

EGRA Waves Team Handbook



**Inspiring athletes to achieve their dreams
through competitive swimming.**

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Who are the Waves?

The Waves swim club plans to provide your son or daughter with a wholesome, healthy and enjoyable experience. Unlike some other sports, swimming is a year-round lifetime sport. We ask you to realize that there is also the possibility that your child may enjoy swimming so much that he or she continues to swim competitively through and beyond his/her college years. Remember, it takes a long time to develop a swimmer. Swimmers that make it look easy; have been working very hard for a long time. It can take years of practicing fundamentals for swimmers to reach their full potential.

Mission: East Grand Rapids Aquatics is an aquatics program serving East Grand Rapids and surrounding communities by providing interested swimmers of all abilities the opportunity and environment to grow, mature, develop valuable life skills, and reach their greatest potential through competitive swimming.

Vision: Inspiring athletes to achieve their dreams through competitive swimming.

We strive to achieve our mission and vision by:

1. **Expecting a high level of commitment**
 - a. Coaches
 - i. We offer appropriate opportunities for all levels
 - ii. We coach swimmers based on what they need to reach their goals
 - b. Swimmers
 - i. High level of attendance at practice and meets
 - ii. Desire to be a better swimmer
 - iii. Honor your teammates with your effort
 - c. Parents
 - i. You signed-up for swimming for a reason – IT IS A GREAT SPORT!
 - ii. Please bring your swimmer to scheduled practices and meets
2. **Working together as a T.E.A.M (Together Everyone Achieves More)**
 - a. Coaches
 - i. We don't know of anyone who wants to come to practice/meets by himself/herself
 - ii. We work together as a TEAM
 - iii. No one is greater than the TEAM
 - b. Swimmers
 - i. Attend scheduled practices and meets
 - ii. Honor your teammates with your effort
 - iii. Applaud, cheer and congratulate others for their effort
 - c. Parents
 - i. Be a role model for other parents and clubs
 - ii. Applaud, cheer and congratulate others for their effort
 - iii. Volunteer
 - iv. Sit together and get to know one another
3. **Excellence in Technique** – All swimmers need a high level of skill to achieve goals
No two swimmers are alike, thus each swimmer will have individual variances that work for him/her.
 - a. Coaches
 - i. Stroke Instruction

- ii. Utilize drills/practices that improve skills
 - iii. Track progress
- b. Swimmers
 - i. Attend schedule practices and meets
 - ii. Learn all 4 strokes – Helps team and provides more options
 - iii. Listen and ask questions
 - iv. Always look for better ways to improve
- c. Parents
 - i. Bring your kids to scheduled practices and meets
 - ii. Leave the coaching to the coaches
 - iii. Ask questions, yet understand that coaches and parents may disagree but both have the best interest of the swimmer in mind

4. Great Racers

- a. Coaches
 - i. Provide many opportunities for swimmers to be challenged at practice and meets
 - ii. Hold swimmers to a high standard
 - iii. RELAYS
 - Relays are truly a team effort, and it is an honor to be on any relay
- b. Swimmers
 - i. To be great racers, you need to come to practice often and attend meets
 - ii. Race your teammates at practice – They can help you get better!
 - iii. Honor your teammates with your effort
- c. Parents
 - i. Foster an attitude that your swimmer's effort contributes to the team
 - ii. To be great racers, your swimmer needs to come to practice and meets.
 - iii. It is not about winning, but beating their greatest competitor, themselves

5. Physically and Mentally Tough Swimmers

- a. Coaches
 - i. Create practices and opportunities that are designed for progression
 - ii. We practice hard every day (Both physically and mentally)
 - iii. Dry land, stretching and working with injured swimmers (physically or mentally)
 - iv. Develop athletes not just swimmers
 - v. Mental preparation
 - vi. Goal setting
- b. Swimmers
 - i. Set goals to excel as an athlete
 - ii. Take care of yourself (eat well and get plenty of rest)
 - iii. Give your best effort in everything you do
- c. Parents
 - i. Bring your swimmer to practice/meets
 - ii. Make sure your swimmer gets enough rest
 - iii. Provide a well-balanced diet
 - iv. Make sure your swimmer has a goal/purpose to swim

I. How are the Waves Organized?

A. Board of Directors

1. Our swim team is run by a board of directors. These are parents who have volunteered their time to help run, support and promote our club. The board organizes swim meets, coordinates team apparel, maintains financial accounts, and seeks to carry out the mission and vision of the club.
2. The club is very thankful for all that they provide. If you submit a concern or question to a board member, please remember they are swim parents too. They are happy to hear your opinions, suggestions and praise!

