

# Waves Handbook

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## PHILOSOPHY

The Westlake Waves Swim Club, is a year round, family and community based USA Swimming team for boys and girls ages 6 to 18. Our goal is to provide a friendly, challenging, engaging environment for all swimming abilities, from beginning racers to some of the best swimmers in the district. We practice at the Westlake Recreation Center, which was opened in 1998, in a 25 yard pool. Our team also practices triathlons to provide cross-training and other competition opportunities.

The Westlake Waves Swim Club was established to teach competitive swimming and help the swimmer to achieve the best of his or her abilities. Just as important, The Westlake Waves Swim Club seeks to promote the highest level of sportsmanship, integrity, self-discipline and social awareness so that the child is not only an excellent athlete, but a respected and respectful individual, and a caring, considerate teammate.

The Westlake Waves Swim Club is operated by the Westlake Recreation Dept and run by head coach Onat Tungac (Coach O) and assistant coach Chris Allen.

## WHAT IS EXPECTED OF A WESTLAKE WAVES SWIM CLUB SWIMMER

We expect Westlake Waves swimmers to be the best examples of people their age. They should always be polite, courteous, respectful, thoughtful, hard-working and striving to be the best they can be.

**1. You've got to want it.** If you want to be successful and achieve all that you are capable of achieving as a swimmer, then you have to want to work hard. Only you can channel that desire to work hard, and only you control how successful you are. Swimming is a sport in the true sense of the word, because there is only one swimmer, the water, and the clock. There is a direct relationship between hard work and results. Just being tall, strong, or well-coordinated will not do it alone. In the end, the smaller swimmer who has the desire to work harder and swim better will out-perform the others.

**2. No Pain, No Gain.** This is not a sport for wimps, You have to work harder than you ever have, if you want to be the best swimmer you can be. Welcome the opportunity to practice and compete, and work as hard as you can at each opportunity. Come a few minutes early to practice so that you are prepared to jump right in the pool and get to work. Don't skip any part of the workout, and complete every part of the workout to the best of your ability. If you are "not in the mood" to workout, leave your attitude at the front door and always do the best you can. That is all anyone can expect from you. Try it and you'll get in the habit of being excellent.

**3. Strive to be physically and mentally outstanding.** No other youth sport requires as much training and hard work. When you swim a hard two-hour workout, you burn as much energy as if you had run a marathon. You need to take care of your body in order to swim hard and well. Smoking, drinking alcohol, taking narcotics, or illegal prescription drugs are all obviously forbidden for any swimmer. Eating a lot of junk food like candy and pop are not really useful for your body. Although it's fine to have sweets from time to time, your working body needs lots of good complex carbohydrates like fresh fruits, vegetables, grains cereals, and breads, lots of good lean protein like fish, chicken, turkey, eggs, and frequent hydration with water (8-10 glasses daily), fruit juices (that aren't too sugary) or athletic drinks.

Finally, a good night's sleep is imperative. If you are good to your body, your body will work great for you. Good care of your body will really make you feel better, perform better, and help you enjoy your life more.

In addition to taking care of your body, you must take care of your mental and emotional well-being. This is all about balance and time management. If your mind is preoccupied with other things, like the homework that you put off, then you won't be able to fully concentrate on your swimming. Make sure you have time to take care of your other responsibilities, so that you can focus on your training when you are at the pool. Just as important is your emotional health. If you are weighed down by a bad attitude, or have anger towards others you won't have the heart to do a good job. Remember to treat others the way that you would like to be treated, both in and out of the pool. A good way to help yourself is to help others.

**5. Think positively and set high expectations for yourself.** Climb on the blocks with a positive, can-do attitude. If you have worked as hard as you can at practices, then you will do the best you can at that particular time. Strive to better yourself, whether that be dropping a small amount of time in a race, or bettering your stroke technique. Don't think in terms of losing. Even if you don't have the best meet or have an off day at practice, there's something to be learned every time you jump in the pool. In meets, always act like a winner, regardless of your finish. As long as you are giving 100% and practicing good sportsmanship, you shouldn't be disappointed!

**6. Together everyone achieves more.** Be a part of your team. Cheer, encourage, support, befriend, challenge, and talk to your teammates. By coming to the pool, they already have a lot in common with you. Friendly competition between teammates is a positive thing; the best swimmers are challenged every day by their friends. When they get better, you get better. Find a friend to race, you both win. Plus, you want your peers in your age group to be fast so you have a competitive relay!

Representing the Waves at meets is an important part of building team camaraderie. We want people to know who we are, which is why everyone (with hair on their head) must wear a Waves cap when competing at meets. If you have a team suit, meets are a perfect time to wear those too -- otherwise any green suit will work. You'll be showing your team spirit, and making it easier for coaches and parents to identify you among a sea of swimmers!

