

SHOCKWAVE AQUATIC TEAM HANDBOOK

Shockwave Aquatics ("SWAT") is operated by Tupelo Aquatic Club, Inc. as a not-for-profit organization. SWAT is managed by Age Group Head Coach Walker Todd and Senior Head Coach Hayden Henderson along with the SWAT Board of Directors.

MISSION STATEMENT

The mission of Shockwave Aquatic Team is to develop student athletes throughout Tupelo & North Mississippi by providing quality coaching, necessary training and encouragement among all age groups. Shockwave's goal is to empower young people to be champions in and out of the water for a lifetime.

This handbook is a guide to help orientate parents and swimmers to the Shockwave Aquatics team (SWAT). Whether you are a new or returning Shockwave parent/swimmer, please read the following guidelines which outline the policies and procedures of Shockwave.

ABOUT SHOCKWAVE

We are a year-round, competitive swim program that is dedicated to advancing the sport of swimming in North Mississippi. The SWAT coaching staff offers many years of experience and success to help develop swimming skills in a quality program. We offer a variety of practice groups based on abilities and goals. Swimmers must be at least 6 years of age by September 1 of the current calendar year in order to participate in Shockwave. Our purpose is to allow your child to have fun with the sport and to develop into a swimmer that can achieve unlimited success.

Each child is different and progresses at their own rate. Our practice groups have their own specific goals and objectives. The coaching staff makes group assignments based on each swimmer's physical, mental and emotional level of development.

PRACTICE FACILITY

Shockwave rents lane space and practices in the Tupelo Aquatic Center located at 692 N. Veterans Blvd. in Tupelo. Tupelo Aquatic Center in no way has any affiliation with the management and operation of Shockwave Aquatics. We are tenants of the Aquatic Center and must adhere to any guidelines in this Handbook and subsequent communication that Tupelo Aquatic Center has required or may require at all times.

The state-of-the-art facility houses a Myrtha Competition pool that is 20 lanes (25 yards) and 8 lanes (50 meters). In addition the Aquatic Center has Men's and Women's locker rooms with showers (lockers are available to rent from the Aquatic Center), two Colorado Time System Scoreboards, seating capacity for 900 spectators, meet management space and a separate 3,000 square foot teaching pool.

WEBSITE & COMMUNICATION

We exclusively use our website, shockwaveaquatics.com, for all of our registration, communication, meet sign up, parent volunteer sign up and billing. This site will be maintained frequently and we encourage you to visit the website often to stay informed.

SHOCKWAVE ACCOUNT

You will create your own, secure account using your email and password upon registering online. It is your responsibility to keep the information in your account current. You may check the status of your account at anytime by logging in to your account and then clicking on **MY ACCOUNT**. Then click on **MY INVOICES/PAYMENTS** to see your invoice or billing history.

USA/MS SWIMMING FEE & REGISTRATION

All participants in Shockwave must be a member of USA Swimming. An annual registration fee to USA Swimming and Mississippi Swimming (**non refundable**) is required of all swimmers which covers membership for USA Swimming and it is what allows your child to practice and to participate in

meets. It also includes a subscription to *SPLASH* magazine. This form is found online during the registration process and the fee is automatically billed to your Shockwave account at registration.

SHOCKWAVE FEES

Swim fees vary by training group. Swimmers are assigned to the training groups by the coaching staff according to age and ability. You will be required to set up a secure online account on our website for electronic payment processing. Shockwave does not accept checks or cash; you must choose to pay with a credit/debit card or bank account. We accept Visa, MasterCard & Discover only.

Monthly dues are drafted on the 1st day of the month, along with an itemized statement. Additional fees such as meet entry fees, t-shirts, swim caps, etc. may also be invoiced and placed on your account to accompany your monthly dues. If the method of payment you have on file fails, you will receive an email. **A \$10.00 late fee will be applied to each account that is not paid by the 15th of the month subsequently until that account is current.**

After sixty (60) days of non-payment, your child/children will not be allowed back into the water until the account is current.

If your swimmer is placed in a group at one rate, and then is moved to another group at a different rate, you will be notified and the necessary adjustments in price will be changed in your account. You will not be charged a new rate until you have been notified.

Annual registration fee per swimmer (non-refundable) is also required at time of registration. This includes your Shockwave registration fee as well as your USA/MS Swimming Registration fee.

CANCELLATION OF SHOCKWAVE MEMBERSHIP

Commitments are based on group level. The group commitments can be found on our website home page with the corresponding training group. Requests to cancel an account outside of the commitment time will be at the discretion of the Shockwave Board of Directors. Please submit any cancellation requests in writing to the office administrator at shockwaveoffice@earthlink.net before the 20th of the month.

Any outstanding debts on accounts must be paid in full before your account will be canceled and you are released of all financial obligations. Only members who leave in good standing will be released from Shockwave and allowed to move their membership to another USA Swimming team.

PRACTICES

Practices are held each weekday when meets are not scheduled. It is important to be at every practice outlined by your practice group.

There will be times beyond Shockwave's control that we are unable to practice (threatening weather, maintenance/repairs on pool, etc.) Shockwave may have dry land practices if conditions are suitable. However, Shockwave will still be required to meet the financial obligations necessary to run the team and therefore will not refund any money for practice cancellations due to adverse weather conditions, city decisions close the pool or any other reason beyond Shockwave's control.

We do our best to notify parents of practice cancellations in a timely manner. If you are unsure if there is practice, please do not leave your swimmer at the pool. Shockwave will practice if it is raining, thundering or lightening. Only in the case of threatening weather (tornado, snow, ice storm, etc.) will we not practice because of weather.