2009-2010 Board of Directors

Bryon Higgins – President
Todd Brandstadt – Treasurer
Amy Donohue – Secretary
Pete Lundquist – Board member
Kris Ward – Board member
Doug Congdon – Board member
Jenny Bergstrom – Board member
Ottis Jackoboice – Board member

B. Overview of Swimming Groups

1. The underlying philosophy for all groups is progression. The goal is to have swimmers acquire specific, competitive swimming skills and characteristics at each level. The outcome will be well-rounded swimmers with exceptional skills. All swimmers will progress at different rates, and this is taken into consideration when designing practices.
2. Swimmers progress to the next level when they exhibit the necessary skills. The following are taken into consideration: proficiency of skills, attendance at practice and meets, age, maturity and goals. Each group may have a range of ages and abilities. Placement in a group is the sole discretion of the coach. Coaches will put swimmers into lanes based on their ability.
Moving up: Coaches keep track of the skills swimmers learn throughout a season. When a coach feels a swimmer has the skills necessary for the next level, he or she will contact the parents to let them know about the potential move up and requirements/practice times of the next level. Coaches will often have a swimmer come and try out the next level for a few practices to make sure he or she is comfortable with the next level.
3. The first three levels of our club (Pre-competitive, Blue 1 and Blue 2) emphasize learning all four competitive strokes proficiently. Being proficient in all four strokes at a young age is beneficial for many reasons. It allows for more options later in their career, lays a solid muscular and neurological foundation, and helps the team when they can do more than one stroke. It isn't until later in a swimmer's career that he or she may begin to specialize in a certain stroke. While swimmers may excel at certain strokes and distances, the emphasis is on swimming the Individual Medley (IM – a race in which all four strokes are swum by the individual).
4. The next two groups of our club, Silver and Gold, begin to emphasize the benefits of training and how it relates to performance. The emphasis of conditioning will still be

the Individual Medley. Silver will spend more time than Gold on technique, but training also becomes a part of practice. Once swimmers reach the Gold group, the emphasis begins to shift toward conditioning for peak performance and training to reach the Senior level. The season is systematically planned with specific phases to maximize swimming potential. Swimmers in this group are motivated to improve their own skills, and this is reflected by a high level of attendance.

5. Senior swimming is for the committed athlete, who places a high priority on training for peak performance. Swimmers in this group are placed into lanes/groups based on their goals and commitment levels.

C. Expectations for Swimming Groups

1. **Pre-Competitive (Age 6-8)**

- a. The emphasis of this group is to teach beginning swimmers and parent about competitive swimming. At the coach's discretion, swimmers are welcome to sign-up for specified meets.
- b. During each session, we will conduct at least two mini-meets, so swimmers and parents can learn about the competitive side of this great sport.
- c. Swimmers in this group should be comfortable in the water and be able to swim 25 yards on their back and 25 yards on their stomach, with their face in the water.

| Incoming Expectations | Outgoing Expectations |
|------------------------------------|---|
| Swim a 25 Free and Back | Swim a 100 Free breathing to the side |
| Swims with face in water | Swim a 25 Backstroke |
| Desire to learn about swimming | Execute a dive from the side or blocks |
| Attend at least 2 practices a week | Execute a backstroke start |
| | Somersault in water |
| | Desire to improve in swimming by moving to the next level |

2. **Blue (Age 7-9)** - Swimmers in this group have learned the basic skills necessary to start competitive swimming.