## **WHAT PARENTS CAN EXPECT FROM THE COACHING STAFF**

The Westlake Waves Swim Club coaches will, at all times, strive to provide the best possible atmosphere for swimmers placed in their charge in the following ways:

1. The coaches will give each swimmer as much attention and training as possible for a successful swimming experience during practices and meets.
2. The coaches will abide by all rules, remain current and well informed regarding any changes to USA Swimming rules, and maintain current registration with USA Swimming.
3. The coaches will make parents aware of all scheduled or rescheduled practices, meets, and other dates of note, in a timely manner, by email and through the Westlake Waves Website.
4. The coaches will treat each swimmer and parent with respect, and maintain an atmosphere of mutual respect and courtesy at meets and practices.
5. The coaches will make themselves available at all reasonable times (e.g., after practices or by appointment) to answer parent's questions or discuss issues with the swimmer and parents.
6. The coaches will be on time (with allowances for the elements and unusual circumstances) and be prepared for all scheduled practices and meets.
7. Communication and correspondence regarding any team news is emailed to all currently registered families. If you do not have Internet access please hook-up with another team member to make sure you get all the current information, schedules and updates.
8. The coaches will abide by all rules, remain current and well informed regarding any changes to USA Swimming rules, and maintain current registration with USA Swimming.

## **WHAT IS EXPECTED OF A WESTLAKE WAVES SWIM CLUB PARENT**

Swimming, above all, should be an exciting and rewarding learning experience for your child. It should be seen, for the most part, as a fun activity from which your child gains self-respect, self-discipline, good mental and physical health, companionship, good sportsmanship, and great memories. Toward these ends, the job of the coach is to coach and the job of the parent is to be a parent. Here are some guidelines for the swimming parent which our coaches have found most useful:

1. **Always be supportive, no matter what.**  
The coaches' job is to tell swimmers what they did wrong so that a correction can be made. It's the parents' job to give them love and support. Leave the criticism and correction to the coach, and leave the swimming at the pool.
2. **Allow your child to have fun.**  
Childhood only happens once, and swimming should be an enjoyable activity. If you literally have to drag your child to each practice and it causes more tears than cheers, perhaps you should set up an appointment with the coach and discuss the situation. There may be a way to solve the problem. There are always days when any child is going to need a parent's influence to get to practice, be positive, be creative, be supportive, but be

firm. It is helpful to have your child make out their own practice schedule days, then it is easier to hold them to it. If not, perhaps you should reevaluate the role of swimming in your child's activities. Swimming is not for everyone.

3. **Never impose your own ambitions on your child.**

Remember that swimming is your child's activity. Improvements and progress occur at different rates for each child. Don't compare your child's progress to others, and don't push them based upon what you think they ought to be doing. Most importantly, don't base your own self-esteem upon your child's swimming.

4. **Don't coach your child.**

That's the job of the coaches, they spend thousands of hours trying to do it right. There is a great deal going on with your swimmer and their swimming beyond their arms and legs. Over the hundreds of hours of practice, meets, and activities that the coaches are working with your swimmer for certain goals and achievements. The coaches spend all that time getting them faster, more interested in the sport, and teaching them all the techniques necessary to improve. That is more than enough. Be supportive, be interested, but let the coaches do the coaching. If you have a concern, bring it up to the coaches and they will work with the swimmers in the context of everything that is going on in their swimming career.

5. **Never criticize other swimmers, the officials or the coaches.**

Another swimmer's progress or failures is none of your business. When you put another person's child down, that does not raise your own child up. Second, if you do not have the time or desire to volunteer as an official, don't criticize those who are giving their time and doing the best that they can. Lastly, by criticizing the coach in front of the child, you are only hurting your child's chances to improve. The child will either be confused by the criticism or will not listen to the coach after your criticism. If you have a problem with the coach, discuss it directly with him or her, or bring it up to the parent board.

Remember that the coaches and the officials are there to work with your child, not take abuse from you.

6. **Never humiliate your child over a swim performance.**

A child will derive no joy from swimming if his/her parent is denigrating him/her or yelling at him/her in front of others regularly. Just put yourself in the child's fins and ask yourself how you would feel if someone did that to you. It is rare that a child will purposefully throw a race. Are you at your best everyday?

7. **Don't speculate. Ask Questions.**

Never hesitate to ask your child's coach any questions. Again, you are paying the team to provide coaching for your child, and you have a right to ask about your child's progress or direction. Don't sit in the stands and complain and sulk. Communicate. Remember to choose times which do not interfere with the performance of the coach's job. The coaches like the input to be more responsive to each and every swimmer's needs.

