



SWIMMER & PARENT/GUARDIAN HANDBOOK

Approved by Wave Board of Directors: August 5, 2024

ABOUT THE TEAM

Waunakee Wave Swim Team (“Wave”) is a 501(c)(3) nonprofit organization recognized by USA Swimming. The team is governed by a parent-led Board of Directors and the Head Coach.

Wave provides instruction and training in competitive swimming through clinics, practices, and swim meets. The team operates year-round and is divided into two seasons:

- Short Course (SC): September-February (divided into fall and winter sessions)
- Long Course (LC): April-July (divided into spring and summer sessions)

MISSION STATEMENT

Wave is a competitive swim program that trains all levels of youth swimmers while empowering them to be champions in and out of the water. We are dedicated to developing swimmers in a fun and safe environment.

TEAM VISION AND OBJECTIVES

Wave believes success for our athletes should be measured by incremental personal gains that create a lifelong bond and love for the sport. We emphasize a healthy balance of athletics, education, community, family, and fun. We teach the importance of teamwork, goal setting, sportsmanship, commitment, and accountability. We value spirit, dedication, and motivation to cultivate excellence.

COACH INFORMATION

Our coaches are accredited, experienced competitive swim professionals. Our coaching system is founded on prioritizing a foundational understanding of all four competitive strokes beginning at the basic levels. We do not prioritize speed, winning, or speed-based excellence above others at this level. We instead stress the learning process, positively acknowledging and encouraging athletes to embrace this. We believe presenting an understanding of this process to swimmers in beginning levels will foster this positive perspective over the long-term.

The coaching staff make all final decisions regarding training groups, practice plans, and meet decisions (including attendance, registration, event entries, and relay placements). Meet events are chosen in alignment with current training schedules and to provide developmentally appropriate challenges to swimmers.

MEMBERSHIP POLICIES

Wave members include both swimmers and their parents/guardians.

Everyone has a role while representing the team! In addition to the specifics outlined in this Handbook, members should read and adhere to the Minor Athlete Abuse Prevention Policy: [MAAPP](#) and the [USA Swimming Code of Conduct](#).

BOARD OF DIRECTORS

The Board of Directors (“the Board”) is served by member parents and the Head Coach. The Board meets regularly to discuss and prioritize the club’s needs. Please visit the [Board of Directors](#) page on the Wave website for contact information.

The Board conducts formal meetings approximately once per month. These meetings are open to all member families. Details regarding upcoming meetings are published on our website at least one week in advance.

TEAM COMMUNICATION

Swim teams, including Wave, utilize TeamUnify to power their website. Transactions such as registration and billing occur through the site, and TeamUnify provides privacy protection.

The website, in addition to weekly email communications, is the primary communication tool for the team. Timely notifications for inclement weather or day-of schedule changes may be made via email and text message. Emergency contact may be made via phone or text to the contact information provided within your account.

REGISTRATION POLICY

- Registration is prioritized in the following order:
 1. Continuing members (in good standing) who swam during Short Course and/or Long Course of the previous year
 2. New members, subject to training group capacity
 3. Previous or continuing members who register after registration opens to new members no longer retain their priority placement, so timely registration is required to maintain priority placement. Failure to do so may result in placement on a waitlist.
- Every effort is made to find a training group for interested swimmers. However, once a specific training group reaches capacity, a waitlist will begin. In some cases, a swimmer may be offered an alternative training group placement as an interim solution until their more developmentally appropriate group has capacity.
- Swimmers transferring from another swim team (no matter when the membership was last active) are required by WI Swimming to complete the [WI Swimming Transfer Form](#). Please email the completed form to the Admin.
- By registering with Wave, permission is given to:
 - Publish swimmer and contact information on the internal team directory or roster. Note: roster information is private to our club administration and is never sold as a list.
 - Take and use pictures of the registered swimmer on our website, social media pages, and/or marketing campaigns. Members retain the right to request the removal of any such pictures, either prospectively or retrospectively.
 - Create a login to the team website with the email address as provided.
- To opt-out of the above releases, please email the [Board](#).

GRIEVANCE POLICY

Questions/comments regarding practices, meets, coaching, and/or behavior should be directed to the Head Coach. Please email the Head Coach to set up a meeting time outside of practice times. For safety and respect for other swimmers, coaches should be contacted outside of practices and meets to discuss issues or concerns.