- a. Swimmers will be learning all 4 strokes and working towards swimming all strokes legally for 25 yards.
- b. Swim 10X50 Free
- c. Swimmers should be striving for WMSL A times.
- d. Attend at least 2 practices a week

| Incoming Expectations | Outgoing Expectations | |
|--|---|--|
| Swim a 100 Free breathing to the side | Swim a 200 Free breathing to the side with flip turns | WMSL A/B Level |
| Swim a 25 Backstroke | Swim a 25 of each stroke legally | Attends WMSL meets |
| Execute a dive from the side or blocks | Execute a dive from the blocks | Can read pace clock on simple intervals and knows rules for practice |
| Execute a backstroke start | Execute a backstroke start | Touch and go on relay exchanges |
| Streamline for 5 yards | Streamline for 5 yards | |

| | | |
|---|-------------------------------------|--|
| Desire to improve in swimming by moving to the next level | Execute a flip and touch turn | |
| Attends at least 2 practices a week | Attends at least 2 practices a week | |

3. **Bronze (Age 7-10)** – Swimmers in this group are able to complete all the requirements for Blue.

- a. Swimmers will be learning all 4 strokes and working towards swimming all strokes legally for 50 yards + 100 IM.
- b. Swim 8X100 Free @2:00
- c. Swimmers should be striving for WMSL A and Jr Olympic times
- d. Attend at least 2 practices a week

| Incoming Expectations | Outgoing Expectations | |
|---|---|-------------------------------|
| Swim a 200 Free breathing to the side with flip turns | Swim a 400 Free with flip turns | Desire to learn and improve |
| Swim a 25 of each stroke legally | Swim a 50 of each stroke legally | Knows best times for 4 events |
| Execute a dive from the blocks | Swim 8X100 Free on 2:00 | |
| Execute a backstroke start | Swim a legal 100 IM | |
| Streamline for 5 yards | Execute a start from blocks (Touch and go on relay exchanges) | |
| Execute a flip and touch turn | Execute a backstroke start | |
| Attends at least 2 practices a week | Ability to read pace clock | |
| WMSL A/B Level | WMSL A/Jr Olympic Level | |
| Attends WMSL meets | Attends at least 3 practices a week | |
| Desire to learn and improve | Attends WMSL meets and local USA meets | |

4. **Silver (Age 9-11)** – Swimmers in this group are able to complete all the requirements for Bronze.

- a. Swimmers will be working towards completing the requirements for an IMX score. (200 IM, 200 Free, 100 Back, 100 Breast and 100 Fly)
- b. Swim 8X100 @1:40
- c. Swimmers should be striving for State times.
- d. Attend at least 3 practices a week.

| Incoming Expectations | Outgoing Expectations |
|---|--|
| Swim a 400 Free with flip turns | Swim a 500 Free with flip turns |
| Swim a 50 of each stroke legally | Swim IMX events – 100 Fly, 100 Back, 100 Breast, 200 IM and 200 Free (12&Unders) |
| Swim a 100 IM legally | Swim 10X100 Free @1:40 |
| Swim 8X100 Free on 2:00 | Execute a start from blocks with dolphin kicking |
| Execute a start from blocks (Touch and go on relay exchanges) | Execute a proper relay exchange (Touch, swing, dive) |

| | |
|--|---|
| Execute a backstroke start | Execute a backstroke start with dolphin kicking |
| Ability to read pace clock | Ability to do sets without the direction of the coach |
| Legal turns for all 4 strokes and IM | Jr Olympic/State Level |
| WMSL A/Jr Olympic Level | Attends at least 4 practices a week |
| Attends at least 3 practices a week | Attends WMSL meets and USA meets |
| Attends WMSL meets and local USA meets | Desire to learn and improve |
| Desire to learn and improve | Sets goals |
| Knows best times for 4 events | Knows best times for all events |

5. **Gold (Age 11-14)** – Swimmers in this group are able to complete all the requirements for Silver.

- a. Swimmers will be working towards improving their IMX score. (11-12: 200 IM, 200 Free, 100 Back, 100 Breast and 100 Fly; 13-14: 200 IM, 400 IM, 400/500 Free, 200 Back, 200 Breast and 200 Fly)
- b. Swim 10X100 @1:25
- c. Swimmers should be striving for State/Zone times.
- d. Attend at least 4 practices a week.

