCITY SWIMMING

MISSION

Velocity Swimming is the premier, family-oriented, year-round, competitive swimming program in North Central Washington promoting the development of life skills through the sport of swimming in a safe and supportive environment.

VISION

All members reach their maximum potential both in and out of the water.

VALUES

The success of Velocity Swimming is built from the foundation of working together for the benefit of our swimming program and community at large. Our values are our moral compass in that work. They identify what we believe and how we will behave in all undertakings and interactions. Values are a direct reflection of our culture.

Commitment

I will:

- Be dependable and support the team's success
- Be prepared and on time for practices, meets, and events
- Stay engaged and give my best effort
- Communicate openly, respectfully, and in a way that strengthens the team

Growth

I will:

- Be open to learning and self-improvement
- Take responsibility for my actions
- Learn from my mistakes and strive to improve

Excellence & Hard Work

I will:

- Be intentional and set goals
- Persevere and express my full potential
- Encourage and uplift others
- Make good decisions

Respect & Community

I will:

- Listen attentively
- Be appreciative and considerate
- Show humility and kindness
- Give back to my team and community

OUR CLUB

Velocity Swimming offers year-round competitive and recreational swim programs designed to help athletes of all ages and abilities grow in the sport. Our mission is to promote lifelong skills through swimming by providing high-quality coaching, structured training groups, and opportunities for athletes to compete at local, regional, and national levels. We host swim meets, seasonal swim clinics, water polo camps, and community events, creating a supportive environment where families can engage in aquatic sports together.

We offer programs to meet every level of swimming experience for athletes ages 4 to 109, from pre-team to Olympic Trials level. Velocity has something for everyone:

VELOCITY PROGRAMS:

- **Pre-Competitive/Recreation Track**
 - Pre-Team (introductory levels 1-3)
 - Rec Team 12 & Under
 - Rec Team 13 & Over
- **Competitive/Developmental Track**
 - Bronze
 - Silver
 - Gold
 - Senior
- **Performance Track**
 - Performance 3
 - Performance 2
 - Performance 1
- **Masters Swimming**
- **Swim Clinics** (seasonal skill development)
- **Private Instruction**

MASTERS SWIMMING TRACK

The Velocity Masters program is for adult athletes who have a swimming background and are looking to continue to improve their fitness and stroke technique. Velocity Masters is coached by USA Swimming Certified Coaches. Velocity also offers multiple opportunities each year for Masters swimmers to compete in local swim meets.

- **Objective:** Adult fitness, competition, and lifelong swimming
- **Goals & Focus:**
 - Improve technique, endurance, and health
 - Offer options for competitive or fitness-focused swimmers
 - Build community through swimming
- **Age:** 19 – 109 years old
- **Requirement:** Swimming background – basic knowledge of all 4 strokes
- **Practice Options:** up to 3 days per week, 1 hour (total up to 3 hours/week)
- **Meet Requirements:** None, but home meets dual-sanctioned with masters swimming recommended
- **Fundraising Requirement:** None
- **Workshare Hours:** Required hours for each home meet (See workshare hours section for more info)

REGISTRATION

All athletes, new and returning, must register with the Velocity Swimming at the start of every swim year. The swim year goes from September 2025 to August 2026.

NEW AND RETURNING MASTERS SWIMMERS

- Complete registration with **Velocity and US Masters Swimming** for the new season BEFORE the first practice of the season.
 - **Masters Registration with Velocity** is done online by following this link:
<https://www.gomotionapp.com/team/ievs/page/team-information/online-registration1>
 - **Masters Registration with US Masters Swimming** is also done online by following this link: <https://www.usms.org/join>
- Pay in full for registration fees and dues
- Ensure that any outstanding balance from the previous season must be paid in full prior to first practice

DUES AND FEES

Funding for Velocity Swimming is derived from registration fees, training fees (dues), donations, sponsorships, fundraisers, and net income from meets hosted by the team. These fees are primarily used to cover coaches' salaries and travel fees, pool rental, and equipment expenses.

Registration for the **2025–2026 season** will open **August 25th, 2025**. Registration includes **USA Swimming Registration Fee** and team administration fees. Registration covers the period **September 2025 – August 2026**.

Monthly Dues:

Group	Team Registration Fee	US Masters Swimming Registration Fee	Monthly Rate*
Masters	\$20	\$125	\$80
Alumni (Ages 18-26) **	\$20	\$125	\$50

*Monthly Rate Policy

Athletes must notify the Team Treasurer (treasurer@velocity-swimming.com) by the 20th of the current month if they do not plan to swim the following month.