- If there is a conflict or disagreement with a coach, a 48-hour delay in communication is required before contacting the coach to request an in-person

meeting time. This 48-hour rule is designed to help ensure a productive dialogue between coaches and members. If an unresolved situation needs to be escalated beyond the Head Coach, members should contact the Wave President.

- Questions and comments regarding club policies and activities can be communicated to the Admin with the opportunity to escalate to the Board of Directors as warranted.
- Negative comments about Wave (including the program overall, specific events, specific policies, swimmers, coaches, the Board, or other member families) should never be posted on social media by members or team staff.

ATHLETE RESPONSIBILITIES

- Swimmers should conduct themselves with integrity and positivity while representing Wave; swimmers are to respect themselves, coaches, teammates, officials, competitors, parents/guardians, and facilities at all times.
- Follow pool safety rules for both the pool deck and locker rooms. Cell phone use is prohibited in locker rooms in accordance with the USA Swimming policy and Wisconsin law.
- Regular practice attendance is critical to swimmer development and must be maintained with our performance program. Attendance records will be maintained for swimmers in our performance groups. Attendance lower than minimums outlined below may result in a change in group assignment, at the Head Coach's discretion. Minimum attendance should be maintained as follows:
 - 70% for Silver
 - 75% for Gold
 - 80% for Senior B
 - 85% for Senior A
- If unable to attend a scheduled practice, the parent/guardian (or swimmer for older swimmers) is to provide proactive communication to coaches through an established & communicated process.

- If swimmers directly contact their coach via email or text, for any purpose, protocol requires swimmers to include their parent/guardian in the communication.
- If rehabbing an injury, attendance may be required as modified workouts (pool or dryland) may be an option as deemed appropriate by the coach.
- Swimmers should arrive to practice at least five minutes prior to the start of the session and be prepared for workouts in & out of the pool. Preparation includes completed use of the restroom, having a filled water bottle, and having level-required equipment (see equipment requirements on the Wave website). Practice participation for swimmers arriving late or without the required equipment will be at the coach's discretion.
- Swimmers should not leave a practice or meet early without direct communication with a coach. If injured or feeling unwell, swimmers are to engage their coach.
- Swimmers will have a ten-minute time limit in locker rooms following practice.
- Swimmers should maintain their physical health to achieve optimal athletic performance. Maintaining a healthy diet, refueling after practices and during/after meets, and getting appropriate hours of sleep are all critical to overall athletic development. Coaches can assist with nutritional goals as necessary. The use of supplements should be cleared with coaching staff in advance; illegal substances are not tolerated.
- Violations to policies will be reviewed by coaches and/or the Board. Consequences could include removal from a practice or meet, a change in training group, an impact to future practice and/or meet participation. Material violations and/or repeat violations can lead to suspension or removal from the team. In the event of removal or suspension from the team due to policy violations, refunds will not be awarded, and fees will remain due for the remainder of the current season.

EQUIPMENT | ATTIRE

- Only suits approved by coaches are appropriate for meets.
- Two-piece suits should not be worn for practices or meets.
- Please see the complete [equipment list](#) on the Wave website.

SWIM MEETS

- Swimmers should wear the official team suit (see [team store](#) on the Wave website); if a team suit is unavailable, a one-piece black suit should be worn until the official suit is available. The team provides one Wave swim cap and team shirt per swim year, which should be worn at meets.
- Prior to meets, coaches will provide details for arrival and warm-up times, event entries, and daily team shirts to be worn. Additional meet information can be found on the Wave website and the host team website as it becomes available.
- Swimmers are not to attend additional USA Swimming meets outside of the Wave meet schedule without a Wave coach present. Meet schedules are built around the training schedules designed by coaches.
- All meet rosters and event selections, including travel meets and training trips, will be determined by coaching staff.
- The use of mobile devices by swimmers should be limited during practices and swim meets. If technology use results in distractions, devices may become prohibited on the pool deck on a case-by-case basis. Parents/guardians should limit mobile communication with swimmers during practice and meets.
- Healthy snacks should be packed for refueling during meets, and swimmers can support the host team's concession stand by purchasing snacks. For safety reasons, swimmers are typically not allowed in the bleachers, so concession money should be obtained prior to the start of a meet.

- Members should not directly contact host teams regarding meet entries, scratches, or seeding. All meet communication should flow through Wave coaches.