8. **Get involved.**

Volunteer to help with a meet. Help organize a fund-raiser. Learn how to officiate, or just raise the spirits of the team by encouraging other parents to cheer at meets. By getting involved with your child's team, you meet a lot of other great people, and you show your child that you care about what she/he is doing.

9. **Stay in touch and know what is going on.**

The Waves send out lots of information in emails to keep everyone informed on an

almost daily basis. Schedules, info, meets, and entry announcements are all broadcast to every email address you supplied on the registration form. Read them and take care of them as soon as possible (especially meet entries). Check this website frequently for information. If you have questions, you can contact Coach O

**A final note:** The effort of swimming is a fantastic reward in and of itself. Recognize that. There are all kinds of achievement to be gained that have nothing to do with winning. There are around 225,000 athletes currently registered with United States Swimming. There are only about 52 spots available every four years for the Olympic Swim Team. Your child's odds of becoming an Olympic swimmer are very difficult, but our goal is to try. Keep that in mind when you are asking yourself: "What do I want my child to get out of USA Swimming?" There are many other great benefits besides winning. The odds of them being a State Champion are much better, the odds of being a Conference champ in high school really improve, the odds of dropping time at the next meet are truly great, the odds of these swimmers becoming self-motivated, hard-working and well-adjusted people are downright fantastic.

## **HOW TO MAKE PRACTICE SUCCESSFUL**

### **TRY YOUR BEST TO DO EVERYTHING**

The coaches do not expect everyone to be perfect or great all the time, but we do expect you to come to practice and try your best to do everything. Act like you want to be there. Try to think of what you can do to be a better swimmer today at practice. If you are having a rough day, swimming hard will make it better, and give you a feeling of accomplishment to brighten your day.

### **BE ON TIME**

You should be on deck, ready to swim, a few minutes before practice. Swimming part of a practice is better than no practice, most of the time. If you are habitually inappropriately late you may need to do make-up work at the end of practice, miss fun activities, or other disciplinary action. Each practice has a beginning, and is an entire lesson, when you are late you miss the benefits of the entire workout. Being occasionally tardy because of other activities and/or scheduling is not a problem on a reasonable basis. The issue is just not moving fast enough to be where and when you are supposed to be as a habit. It can be very disruptive to practice for you and the team.

### **COME TO PRACTICE AS OFTEN AS POSSIBLE**

What are you doing today to improve? Your competition is probably swimming. The older and faster you get the more you need to train to improve. Make up your own practice schedule and stick to it, if something comes up then make the practice up. When you come to practice don't waste your time. You are at practice, make it worth your time. Swimmers improve when they consistently put in the time and effort in the pool.

### **QUIET WHEN THE COACH IS TALKING**

No swimmer already knows everything there is to know - not even Michael Phelps! The coaches are speaking and instructing you for *your* benefit, so it is very important that you pay attention. ALWAYS listen carefully to instructions the first time.

## **DON'T INTERFERE WITH PRACTICE**

Parents are welcome to watch any Westlake Waves Swim Club practice to see how his or her child is doing. The coaches only ask that you stay on the sidelines and do not interfere with your child's practice. You should not be accessible to your swimmer during practices as it can be very disruptive to the team. Please try to remember that there are other children in the pool besides your child and that the coach is trying to watch and coach all of them. If you have any questions, feel free to discuss them with the coach before or after the practice. If a swimmer has separation anxiety, they may not be ready for a swim team.

## **MAKE SURE THAT YOUR SWIMMER IS PREPARED FOR PRACTICE.**

Especially with younger swimmers, make sure that all of their equipment is in their bag. It is embarrassing for a child to be delayed in order to ask the coach for a pair of goggles or a swim cap, or to have to tell the coach that they forgot their equipment. Make sure they have everything they need: which mean a suit, towel, 2 pairs of goggles in case of a break, cap, clothes, and water bottle. If you have any questions about the necessary equipment, ask a coach or a veteran parent. Your child may develop a preference in goggles, for example, and there are places where you can obtain these at a cheaper cost. It is not unusual for a swimmer to go through several swim caps and a few pair of goggles in one season. One suit will most likely not be enough. The chlorine will eat away at the lycra very quickly. Again, there are places where you can obtain practice suits at a lower cost. The swim club often will have arranged a deal with a sports equipment provider or a veteran parent can give you suggestions.