****Velocity Alumni Rate**

Former Velocity competitive team athletes may swim with Velocity Masters at a reduced monthly rate of \$50. To receive this rate, athletes must:

- Be between the ages of 18 and 26
- Competed on Velocity's competitive team for at least 2 years.

SCHOLARSHIPS

Thanks to the generous donations of several families and grants secured by Velocity Board Members, Velocity Swimming can offer limited scholarships for families in need. Scholarship funds can be used to help cover a portion of the athlete's monthly dues.

If an athlete wants to be considered for a scholarship, they may apply by filling out the following form: <https://forms.gle/5a8uEJ9jm5V2Kqt98>

BILLING

Velocity Swimming utilizes Team Unify by Sports Engine for all registration and billing. Upon registering with the team, you will create an account with Team Unify/Sports Engine. This account will allow you to view and pay your bills, sign your athletes up for meets, sign-up for team events, access the team practice calendar, communicate with your coach, and add private instruction or swim lessons. Team Unify allows users to pay by credit card, debit card, check, or cash. Registration fees, monthly dues, lesson fees, private instruction fees, and/or incidentals (swim meet fees, special clinic fees, etc.) are billed to this account. It is your responsibility to regularly view your account and pay outstanding balances timely. All billing questions should be directed to the Treasurer: treasurer@velocity-swimming.com. Please allow 24-48 hours for a response.

Billing Notes:

- Your invoice is available to view anytime during the month by logging onto the team website.
- Monthly dues are billed to accounts on the first of the month.
- If payment is not **postmarked by the 15th**, a late payment fee of \$25 will be assessed.
- Payment can be made by setting up AUTO PAY to draft on the 1st of each month to your checking/savings account, or to a credit card. You may also pay by check mailed to the team's P.O. Box listed on our website.
- Monthly dues are not prorated. If your athlete starts mid-month, they are billed for the full month

- There are no refunds of dues once they have been billed to your account. Masters swimmers must notify the treasurer by the 20th of the current month if they will not participate the following month.
- Velocity will assess a \$35.00 fee for NSF checks.
- A Convenience Fee for Credit Card Transactions will be assessed. Refer to the current membership agreement for the credit card transaction fees.

Past Due Accounts:

- **30 days Past due:** You will receive an automated email from Team Unify.
- **60 days Past due:** You will receive an automated email from Team Unify. You will not be eligible to practice with the team until the account is made current.
- **90 days Past due:** Your account will be turned over to the executive committee with the option to turnover to collections.
- Any open account balances from prior seasons must be paid before registering for an upcoming season.

Unresolved Billing/Membership issues:

Should a family wish to appeal a Membership Agreement issue, they shall contact the Board President (boardpresident@velocity-swimming.com) with this request, which will then be presented by the President to the Executive Committee. The Executive Committee will review the request at the next scheduled meeting. The decision of the Executive Committee on the issue will be final.

WOKSHARE HOURS

Families play a vital role in our organization. To run successful home swim meets, families have REQUIRED Workshare hours throughout the year. Hosting home swim meets generates income for the team. This helps keep monthly dues lower.

Masters Swimmers (or their families) are required to provide 8 hours of volunteer work at one of three home meets.

Please Note:

- Sign-ups for jobs at meets will be posted online on our team website and in Team Unify. You will be notified by email once the sign-ups are available to review and sign-up for shifts.
- Signing up for or writing-in shifts that do not exist is not allowed.
- If a shift in a particular area is filled, you may not earn hours for working there during

that shift.

- If you sign-up for a shift and are unable to work that shift, it is your responsibility to find a replacement and notify the volunteer coordinator prior to the first day of the meet. Failure to show up for an assigned shift will be charged a no-show fee of \$50 per hour.
- **Unworked hours will be billed to your account at a rate of \$50 per hour**

Meet	Date(s)
Masters Winter Open	Jan 11
Apple Capital	May 28-31
Starlight	June 19-21

TEAM UNIFORM, APPAREL, and PRACTICE EQUIPMENT

Our swim team is sponsored by Arena apparel. When ordering gear please make sure you order and purchase Arena sponsored suits and gear.

Swim Caps:

Velocity team caps can be purchased as needed for **\$10 per cap**.

Swimsuits:

If you want a team suit, they are available to purchase through our partnership with SwimOutlet.