TEAM TRAVEL

- There are times when team travel is an option; attire for team travel may be specified by the coaches, and swimmers are responsible for their gear and personal items.
- Roommate assignments and curfews are determined by the Head Coach; swimmers should only sleep in the room to which they are assigned and should respect their roommates. Swimmers are responsible for any charges or fines incurred for their hotel room during the stay. Room service is not allowed.
- Swimmers will attend all team functions including meetings, practices, meals, and meet sessions unless otherwise excused or instructed by the Head Coach.
- Swimmers are expected to always remain with the team during the trip. Swimmers are not to leave the competition venue, the hotel, restaurant, or any other place at which the team has gathered without the permission/knowledge of the Head Coach or an official chaperone.
- When visiting public places, swimmers should conduct themselves appropriately and stay in groups of no less than three people. Athletes who are 12 & under will be accompanied by a chaperone or coach at all times.
 - There will be a zero-tolerance policy for any illegal behavior. Anyone involved with any illegal activity will be sent home immediately at their own expense and will be suspended from competition and practice for the remainder of the session with no refunds.
 - The swimmer may be removed temporarily or permanently from the team, which will be reviewed and determined by the coaching staff and the Board.

PARENT/GUARDIAN RESPONSIBILITIES

- Parents/guardians can best support their child's Wave and swim experience with positivity and encouragement. Supporting the coach/athlete relationship and respecting coaches and training methods fosters trust and development within the team and the sport.
- Parents/guardians should ensure their swimmer understands their athlete responsibilities and supports them in their execution. Wave parents/guardians are role models for our swimmers and should display good sportsmanship toward swimmers, coaches, officials, and other parents/guardians at all times. Wave parents/guardians represent the team and should do so with positivity. Behavior or actions deemed unsportsmanlike or inappropriate by coaches or the Board could result in suspension of attendance at practices, meets, or other team events. Repeated issues could result in escalating disciplinary steps up to the dismissal of the member family and their swimmer from the team. In the case of dismissal, no refunds will be awarded, and financial obligations will remain for the current session.
- Parents/guardians are responsible for maintaining their Wave account by ensuring current email and physical addresses, phone number, and active payment methods are on file at all times. Responsibility also includes keeping their account in good standing with on-time payments as relevant.
- Parents/guardians are responsible for picking up their swimmer within 10 minutes of the completion of their practice (or ensure their swimmer has a ride).
- Parents/guardians should declare/decline their swimmer for meets in a timely manner. If a swimmer is only available for part of the meet, this should be noted in the comments section when declaring the swimmer.
- Parents/guardians should not sign up their swimmer for swim meets outside of the Wave meet schedule without engaging a coach. Meet schedules are built

around the Wave training schedule as designed by coaches.

MEMBERSHIP DUES & FEES

- Membership dues are paid in full during session registration. Dues are calculated based on the number of training weeks offered and will vary across sessions. For all billing inquiries, please contact the Admin. An automatic payment method (credit/debit card or bank account information for ACH) must be active within the member's Wave account.
- Once a group assignment and practice schedule have been assigned to a swimmer, members may not choose another group or practice time. There will be no custom schedules or billing options unless otherwise approved by the Head Coach and the Board.
- When registering for a session, parents/guardians are committing their swimmer to the session duration and are obligated to pay all incurred fees such as meet fees. Fees are charged to the member's account and payments are processed on the last day of the month. If the payment method fails, TeamUnify will continue to attempt processing payments on a daily basis. Any account 10 days past due will incur a \$25 late fee per monthly billing cycle. If an account is greater than 60 days past due, the swimmer will not be allowed to declare for meets and team events, attend meets, or register for subsequent sessions until the account is paid in full.
- **If a swimmer withdraws from the team prior to the end of the session, no refunds will be awarded, and the financial obligation remains for any incurred fees unless approved by the Board. Extenuating circumstances (such as an extended injury) will be reviewed by the Head Coach and the Board on a case-by-case basis. If a swimmer would like to withdraw prior to the end of the registered session, please email the Admin. Requests will be reviewed during the next scheduled Board meeting.**

- Additional fees that may be, as applicable, charged during a swim session include:
 - **Transfer fees:** WI Swimming-imposed fee for swimmers transferring from another USA Swimming team
 - **Meet fees:** charged by the host team and may include admission charge, facility costs, event entries, relay entries, and Splash Fee (paid to WI Swimming)
 - **Meet surcharge:** A \$10 per-meet surcharge, which is applicable only to swimmers in our Developmental & Fitness groups who choose to participate in meets. This charge is not applicable to swimmers in performance groups, as this cost is considered within the fixed session price. This fee will be waived at Wave Hosted Meets provided the swimmer's family provides at least one volunteer shift.
 - **Team event fees:** if attending, fees may be imposed for team picnics, dinners, parties, etc.
 - **Team travel:** any allocated expenditures incurred such as hotel room, airfare, meal, entertainment, etc.