## **MAINTAIN THE EQUIPMENT.**

The swimmer's suit should be rinsed out in plain cold water only (no soap) after each practice and meet in order to extend the life of the suit. You can hand wash swimsuits in Woolite or something similar, but all that is really needed is a good soak in clear, COLD water. Then lay it out somewhere to dry. DO NOT put them in the washer or dryer. Caps need similar care, or they get sticky and thin. Rinse the caps in cool, clear water, and then allow them to dry. A quick dose of Talcum powder will keep it from deteriorating. The same can be done for the goggle strap, or a bungee strap for the goggles is a great idea. If you show your child how to maintain their own swim equipment, it will be helpful to them in the long run, and less hassle for you. Have extras of things, they are always needed.

## **GETTING READY FOR THE MEETS**

### **MEET ENTRY INFORMATION:**

Swimming in Waves meets is required by all swimmers on the team. We want all swimmers to get comfortable with competition and the pressure of performance, help the Waves team in relays at meets, cheer for your teammates, and practice and push themselves to accomplish their performance goals.

The meet information sheets are emailed out weeks, and sometimes months ahead of time. It is important to act on them ASAP. If it is a meet you want to attend, fill out the entry and bring it to the next practice. All Waves are required to swim in all Championship Meets, team Dual Meets and MOST of all other qualified meets that the Waves participate in throughout the season. High School Waves are expected to compete in meets before high school season and in any of the championship meets after the high school season, if they qualify. Swimmers come to practice

with a much better practice ethic when they are expected to compete, perform, and put their workout efforts to use. Swimmers may only compete in meets that the team is attending unless there is a special circumstance and with the coach's permission.

You must get in the meet entries with payment by the due date on the meet information memo. There will be a folder at practice for the meet entries to be dropped off. You can fill out an entry sheet from our website, write the event on a blank envelope and put the check in, or just write the events on the memo line of the check. Always write on the check what it is for. When in doubt, Please ask the coaches about meet entries.

### **TRAVEL MEETS**

The Waves will try to schedule a few travel meets each season for various training purposes. These are a great deal of fun for the swimmers, and a chance to expand everyone's horizons with new pools, new swimmers, and new places. Some of the best meet the Waves team have ever done have been out on the road. The Waves will usually do a travel meet in the last half of November, sometime in mid-January, and maybe two during the summer season. We will get a block of rooms and get together for meals and fun activities.

### **CARPOOL OFTEN**

There are lots of Waves families going to the meets. One way to get to know your teammates and save on driving time is to communicate with other parents in your area and share carpool duties.

### **BEFORE THE MEET PREPARATIONS.**

ALWAYS check emails for up to date meet info, directions, etc. The coaches will communicate meet information on those emails. They will provide information about your child's entry, the location of the pool, warm-up times, motel reservation information, and more. If you are not sure about anything, ASK. It's better to ask questions than to have a child miss a warm-up or a meet. If the meet is further away (like our travel meets), the Waves will typically have made arrangements for a block of rooms at a nearby hotel. You are personally responsible for calling and confirming your room on YOUR personal credit card. The number to call will be emailed out as soon as it is available. Do that as soon as possible so that your rooms reserved. Also, there are usually maps available for each parent. Again, if you are not sure, ask. The coaches have been to many of these pools, and know how to get there. Give yourself plenty of time to get there for the warm-ups.

### **OUTDOOR MEETS.**

The coaches have a pop-up tent for shade, but you may wish to bring your own. Other musts: Money for heat sheets, pencils, highlighter pen, sunscreen, umbrella (for shade or rain), an old bedspread or blanket, cooler with ice, water and drinks, all swim equipment. Other ideas: Swimmers will usually need to snack the entire meet so bring cut-up fruit, bagels and creamed cheese, muffins, and other healthy things to eat. Many swimmers also have their iPods or MP3 players with headsets to help get his or her mind off of swimming for a while. Books and games are also good ideas to help pass the time between events. Note that food is usually available for purchase at swim meets (along with T-shirts, goggles and suits), but you may wish to bring your own.

### **INDOOR MEETS.**

Same as above. In addition: a stadium seat or chair pad for hours in uncomfortable bleachers, and walking shoes for taking a stroll outside or around the halls. Keep in mind that while it may be 20 below zero outside, the inside of the natatorium is warm and muggy, so it's best to wear short sleeve shirts or go sleeveless underneath your winter coat. The swimmers will typically set up down on the deck, and will use the bedspread or blanket for stretching out in between events.

#### **WHERE TO SIT AND WHAT TO DO.**

In the bleachers with friends or other team parents. Cheer for all of the kids on the team. Or find a quiet corner to read or do some office work in between events.

#### **WHAT NOT TO DO.**

Do not compare your child's time to any other swimmers. Do not complain about how poorly your child is doing. Do not gossip about other swimmers or parents. And if you do not see an event or get your child's time, do not panic. The times are always posted on a wall in or around the pool area for everyone to see, and your child will always welcome a big hug and listening ear when she/he sees you, no matter what.