| Incoming Expectations | Outgoing Expectations |
|---|---|
| Swim a 500 Free with flip turns | Swim a 1000 Free with flip turns |
| Swim IMX events – 100 Fly, 100 Back, 100 Breast, 200 IM and 200 Free (500 Free for 11-12 year olds) | Swim IMX events – 12&unders: 100 Fly, 100 Back, 100 Breast, 200 IM and 200 Free (500 Free for 11-12 year olds 13&Over – 200&400 IM, 500 Free, 200 Fly, 200 Back and 200 Breast |
| Swim 10X100 Free @1:40 | Swim 10X100 Free @1:25 |
| Execute a start from blocks with dolphin kicking | Execute a start from blocks with dolphin kicking for 10 yards |
| Execute a proper relay exchange (Touch, swing, dive) | Execute a backstroke start with dolphin kicking for 10 yards |
| Execute a backstroke start with dolphin kicking | Execute a proper relay exchange – swing, dive |
| Ability to do sets without the direction of the coach | Ability to do sets without the direction of the coach |
| Jr Olympic/State Level | State/Zones/Sectional Level |
| Attends at least 4 practices a week | Attends at least 4 practices a week |
| Attends WMSL meets and USA meets | Attends WMSL and USA meets |
| Desire to learn and improve | Desire to learn and improve swimming through increased levels of training |
| Sets goals | Knows best times for all events |
| | Completes weekly logs and sets seasonal goals |

6. Senior

Our Senior program is designed for the athlete who wants to achieve a high level of excellence. Progression and preparation are key components as our goal is to swim fastest at championship meets. In order to prepare for peak performance, swimmers are expected to commit to a serious training program and balance other activities with swimming.

Swimmers will determine their short and long term goals when enrolling. Working with the coach, they will be placed into one of four training tracks to help them achieve their goals. The placement of swimmers is the authority of the coach. The coach will keep track of the swimmers attendance at practice/meets and progress toward their goals. The coach may make changes to the swimmer's placement based on his or her commitment and progress. The swimmer may also make a change to his or her goals and should do so by communicating with the coach.

The key here is that there is open communication between coaches, swimmers and parents. Plans change, unexpected things come up, school work may get heavy, etc. It is reasonable to expect that the coach is understanding of such situations and that swimmers will communicate with the coach and find a suitable solution.

| Training Track | Attendance Requirement | Workout requirements | Achievement level | Meet emphasis |
|-------------------------------|--------------------------------|--|--|--------------------------------------|
| <i>Senior National</i> | 100% | Boys 10X100 Free @1:10; Girls 10X100 Free @1:15 | Sectional qualifier | Jr Nationals and above |
| <i>Senior Sectional/State</i> | 90% - Sectional 80% - State | Boys 10X100 Free @1:20; Girls 10X100 Free @1:25 | State qualifying times | MS State Championship and Sectionals |
| <i>Jr-Sr</i> | 80% | 7 th -8 th grade swimmers with coach permission 10X100 Free @1:25 | 2 State qualifying times for age-group | MS State Championship and Sectionals |
| <i>Conditioning</i> | 3 practices a week | High School athletes | N/A | No championship meets |

D. Expectations for Volunteers

1. The Waves swim club is run by a large base of volunteers. It takes a tremendous amount of preparation and organization to service over 200 swimmers and their families. The Waves offer parents a variety of ways to volunteer their time. We encourage all Waves families to be involved.
2. Obligations for volunteering vary from the Fall/Winter and Spring/Summer seasons. All families are expected to contribute. Information regarding volunteer obligations will be distributed early in each season.

Description of Volunteer Areas

| Area | Description | Time commitment |
|----------------------|---|---|
| <i>Meet Director</i> | Oversees all other volunteers for the meet. | Varies |
| <i>Timing</i> | Use stop watches and back-up buttons. Records times on timer sheet. | 4-5 hours. Arrive at least 30 minutes prior to a session starting for instructions. |
| <i>Awards</i> | Place labels on ribbons/medals and distribute. Post results. | 4-5 hours. Arrive 20 minutes prior to a session starting. |