VOLUNTEERING & FUNDRAISING

As a community non-profit, volunteering and fundraising are imperative to the success of our team!

All registered families with swimmers in performance groups are required to provide at least one volunteer shift per day at each hosted meet. In the event of a schedule conflict that cannot be resolved with a delegate volunteering on that family's behalf, member families should proactively engage the Admin to find an alternative volunteerism arrangement at least two weeks in advance. Member families are highly encouraged to volunteer beyond this minimum requirement, whether it is additional shifts at hosted meets, assisting with social events, or assisting with special projects. The team culture is stronger with member involvement, so please step forward with your energy and ideas. Refer to the [Volunteer](#) page of the Wave website for further specifics and current volunteer opportunities.

If the hosted meet volunteer obligation is not met, and timely notice & alternative arrangements are not made consistent with the preceding bullet point, the member's account will be charged \$100 for each hosted meet volunteering violation. This charge will not be prorated for families and will be applicable to all registered families within performance swimmers as of the hosted meet date.

Fundraising efforts help offset session dues, ensure we can reward & retain high quality coaches, provide the team with opportunities for new equipment, and help offset costs related to team events and celebrations. Members are encouraged to actively participate in our fundraising efforts. For more information, please refer to the [Fundraising](#) page of the Wave website.

GLOSSARY OF TERMS

A and B Times: USA Swimming Inc. establishes time standards for age group swimmers for each stroke and distance and pool length, e.g., 50 yd Freestyle, for each age group, i.e., 10 years & Under, 11-12 years, 13-14 years, 15-16 years, and 17-18 years. A swimmer remains a "C" swimmer in an event until they attain the "B" time standard in that event. A swimmer may be a "C" swimmer in one event and a "B" swimmer in another event. This A, B, C grouping allows for competition between swimmers of similar ability.

Age Groups: Meets are most often organized by 8 and under (8&U), 10 and under (10&U), 11&12, 13&14, & Senior (often designated as "open"). Eight and under swimmers can swim in any 10&U race, and any swimmer can compete in open events.

Anchor: The swimmer who swims the last leg on a relay team.

Block: The starting platform

Cut: Slang for qualifying time standard. Time standards are necessary to attend certain meets or events.

Deck Seeding: When a swimmer adds an event to swim on the day of the meet (if there is space in the event). Additional fees might apply.

Delay of Meet: Swimmers who do not report to the block on time or are late getting on the blocks after the whistle.

Disqualification ("DQ"): If any swimmer or relay violates the rules for start, turn, finishes, or stroke execution, they may be disqualified by the proper official. The official must raise his/her arm in the air in recognition of the disqualification. The swimmer or relay is ineligible to score points or receive any award. Parents are reminded to be supportive rather than critical if their child is disqualified (DQ'd) in an event. For beginning swimmers, a disqualification should be treated as a learning experience, not as a punishment. A disqualification alerts the swimmer and coach to areas of

correction in the swimmer's stroke.

Entry Fee: Fee paid to the host club for each individual event per swimmer. Typical costs range from \$4 to \$10 per individual event and \$12 to \$20 per relay team.

Event: The stroke and distance of the competition. Events usually alternate girls and boys. Individual events include - Freestyle (Free), Backstroke (Back), Breaststroke (Breast), Butterfly (Fly), and Individual Medley (IM). In the IM Event, the swimmer uses all four strokes for equal distance in a specific order - Fly, Back, Breast, and Free. Distances vary by age group and stroke from 25 yds./meters to 1650 yds./1500 meters. Relays require four members to swim and equal distance. In the Free Relay, all members swim Freestyle. In the Medley Relay, each member swims a different stroke in a specific order, Back, Breast, Fly, Free. A swimmer may compete in three individual events plus relays each day in a meet.

False Start: At the beginning of a race, the swimmer must remain motionless. If they are moving or "rolling," a false start will be charged. If they delay the meet by reporting late, they may also be charged. A false start eliminates them (or their relay) from the event.