MEETS

All swimmers are encouraged to participate in as many swim meets as possible. Some practice groups require participation in swim meets. They provide a measure of a swimmer's progress, reinforce team identity and are FUN! If you are unsure if your swimmer is ready to participate in a meet, please ask their coach. The meet schedule will be posted on the website, along with meet information once the schedule is set by the coaches. Swimmers must be in good financial standing in order to enter meets.

Meet sign up is done online through your Shockwave account. Meet fees will be invoiced and posted on your monthly statement. If you sign up for a meet and do not attend for any reason, you are still responsible for the meet fees. Each swimmer that has a qualifying time should plan on attending the State Championship Swim Meet(s).

PARENT VOLUNTEER REQUIREMENTS

It takes many hours and many people to run a successful swim meet. A competitive swim team requires the support and dedication of swimmers and parents. Shockwave hosts several home & championship meets throughout the swim season. All volunteers and USA Swimming Officials are non paid.

As a member of Shockwave, families in any Shockwave swim group may be required to volunteer in some capacity at each Shockwave hosted swim meet. This will be communicated via email prior to the meet. There may be times when all parents will be required to volunteer regardless if your child is participating in a team hosted meet or not. Parents may also be required to volunteer at out of town meets as designated by the host team. Volunteer opportunities & job sign up for each meet will be posted online. **All volunteers, including USA Swimming Officials, do not get paid.** Failure to sign up to work the required amount of session service hours for a meet will result in a fine of **\$50 per session.**

DISCIPLINE POLICY FOR SWIMMERS & PARENTS

The following policies will apply to Shockwave swimmers, parents and siblings of Shockwave swimmers (when applicable). Discipline issues include, but are not limited to:

- Offensive language on the pool deck or in locker rooms at any Shockwave practice or any USA Swimming sanctioned meet.
- Being disrespectful to any coaches/staff, Tupelo Aquatic Center Staff, Shockwave swimmers or members of other swim teams.
- Any vandalism to Tupelo Aquatic Center or other properties in which Shockwave is a guest.
- Possession of cell phones or cameras in locker rooms at any Shockwave practice or any USA Swimming sanctioned swim meet.
- Bullying

Additionally, Shockwave will abide by all rules and regulations as set forth by USA Swimming Code of Conduct in it's current Rule Book which can be found at **www.usaswimming.org**. Any individuals who violate the policies of USA Swimming regarding Code of Conduct could be subject to termination of membership of Shockwave Aquatics.

SWIMMERS:

1. Be on time! Please be on the deck ready to swim with all of your equipment 10 minutes before practice begins.
2. Be courteous to your fellow teammates and coaches. No negative language!
3. Swimmer's may only leave practice with a coach's permission.
4. Respect the Aquatic Center and any other facility you visit as a member

of Shockwave.

5. You must shower before entering the water at any time.
6. At the conclusion of practice, make sure you return your equipment to the equipment room, gather all your belongings (on the deck AND in the locker room). The Aquatic Center staff nor Shockwave staff is responsible for keeping up with your belongings.
7. Be sure your name is on all your equipment and swim suits.
8. If a coach gives your group information to take home, please make sure you give that information to your parent/guardian. Information is communicated by email but it is your responsibility to make sure the information is passed on to parents/guardian.
9. Do not loiter in the locker rooms, lobby or on the pool deck.
10. No food of any kind is allowed inside the pool area. You may only have water inside the pool area.
11. You may not swim outside of your designated Shockwave practice time unless you are either a member of the Tupelo Aquatic Center or you pay for individual lap lane swimming at the Front Desk of the Center.
12. No Tobacco is allowed at the Tupelo Aquatic Center.

PARENTS:

1. Please be on time to drop of your children for practice, but no sooner than 30 minutes before their practice begins.
2. Our coaches have responsibilities outside of Shockwave. If you pick up your swimmer more than 15 minutes after practice ends, YOU ARE LATE!

3. Practice time is for the swimmers. If you need to speak to a coach about your swimmer, they are available to talk to you via email or a scheduled meeting time.
4. Parents are not allowed on the pool deck at any time during practice (unless there is a medical emergency). The Aquatic Center has designated spectator seating for parents during Shockwave practice.
5. No food of any kind is allowed inside the pool area. You may only have water inside the pool area.
6. Non-swimming siblings must remain with a parent at all times during practice and are not allowed to roam in the bleachers or lobby.
7. No one but swimmers are allowed in the locker rooms during Shockwave practices or swim meets. Public restrooms are located in the lobby of the Aquatic Center.
8. You may not pull up in front of the facility and wait for your child to exit the Facility. You must use a designated parking space to wait. If you are worried about your child walking across the parking lot, then you need to park your car, get out and escort them to the car safely.
9. Please manage your Shockwave account and keep your information current. If your method of payment fails after the 1st of the month billing, you will receive an email.
10. Please keep a positive attitude toward the team. We want Shockwave to be a positive place for your children.
11. Never criticize your child for poor performance, either at practice or a meet. The coaches will deal with areas of improvement with your child. Celebrate all successes, great and small, with your child. The more positive and proud your attitude, the better your child will perform and the more they will enjoy the sport.
12. No Tobacco is allowed at the Tupelo Aquatic Center.

13. Please be mindful of the rules and regulations as set forth by the Tupelo Aquatic Center per our Facilities Rental Agreement. Shockwave pays a monthly rent to use the facility for practices as well as a separate fee to host meets. The Aquatic Center is not affiliated in any way with the management or operation of Shockwave. The Aquatic Center staff is not responsible for your inquiries about Shockwave.