Team T-Shirts/Sweatshirts/Hats:

Velocity will, on occasion, provide T-shirts or other swim apparel. Our team website includes a link to purchase T-shirts, sweatshirts, water bottles, hats, etc.

Practice Gear:

Due to the limited amount of equipment available at our pools, we ask that swimmers provide their own equipment. A list of equipment by track is included in Appendix C. The equipment list can also be found on our team website with links to the products.

VELOCITY BOARD AND COMMITTEES

Velocity Swimming, a nonprofit club, is run by its elected Board of Directors, which meets typically on the second Wednesday of each month at 6:30 pm. All swim team families are welcome at each meeting and encouraged to be involved in team committees, activities, and fundraisers.

The Board of Directors consists of the Executive Board (Officers) and the Big Board. All positions on the Board are elected by the Velocity Membership at the Annual Membership Meeting. A high-level summary of the Board of Directors is below. Additional detailed information is included in the Velocity Bylaws.

Executive Board

The Executive Board, or Officers, consists of 5 elected positions. The officers are elected annually. Information on the current Executive Board members is located on the team website.

- President
- Vice President
- Secretary
- Treasurer
- Member-at-large

The Executive Board can be contacted at the following email: execboard@velocity-swimming.com

Big Board

The Big Board consists of 6 elected Director positions. Each Director position serves a two-year term, with 3 positions elected every even year and 3 positions elected every odd year. Information on the current Big Board members is located on the team website. The Big Board can be contacted at the following email: bigboard@velocity-swimming.com

Committees

The Board of Directors is supported by multiple committees. The committees are open to all members of the Velocity Team. Each committee meets regularly and is chaired by a member of the Board of Directors or a designee. For more information on joining a committee contact the Executive Board.

- **Coach and Pool Space**
- **Marketing and Apparel**
- **Fundraising**
- **Team Care**
- **Masters**

TEAM COMMUNICATION

Velocity Swimming uses multiple methods for communicating with our swimmers and families. Primary communication is through email, GroupMe messaging, Facebook, and

Instagram. Current information, schedules, and upcoming events can be found on the Velocity website. Logging onto the website allows you to view current invoices, sign-up for workshare hours, sign-up for swim meets and other events, as well as see other information not available to non-members.

A team calendar will be provided at the start of the year. Modifications to the calendar will be sent by email and made directly on the Website.

Email addresses and contact information for the Velocity Coaching Staff and Executive Board are available on the Website.

It is your responsibility to keep a current email on file. Failure to read emails or keep a current email on file is not grounds for any missed obligations.

PHOTO/VIDEO POLICY

Photos/Video may be periodically taken of athletes (both above and below the surface of the water) and used on Velocity Swimming's website, Facebook/Instagram page, Wenatchee World newspaper, or other team publicity as deemed appropriate. Please email secretary@velocity-swimming.com if you do NOT want photos/videos of you used. Otherwise, by agreeing to this membership policy, and completing your online registration, you give your consent to this understanding.

Appendix A - Athlete Code of Conduct

As a member of Velocity Swimming Club (VS), I am part of a swimming organization that believes in promoting the development of life skills through the sport of swimming. By signing this Code of Conduct, I agree to follow the rules for behavior and sportsmanship while I am a member of VS. The following behavior guidelines state the principles VS expects all members to demonstrate and uphold.

VS is fortunate to have experienced, professional coaches working to develop our athletes into better swimmers, and more importantly, teaching and instilling important life skills. These skills include time management, self-discipline, and sportsmanship.

It is essential that we give our coaching staff the respect and authority they deserve to run our swim team. Our coaches are hired for that purpose and the Head Coach oversees the direction of the staff.

By signing this code of conduct, I agree to the following statements:

- ☐ I will always respect and show courtesy to my teammates and coaches.
- ☐ I will demonstrate good sportsmanship at all practices and meets.
- ☐ I will set a good example of behavior and work ethic for the younger teammates.
- ☐ I will come to all practices and meets ready to swim, with proper attire and gear, as required.
- ☐ I will not use my cell phone or any device able to record videos/photos in any locker room.
- ☐ I will be respectful of my teammates' feelings and personal space. Swimmers who exhibit sexist, racist, homophobic, or otherwise inappropriate behavior will be faced with consequences.
- ☐ I will show respect for all facilities and other property (including locker rooms) used during practices, competitions, and team activities.
- ☐ I will refrain from foul language, violence, behavior deemed dishonest, offensive, or illegal.
- ☐ If I disagree with an official's call, I will talk with the coach and not approach the official directly.