Final Time: If an electronic touch pad system is used, the final time is automatically registered. Back-up stop watches are consulted only when the electronic equipment fails. If only watches are used, the final time is the average of two watches, or the middle time (median) of the three stop watches.

Heat: A division of an event in which there are too many swimmers to compete at one time, i.e., the event has more swimmers than pool lanes. Normally, Heats are swum slowest to fastest, except for long distance events when order may be reversed.

Heat Prize: In some meets, a prize is awarded to the first-place swimmer in each heat.

Individual Medley ("IM"): One swimmer must execute all four competitive strokes the order: Fly, Back, Breast, and Free.

Lap: Two lengths of the pool equal one lap

Local Swimming Committee (LSC): An organizational unit of the USA based on region. In Wisconsin, it is called Wisconsin Swimming, Inc. and sanctions swimming meets in Wisconsin.

Long Course (LC or LCM): Competition held in a 50-meter pool.

Medley Relay: All four swimmers must each execute a different stroke in the order:

Back, Breast, Fly, and Free.

Meet: Swimming competition consisting of a previously identified order of events.

Motivational Times: Age group motivational time standards set by USA Swimming. Located on their website at: [USA Swimming Motivational Times](#)

Officials: Officials are present at all competitions to implement the technical rules of swimming and to ensure that the competition is fair and equitable. Officials attend clinics, pass written tests and work meets before being certified. All parents are encouraged to get involved in officiating.

- **Turn Judges:** Observe from each end of the pool and ensure that the turns and finishes comply with the rules applicable to each stroke.
- **Stroke Judges:** Observe 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, Stroke & Turn Judge
- **Relay Takeoff Judges:** Stand beside the starting blocks to observe the relay exchange, ensuring that the feet of the departing swimmer have not lost contact with the clock before the incoming swimmer touches the end of the pool.
- **Clerk of Course:** Arranges the swimmers in their proper heats and lanes before the event. Usually there is a clerk of the course only for 10 & Under swimmers
- **Starter/Staring Judge:** Assumes control of the swimmers from the Referee, directs them to 'take your marks' and sees that no swimmer is in motion prior to giving the start signal.
- **Referee:** Has overall authority and control of the competition, ensuring that the rules are followed, assigns and instructs all officials, and decides all questions relating to the conduct of the meet. Violations of the rules are reported to the Referee and the rules require that every reasonable effort be made to notify the swimmer or coach of a disqualification.

Performance Groups: Specific Wave training groups who are focused on meet performance. These groups are often more experienced competitive swimmers. Members in these groups are subject to greater expectations regarding practice attendance, meet attendance, and volunteerism as detailed in this Handbook.

Relay: A relay must have four swimmers, each swimming one leg of the event. The distances of the leg vary according to the total distance of the event. A swimmer may not enter the water until the person preceding him/her has touched the wall. (Relays with three swimmers - one swimming twice - are exhibition only.)

Scratch: A swimmer fails to compete in an event in which entered.

Seed Time: Time for an event attained in previous Meets and used to rank the swimmers in another meet.

Short Course Meet (SC, SCY, SCM): Competition held in either a 25-yard pool or a 25-meter pool.

Splash Fee: Surcharge per swimmer per meet assessed by and paid to the LSC. This fee will be paid out of each individual swimmer's swim fund.

Split: A swimmer's intermediate time in a race. The split time shows the length of time taken to swim a particular section of a race.

Staging: At large meets it is necessary for the sake of order and efficiency to ascertain that all swimmers are ready for their races. "Staging" means swimmers are seated in a specific area then ushered to the pool deck in the order of their heats by the Clerk of Course.

State Meet: Competition held annually in Wisconsin in February or March for Short Course events and in July or August for Long Course. Swimmers qualify for individual events by attaining time standards set by the Local Swimming Committee (LSC) specifically for the meet. No time standards are set for Relays.

Time Trial: A time-only swim, which is not part of a regular meet. Separate fees apply and these events usually occur at the end of larger meets in order for swimmers to have one last try at making a qualifying time.

Timers: Operate timing devices (watches or automatic timing systems) and record the official time for the swimmer in his or her lane. USA Swimming, Inc.: The official sanctioning organization for all levels of US swimmers that include age group, open, and international competition.

Whistle: An alert to both swimmers and parents to be silent. The race is about to begin.