#### **ORDER OF THINGS TO DO AT A MEET**

1. Be on time
2. Bring everything you need and get ready to swim
3. Check in to all of your events ASAP, if required.
4. Check-in with your coach ASAP for warm-up instructions and start warm-ups promptly and completely (20-30 min.)
5. Parents, stake out some territory in the stands for you and your team mates to relax, hang out and cheer.
6. Make sure you get to clerk of course or to your lane in plenty of time for your events, please pay attention.
7. Always talk to your coach after every race, they will always have things to say to you in between the action of the meet.
8. Always act like a winner, regardless of your finish. You are what you are, and you are a winner already.
9. Always check with the coaches before you leave to see if you are in a relay.
10. Pre-seeded meets will have the heats and lanes assigned to the swimmers ahead of time and will be in the heat sheets. Deck seeded meets, the swimmers will check-in and then the meet will be seeded and the heats and lanes posted for the swimmers to get to their event or clerk of course.

#### **RELAYS**

The coaches will enter the relays for the team based on the swimmers attending the meet. In general the coaches will try to put the best relay that they can determine in the water. This is primarily determined by best times, but the coaches may also take into account practice attendance, performance history, training objectives, events swam, behavior, and other sometime intangibles. The coaches try determine the best relays to represent the Waves, that have the best chance of the best finish, but sometimes it can be inexact. Please understand.



# A SWIMMING GLOSSARY OF IMPORTANT TERMS TO KNOW

1. **SHORT COURSE.**

The winter season, competes in a 25 yard or "short course" pool. Our first practice usually begins in early September, the first meet is in mid October and the Championship Meets are in March.

2. **LONG COURSE.**

The summer season, competes in a 50 meter, or "long course" pool. The first practice begins in middle April with the Championship meets being in late July or early August. The meets, which often take place outdoors, are much more relaxed and less crowded. The big national/ Olympic meets are always in a long course pool

3. **SUMMER LEAGUES.**

We encourage the swimmers of the Westlake Waves Swim Club to participate in the summer recreation swim team or other local swim team. Just swimming in the Rec. meets alone are worth the cost and effort. It is all good swimming fun. These leagues are good swimming experience, but the workouts do not compare to the Waves. We suggest that most swimmers are able to belong to a summer rec. or country club team and still continue to swim the long course season with the Westlake Waves Swim Club. The practices other teams do are not comparable to what the Waves do. The Westlake Rec team is a great idea because they practice in a long course type pool. If you have any questions about this, discuss them with the coaches.

4. **CLERK OF COURSE.**

This is the person/workers/area who organizes the younger swimmers at a meet. Your child will be required to check in with the clerk's desk or tent, unless the coach indicates that she/he has already taken care of it. Your child will circle or check his or her name to indicate that they are in attendance and prepared to swim. The announcer will give instructions over the PA system, and again, you can always ask another parent or the coaches. Generally, the more experienced swimmers will help the less experienced swimmers.

5. **THE DECK.**

The roped off area around the pool, or the entire pool area. Parents are not allowed on deck, and a USA Swimming official can ask you to leave the deck or eject you from the meet. It is better to find a good spot in the stands with the other parents.

6. **SCRATCH**

To pull a child from an event. This should only be done for medical reasons after consulting with the coach. No parent should encourage a swimmer to scratch, and a swimmer should keep in mind that she/he may be needed for a relay entry.

7. **EVENTS.**

The following strokes are used in the events or races over various lengths.

Freestyle: The most common swimming stroke known as the front crawl stroke. It utilizes an alternating arm stroke with a flutter kick, although a swimmer may use any stroke during a freestyle event.

Backstroke: An alternating arm stroke done on the back with a flutter kick.

Breaststroke: Simultaneous arm strokes from the breast with an underwater recovery and a "frog" kick.

Butterfly: Simultaneous arm strokes from the shoulder with an out of water recovery and "dolphin" kick.

Individual Medley(IM): A combination of butterfly, backstroke, breaststroke and Freestyle, in that order.

8. Medley Relay: Backstroke, breaststroke, butterfly and freestyle, in that order.

Freestyle Relay: Each individual swimming freestyle in sequence.

These events are swam by four team mates for a combined finish. In either event coaches will typically (but not always) choose the fastest 4 swimmers in that meet to be the "A" relay, the next 4 fastest in the "B" relay, etc.

9. AGE GROUPS. 8 & Under , 9-10 or 10 & Under, 11-12, 12 & Under, 13-14, 15-16, 17-18, 15-18, 15 & Over, Open (any age) and Senior (12 & over). The swimmer's actual age on the first day of the meet determines placement.