| | | |
|------------------------|---|---|
| <i>Marshaling</i> | Sets up marshaling area. Gets swimmers to assigned heat and lane. Handles check-in and copying heat sheets. | 4-5 hours. Arrive 15 minutes prior to warm-up (to allow swimmers to start checking-in). |
| <i>Scoring Table</i> | Runs timing and meet manager programs. Announces meet. Responsible for any scratches, changes and printing of results. | 4-5 hours. Meet manager computer worker should arrive 15 minutes prior to warm-up to handle and changes. Others should arrive 20 minutes prior to session starting. |
| <i>Hospitality</i> | Gets supplies and food for breakfast, lunch and dinner. Periodically takes drinks out to meet workers, officials and coaches. | 4-5 hours. Arrive 20 minutes prior to warm-up to set-up. |
| <i>Admissions</i> | Takes money at gate and sells meet programs. | 4-5 hours. Arrive 20 minutes prior to warm-up (Parents will be there early to get a seat) |
| <i>Concessions</i> | Determines menu and supplies food. | 4-5 hours. Arrive 20 minutes prior to warm-up to set-up. |
| <i>Safety Marshals</i> | Supervises warm-up and cool down area during meet. Walks deck to make sure those on deck should be there. | 4-5 hours. Arrive 10 minutes prior to warm-up. |
| <i>Advertising</i> | Secures advertising for meet. | Done prior to meet. |

II. Swimmers' Responsibilities

A. Practice

1. To train for all events, regardless of the stroke in which a swimmer excels.
2. To attend practices on a regular basis.
3. If you are sick, please stay at home until you are better. Dry land exercises are not an alternative to swimming when you are sick.
4. If you are going to be late or must leave practice early, a note from a parent is necessary.
5. If you need a bathroom break please notify the coach and use restrooms *between* sets.
6. Come to practice with the proper equipment and attire: swimsuit, 2 pairs of goggles, 2 caps (optional), and a water bottle.
7. Return any pool/training equipment you used to its proper place.
8. Be responsible for your items. If you do not lock your belongings in a locker, we suggest brining it out on deck.
9. Be willing to learn about adjusting to the conditions that surround you.
Ex: Leaky goggles, cold water and practice etiquette.
10. Know your coaches' and group members' names.
11. Encourage yourself and others to work hard, listen carefully to instructions, and demonstrate a positive attitude about swimming.
12. If swimmers do not abide by the above guidelines, they may be asked to sit out of practice or be picked up.

B. Meets

1. Arrive at least 15 minutes prior to the beginning of warm-up. For WMSL meets, check-in where the team is sitting by circling your name. For USA meets, you check-in at the clerk of course (check-in table).
2. If you arrive late, you will be removed from the meet.

3. Please wear the EGRA team suit and cap at all meets.
4. You must stay on deck during WMSL dual swim meets.
5. If you need to scratch from an event, you must discuss this with the coach in advance.
6. EGRA swimmers are a *team* and should behave accordingly. Cheering and supporting each other is highly recommended; put-downs and other actions of disrespect are unacceptable. EGRA swimmers must also be respectful toward non-EGRA swimmers and coaches.
7. Please check with your coach immediately after swimming. Coaches provide helpful encouragement and useful feedback.
8. Sit with team members.
9. Bring something to do when not swimming or cheering for teammates (deck of cards, books, etc.) For USA meets, where swimmers are kept off deck between blankets, chairs, pillows and/or sleeping bags are useful.
10. Eat only nutritious food and drink plenty of non-carbonated fluids during the meet.
11. Have plenty of dry clothes and towels (2 or 3) on hand to stay warm.
12. Stay until the end of the meet. If not possible, notify the coach when you must leave.

III. Parents' Responsibilities

A. Practice

1. Have your swimmer(s) arrive on time with the proper equipment.
2. If your swimmer is going to be late or needs to leave early, please send a note.
3. If your swimmer is sick, please keep him/her at home until her/she is better. Dry land exercises are not an alternative to swimming when your swimmer is sick.
4. Let swimmers come out on deck by themselves.
5. Parents should watch practice from the stands. If you need to talk to your swimmer, go through the coach.
6. If parents coach their swimmer at the pool or disrupt practice, they may be asked to leave.
7. Leave the coaching to the coaches.
8. Any questions or concerns should be addressed to the coach privately, after practice.
9. Trust your coach's ability and judgment in front of other parents and especially, your children.
10. Observe practice occasionally (a few times a month) from the stands at the high school and the sitting room at Wealthy. You will see progress, if you watch practices occasionally.
11. Volunteer time to help set-up for any special events, put information in folders, distribute ribbons, etc.