Furthermore, I will adhere to these specific guidelines set forth by the Coaches and Staff of VS:

- ☐ I shall not interrupt or interfere with another swimmer's right to a quality practice session.
- ☐ I will wear designated team caps and T-shirts during all competitions, and when representing Velocity swimming in the community (e.g., Apple Blossom Parade).
- ☐ I will always respect my coaches; no vulgarity or back talk is acceptable. Swimmers are expected to pay attention and follow all the coach's instructions completely and exactly. If any clarification is needed, they are to ask questions politely.

Violations of the Code of Conduct Rules:

The coaches have the authority to impose the following penalties for violation of the Velocity Swimming Club Code of Conduct. The penalties include, but are not limited to, the following:

- The swimmer will be given a verbal warning.
- The swimmer will be pulled out of practice in addition to a verbal warning.
- If the swimmer continues his/her bad behavior, he/she will be suspended for one (1) week. (There will be NO prorated fee for monthly dues.) If the swimmer's disciplinary problem continues, the swimmer will meet with the coach to discuss the problem further.
- The swimmer may be scratched from the meet or events. All fees and costs will not be refunded. The swimmer may be sent home.

Athlete Signature

Date

Appendix B – Action Plan to Address Bullying

VELOCITY SWIMMING: ACTION PLAN TO ADDRESS BULLYING

PURPOSE

Bullying of any kind is unacceptable at Velocity Swimming (the “Club”) and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. The Club is committed to providing a safe, caring and friendly environment for all our members. If bullying does occur, all athletes and parents/caregivers should know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell a coach, board member or athlete/mentor.

Objectives of the Club’s Bullying Policy and Action Plan:

1. To make it clear that the Club will not tolerate bullying in any form.
2. To define bullying and give all board members, coaches, parents/caregivers and swimmers a good understanding of what bullying is.
3. To make it known to all parents, swimmers and coaching staff that there is a policy and protocol should any bullying issues arise.
4. To make how to report bullying clear and understandable.
5. To spread the word that Velocity Swimming takes bullying seriously and that all swimmers and parents/caregivers can be assured that they will be supported when bullying is reported.

WHAT IS BULLYING?

Bullying is unwanted, aggressive behavior that involves real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying results in pain and distress. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

Bullying is the severe or repeated use, regardless of when or where it may occur, by one or more USA Swimming members of an oral, written, electronic or technological expression, image, sound, data or intelligence of any nature (regardless of the method of transmission), or a physical act or gesture, or any combination thereof, directed at any other member or participating non-member that to a reasonably objective person has the effect of causing physical or emotional harm to the other member or damage to the other member’s property.

1. Placing the other member in reasonable fear of harm to himself/herself or of damage to his/her property.
2. Creating a hostile environment for the other members at any USA Swimming activity.
3. Infringing on the rights of the other members at any USA Swimming activity.
4. Materially and substantially disrupt the training process or the orderly operation of any USA Swimming activity (which for the purposes of this section shall include, without limitation, practices, workouts and other events of a member club or LSC).

REPORTING PROCEDURE

An athlete who feels that he or she has been bullied is asked to do one or more of the following things:

- Talk to your parents/caregivers.
- Talk to a Club Coach, Board Member, or other designated individual.
- Write a letter or email to the Club Coach, Board Member, or other designated individual.
- Make a report to the USA Swimming Safe Sport staff.

There is no expressed time limit for initiating a complaint under this procedure, but every effort should be made to bring the complaint to the attention of the appropriate club leadership as soon as possible to make sure that memories are fresh and behavior can be accurately recalled, and the bullying behavior can be stopped as soon as possible.

HOW WE HANDLE BULLYING

If bullying is occurring during team-related activities, we **STOP BULLYING ON THE SPOT** using the following steps:

1. Intervene immediately. It is okay to get another adult to help.
2. Separate the kids involved.
3. Make sure everyone is safe.
4. Meet any immediate medical or mental health needs.
5. Stay calm. Reassure the kids involved, including bystanders.
6. Model respectful behavior when you intervene.

If bullying is occurring at our club or it is reported to be occurring at our club, we address the bullying by **FINDING OUT WHAT HAPPENED** and **SUPPORTING THE KIDS INVOLVED** using the following approach:

FINDING OUT WHAT HAPPENED**1. First, get the facts.**

- a. Keep all the children involved separate.
- b. Get the story from several sources, both adults and kids.
- c. Listen without blaming.
- d. Don't call the act "bullying" while you are trying to understand what happened.
- e. It may be difficult to get the whole story, especially if multiple athletes are involved or the bullying involves social bullying or cyberbullying. Collect all available information.