10. DQ's. Disqualification's.

Every child is DQ'd at some point in their career. Keep in mind that there are specific rules governing each stroke that certified USA Swimming judges use in determining whether the stroke was "legal". You may think that the stroke looks great, but it may be in violation of USA Swimming rules. The official will tell your child or a Waves coach why she/he was DQ'd. If the swimmer does not understand what the official said, the swimmer should ask the coach ASAP so that the coach can talk with the official immediately following the call. A DQ should be looked upon as a necessary evil from which the swimmer can learn. Ask the coach if you don't understand why your child was DQ'd. NEVER question the official.

11. Common DQ's

General - false starts - late for start - not checking into event - stopping mid race - touching bottom of pool

Freestyle- not touching wall on turn

Back stroke - not swimming completely on back - non-continuous turn

Butterfly - Flutter kicking - non bilateral stroke - elbows not recovering out of water - one hand touch

Breaststroke - Flutter/fly kicking - non bilateral stroke - 2 stroke under water - one hand touch - stroking while

shoulders not parallel to surface - improper breathing - improper stroke rhythm.

Relays - False start/ relay leg leaving early - Stroke/ turn fault as described above

11. HEATS.

All of the swimmers can't swim at once, so the event is divided into heats in which all of the lanes are filled as much as possible. There will always be a minimum of three swimmers in each heat (except in pre-seeded events), and the heats run slowest to fastest.

12. HEAT SHEETS.

The official listing of events in the order that they are swum. The heat sheets are usually sold at the door for a few dollars.

13. SEEDING.

As mentioned under "HEATS", the slower swimmers in an event swim in the first heats, the fastest in the last heats. The swimmers are seeded by heat and within each heat according to their times so that each swimmer can, ideally, swim to the best of his or her

ability. The fastest swimmer in each heat is seeded in the center lane (lane 3 in a 6 lane pool - lane 4 in a n 8 lane pool). There are different types of seeding, but generally, the fastest are in the last heat. Seeding cannot be changed at the meet and sometimes your swimmer will be seeded at an older slower time. That is because the coach had to send in the entries generally 3 to 4 weeks before the meet, thus your swimmer's better time had not yet been achieved.

#### 14. CUTOFF TIMES.

You will hear swimmers talk about getting their "A" times. B, BB, A, AA, AAA (zone cut), AAAA, and Top 16 are various divisions in times for each event and age group, with B being the slowest. Some meets require swimmers to be faster than or slower than make cuts depending upon a swimmer's time. Always check with a coach, to see if you should enter a cut meet, the coaches want everyone to swim in as many meets as possible!

## **TEAM RULES AND DISCIPLINARY ACTION PLAN**

### **TEAM RULES**

Your conduct at swimming and in the locker rooms should be the same “good behavior” rules you follow at school. The coaches are here to run a swim team for the benefit of all involved, they are in control of all aspects of practice. Every child may have a rough day occasionally but repeat offenders can disrupt a team and seriously affect the team performance. Many of these are common sense and common courtesy. These are guidelines and may be changed and/or updated at any time. All Waves swimmers should want to be there. You are always the only one responsible for your behavior.

- Always bring a positive “can do” attitude to practice every day
- Always treat the Recreation Center and it’s equipment with the highest respect so we will be able to use this facility for years to come. The same is true of any pool or other facility with the Waves.
- No talking when the coach is talking. Pay attention when being instructed by the coaches.
- Keep your hands to yourself and don’t touch other people or their belongings
- Please follow instructions the first time. You must make a reasonable, consistent effort to accomplish the workout at practice. We do not expect everyone to be perfect all the time, but you do need to try.
- Make sure you have all your belongings from the pool deck and locker rooms.
- We want you to have fun and enjoy what you are doing, but all behavior must be safe, reasonable and not interfering with practice.
- All of your belongings should be in a locked locker or brought out to the deck during practice. The only person responsible for your belongings is you.
- No diving into the pool at anytime unless directed by a coach. Be very careful entering the water at all times.
- No climbing on the blocks unless directed by a coach.
- No hanging on the lane lines.
- No food, gum or glass in the pool area, except we recommend a (plastic) water bottle, Gatorade, sports drink.

- No running in the pool area.
- All swimmers are required to wear goggles. We suggest having extra goggles available.
- Anyone with long hair must wear a cap. If any of your hair can touch your goggles, that is long enough to wear a cap, Again, we suggest you have extra caps.
- Everyone must wear a Westlake Waves swim cap at all of our meets. You look like you are proud of the Waves, the coaches and your other fans can see you better, and it actually will help make you faster. It is the only “Team” uniform we require.
- All swimmers are expected to participate in swim meets on a regular basis. All dual or team meets, 1 or 2 per month, and any qualifying Championship meets minimum. High school Waves must swim in 1/2 the eligible meets before high school and any qualifying Championship meets after the high school season. Meets make swimmers focus at practice.
- Swimmers may only compete in meets that the team is not attending unless there is a special circumstance and with the coaches permission. All entries to meets are required to come through the Westlake Waves unless there is a special circumstance and with the coaches permission. Swimmers are not allowed to compete unattached other than the required 120 days transfer time.
- Be a courteous swimmer, remember you are not the only one in the lane. Most practices you will be circle swimming, let a faster swimmer pass.
- You may never interfere with another swimmer’s practice.
- You must stay in the lap pool area and in practice unless directed by a coach.
- Do not touch any equipment that is the Recreation Center’s property unless directed to do so.
- You must always let a coach know when you leave the pool for any reason (restrooms or leaving early, etc.)
- Swimmers should be ready to swim at the start of practice. Don't be a slow poke. You should have a appropriate competition style suit, goggles, and cap if needed. Be prepared.
- If you’re at swim practice, you are expected to swim and participate in all aspects of practice unless you have a medical reason exempting you from part of the practice.
- If you are not participating in swim practice, we ask that you leave the practice area. Try not to schedule leisure time at the pool during our practice.
- If a coach is late to practice, sit down on a bench or on the mats and wait for them. Do not get in the water, do not swim before practice.
- Please inform a coach immediately of any injury or illness, etc.
- Please be prompt to be picked up after practice.
- We must have a Medical form, Club and USA Registration and payment for a swimmer to participate in practice.

## **DISCIPLINARY ACTION PLAN**

Disruptive behavior at practice, at the meets, or any team function will not be tolerated. The Westlake Waves Swim Club will evaluate for disciplinary reasons or inappropriate behavior by the swimmer and/or parents, family and friends. This is defined above with the team rules and expectations. The discipline policy is as follows:

1. The coaches can remove a swimmer from practice at anytime for any reason at the coaches sole discretion and have them leave the pool deck.
2. The swimmer may be asked to sign a copy of these rules and read them and what is expected of a swimmer to the coach to make they understand.
3. If inappropriate behavior continues, the parents will be called. The swimmer's parents will be asked to sign a copy of these rules and expectations before the swimmer is allowed back in the pool.
4. If inappropriate behavior continues, the swimmer is removed for the team for up to one week, and NO refunds will be issued. This suspension would include meets. The swimmer and parents may meet with the coaches to discuss options and solutions.
5. If inappropriate behavior continues, the swimmer is removed for the team, and NO refunds will be issued. This suspension would include meets and all team functions.

Westlake Waves Swim Club swimmers may not use, possess, sell or transfer alcohol, drugs or narcotics in any manner. Swimmers may not possess or use tobacco in any form including cigarettes, cigars, pipes, or smokeless tobacco. This includes abuse of alcohol, illegal drugs, and/or prescription drugs.

This policy covers anytime, anywhere, as the possession, use, abuse of tobacco, illegal or prescription drugs and/or alcohol (anytime, anywhere) is not consistent with the goals of participating on the Westlake Waves Swim Club.

If there is any violation of this policy the swimmer is removed for the team, and NO refunds will be issued. This suspension would include meets and all team functions.

If you are removed from school for any disciplinary reason, the swimmer is removed for the team, and NO refunds will be issued. This suspension would include meets and all team functions. This is intended to be a zero tolerance policy.

## **PARENT OBLIGATIONS, MEET HELP & FUNDRAISER OBLIGATIONS**

As part of the registration with the Waves, we ask each family to help out with a few fundraising activities and team obligations. When everyone helps it really is fun, easy, fair and productive. Just about every event you have option to help with your time and efforts or help by paying some money. We cannot operate the team as a quality program for your children without your help. The fundraising goes toward keeping the Waves team registration cost down, graduating senior scholarships, training equipment, travel for national level meets, coaches training and other club expenses. The more resources our team has, the more resources your swimmer can use.

Everyone is required to help / participate with these events so it is fair and equal to all Waves families.

Any Waves dual meets – We need people to help run our own meets - Timers, runners, admissions, awards, safety, concessions, computer, etc. There are more things to do at a home meet but we still need some help at the away meets also.

District hosted Meets – Our team will be assigned tasks to do at each district host meet, in proportion to our participation in the meet. The Gold Championships, the distance animal meet, and the Mile meet are the meets that we know of for this season. If your swimmer is going to these meets, plan on helping out for a while, just like every team in the district, when you are there.