2. Then, we determine if it's bullying. There are many behaviors that look like bullying but require different approaches. It is important to determine whether the situation is bullying or something else. Using the USA Swimming definition of bullying:

- a. Determine if the behavior is bullying or something else, consider the following questions:
 - i. What is the history between the kids involved?
 - ii. Have there been past conflicts?
 - iii. Is there a power imbalance? *Remember that a power imbalance is not limited to physical strength. It is sometimes not easily recognized. If the targeted child feels like there is a power imbalance, there probably is.*
 - iv. Has this happened before? Is the child worried it will happen again?
- b. Remember that it may not matter "who started it." Some kids who are bullied may be seen as annoying or provoking, but this does not excuse bullying behavior.
- c. Once you have determined if the situation is bullying, support all the kids involved.

SUPPORTING THE KIDS INVOLVED**3. Support the kids who are being bullied**

- a. Listen and focus on the child. Learn what's been going on and show you want to help. Assure the child that bullying is not their fault.
- b. Work together to resolve the situation and protect the bullied child. The child, parents, and fellow team members and coaches may all have valuable input. It may help to:
 - i. Ask the child being bullied what can be done to make him or her feel safe. Remember that changes to routine should be minimized. He or she is not at fault and should not be singled out. For example, consider rearranging lane assignments for everyone. If bigger moves are necessary, such as switching practice groups, the child who is bullied should not be forced to change.

- ii. Develop a game plan. Maintain open communication between the Club and parents. Discuss the steps that will be taken and how bullying will be addressed going forward.
- c. Be persistent. Bullying may not end overnight. Commit to making the bullying stop and consistently support the bullied child.

4. Address bullying behavior

- a. Make sure the child knows what the problem behavior is. Young people who bully must learn their behavior is wrong and harms others.
- b. Show kids that bullying is taken seriously. Calmly tell the child that bullying will not be tolerated. Model respectful behavior when addressing the problem.
- c. Work with the child to understand some of the reasons he or she bullied.
For example:
 - i. Sometimes children bully to fit in or just to make fun of someone is a little different from them. In other words, there may be some insecurity involved.
 - ii. Other times kids act out because something else—issues at home, abuse, stress—is going on in their lives. They also may have been bullied. These kids may need additional support.
- d. Involve the kid who bullied in making amends or repairing the situation.
The goal is to help them see how their actions affect others. For example, the child can:
 - i. Write a letter apologizing to the athlete who was bullied.
 - ii. Do a good deed for the person who was bullied, for the Club, or for others in your community.
 - iii. Clean up, repair, or pay for any property they damaged.
- e. Avoid strategies that don't work or have negative consequences:
 - i. Zero tolerance or "three strikes, you're out" strategies don't work. Suspending or removing from the team swimmers who bully does not reduce bullying behavior. Swimmers may be less likely to report and address bullying if suspension or getting kicked off the team is the consequence.
 - ii. Conflict resolution and peer mediation don't work for bullying. Bullying is not a conflict between people of equal power who share equal blame. Facing those who have bullied may further upset kids who have been bullied.
- f. Follow-up. After the bullying issue is resolved, continue finding ways to help the child who bullied to understand how what they do affects other people. For example, praise acts of kindness or talk about what it means to be a good teammate.

5. **Support bystanders who witness bullying.** Every day, kids witness bullying. They want to help, but don't know how. Fortunately, there are a few simple, safe ways that athletes can help stop bullying when they see it happening.
- a. Be a friend to the person being bullied;
 - b. Tell a trusted adult – your parent, coach, or club board member;
 - c. Help the kid being bullied get away from the situation. Create a distraction, focus the attention on something else, or offer a way for the target to get out of the situation. “Let’s go, practice is about to start.”
 - d. Set a good example by not bullying others.
 - e. Don’t give the bully an audience. Bullies are encouraged by the attention they get from bystanders. If you do nothing else, just walk away.

Appendix C - Equipment

Where to Find Equipment

All required equipment can be purchased through the **Velocity Team Store** on SwimOutlet:

[Velocity Swimming SwimOutlet Store](#)

Purchasing through this link not only ensures you get the correct equipment but also supports the team. Swimmers should have their equipment labeled with their name and bring it in a mesh bag to every practice.

Training Group	Required Equipment
Masters	(No required equipment specified) – recommended Kickboard, Fins, Mesh bag (based on goals)