The Northeast Ohio 7th & 8th grade Invitational at Lakewood High School

This is a one-session meet. Most need to be there by 7:30 AM, and it may last until 3 PM, if it runs long we will try to divide the jobs into a 2- 3 hour first half and a 2- 3 hour second half. The 7th & 8th grade parents should take the lead roles for this meet. High School Waves can help with any job, younger Waves can help out as runners only.

All parents of every age Waves are expected to help at this meet.

- 1) We need everyone to sign up for a job at the meet. All High School Waves are required to help also. Timers runners, admissions, awards, safety, concessions, computer, etc. We have a few things that we need help with before the meet if you cannot make it that day. If you cannot help out in any way, we ask that you pay a \$50 donation to the Waves so everyone can help in their own way. Job you would like.
- 2) We need everyone to contribute to the concessions (For example - a case of water or Gatorade and 2 dozen bagels or \$10-\$15). We will have sign up information as we get closer to the event to coordinate what is needed.
- 3) Each swimmer will be required to sell \$50 dollars worth of advertising space or Waves boosters (A maximum of \$100 per family) for display in our heat sheet / Meet program that will be sold the day of the meet. We will be sending out a separate communication regarding the specifics of the sale of advertising program space in October.

Westlake Waves Swim Club raffle

Each swimmer will be required to sell 10 tickets @ \$10 each (max of 2 swimmers per family) I hope to have the tickets to distribute before the end of September; we will have the drawing in October. We will have a little party in between practices for all groups that day and let the swimmers have some fun.

1- First prize of \$1000, 1-second prize of \$500, 3 -Third prizes of \$100. The highest sales for each swimmer -12 and over boy and girl, 11 & under boy and girl, and the next highest boy and girl (total of 6) will each get a \$50 gift card of their choice, they will help draw the winning tickets after a practice, and will get a special limited edition tie-dyed shirt to wear when they get to be the Waves Co-Head Coach for a day at a practice this season.

Waves Summer Rec Team Invite,

This is held at the end of June. We will need parent volunteers to time, be runners, do admissions, awards, safety, concessions and assist with the computer system.

Optional Officiating - The other way to help the team and the sport of swimming is to become trained as a USA Swimming official, it takes some time and effort to learn but it is also a great way to spend time at meets, become involved in your Waves swimmers sport, etc. All fund

raising and meet help obligations are waived for Waves parents who help the team and our district as an official. Please contact John Bailey for more information.

## **MISCELLANEOUS**

**FROM THE 2009-2010 SHORT COURSE REGISTRATION FORM  
(FOR REFERENCE)**

### **Agreement, Waiver and Release**

All swimmers must have completed the online registration and set up an account or filled out a USA Swimming registration, this Westlake Waves Swim Club registration, and have a medical form on file or they may not participate with the Club. My child(ren) has(have) my permission to participate in the Westlake Waves Swim Club (West) a USA Swimming swim program, in consideration of acceptance of this entry, I waive any and all claims for myself, heirs, and assigns for damage which may result from my child(ren) participation in this club. The Westlake Waves Swim Club and their representatives will assume no obligation for injuries or damages that I or my child(ren) may incur in conjunction with this club. I agree to abide by all the policies of Westlake Waves Swim Club, USA Swimming, and the Westlake Recreation Center. I agree to pay all fees, dues, meet fees, etc promptly when due. I agree to the fund raising / meet help requirement listed below.

**FUND RAISING / MEET HELP REQUIREMENT** - The Westlake Waves Swim Club needs the support and involvement of all its families to provide a great swimming environment for everyone, swimmers and families. During the year the Waves may host a meet, hold a fund raising event, or be required to provide helpers at a district meet, etc. It is a requirement to join the Waves that 100% of all families participate in these activities so everyone does a little and nobody has to do a lot and everything is done well. The Waves will have a "participation buy out fee" assigned to each of these events, if they occur, ranging from \$5 to \$50 per swimmer. Everyone is required to participate or pay the fee, but for those who can't or don't want to participate, this will provide them with another option to help out in their own way. We cannot exist without everyone's assistance at these events, it is invaluable and greatly appreciated.

Any and all help is encouraged and appreciated. All parents are expected to help in some way to benefit the operation of the club.

I understand that the coaches of Westlake Waves Swim Club can at any time remove my child from practice or from the team for disciplinary reasons or inappropriate behavior by the swimmer and/or parents. The coaches may also remove my child from practice due to health reasons. I understand that if my child is removed from practice or from the team I will receive no refund. I understand that the payment of fees specified above are based on participation for the entire season. I understand that I must have a medical release form on file or turn one in with this agreement or my child will be withheld from swimming. Any exceptions to the conditions of the above agreement are subject to the coach's approval and must be presented in writing.