B. Meets

1. Please have your swimmer(s) in the proper attire and on deck 15 minutes prior to the beginning of warm-up in the proper attire.
2. If your swimmer is late, they will be removed from the meet.
3. Let your swimmer(s) come out on deck by themselves.
4. Parents will watch the meets from the stands, unless volunteering.
5. If you need to talk to your swimmer(s), go through the coach. (During USA meets, only registered coaches, officials and scheduled volunteers are allowed on deck).
6. Events for swimmers will be posted on the website.

C. Keeping Swimming in Perspective

1. Early in their swimming careers, many swimmers receive serious training for the first time, which results in better strokes and faster times. Sooner or later, every swimmer will plateau, and the long process begins, where swimmers work hard for every tenth of a second.
2. As parents, we're tempted to focus our expectations on the vast improvements our swimmers initially experienced. When our swimmers' performance begins to plateau, we worry that something has gone wrong. Common reactions include:
 - a. Blaming the coach.
 - b. Suspecting that your swimmer has slacked off in practice
 - c. Believing that your swimmer isn't capable of improvement.
 - d. Excusing the performance for some other reason.

3. Instead of decreasing the swimmer's anxiety, parents often *increase* this anxiety by pressuring their children to perform well. Soon, the swimmer is overcome with anxiety and is unable to perform. To avoid this:
 - a. Leave the coaching to the coaches. Encourage swimmers to do their best and do not coach at home.
 - b. Discuss swimming at home, only when the subject is raised by the swimmer. Swimmers spend a great deal of practice time at the pool; given this intensity, follow their lead.
 - c. Always find something to praise in your child's performance.
 - d. Don't bribe your swimmer with rewards.
4. Your swimmer will experience highs and lows. Given physical and emotional changes your swimmer will experience, it is unreasonable to expect they will always perform well. If handled properly, each failure *can* be a step toward success.

IV. Team Apparel

- A. Because we are a team, we want all swimmers to wear Waves suits and caps at swim meets. It also helps coaches and parents pick out swimmers during their races. Swimmers are welcome to wear non-team suits and caps at practice.
 1. Team Suits
 - a. Different Strokes Swim Shop is the Waves supplier of suits and equipment.
 - b. Different Strokes will come on site early in the season so swimmers/parents can purchase team suits and equipment.
 - c. You can also order team apparel/equipment directly from Different Strokes www.different-strokes.com or 800-828-2623
 2. Caps
 - a. Each swimmer will receive 3 latex caps or 1 silicone cap at the beginning of the season
 - b. Extra caps are available for purchase.
 3. Other apparel
 - a. Sometimes the Waves will offer team apparel for purchase.
 - b. We ask you to show your support by purchasing and wearing Waves apparel.

V. Swim Meets

A. The Waves offer a variety of swim meets that are designed to accommodate all levels of experience. We do expect swimmers to compete in swim meets. The number and level of meets will depend on the experience of the swimmer(s). There are many reasons why we want swimmers to compete:

1. Supporting the team atmosphere
2. Being challenged
3. Learning how to manage themselves
4. Test their proficiency
5. Learning how to handle success and failure.
6. It is down-right fun!

B. At the beginning of each season, a list of meets will be published and displayed on the website and bulletin board. Swimmers only swim in meets that are on the schedule.
Swimmers or parents are not allowed to enter in meets outside the Waves schedule.
 This helps to keep us together as a team.

C. Parents are responsible for accommodations and travel to swim meets. In rare cases, a coach or chaperone may be transporting swimmers. In such a case, parents will need to sign a release form before traveling.

The Waves belong to both West Michigan Swim League (WMSL) and USA Swimming.
 Both groups sponsor meets that the Waves compete in on a regular basis.

D. West Michigan Swim League (WMSL)

1. The WMSL is a local conference comprised of 15-20 teams from the West Michigan area. (RAYS, Zeeland, Holland, Rockford, etc.) Teams are paired by size for dual meets and at the end of the season, there are various conference meets to accommodate swimmers of all levels. There are time standards associated with some of the conference meets. These time standards are different from USA Swimming time standards. Time standards are listed on our website.

a. *WMSL Dual Meets*

1. All Waves swimmers are expected to compete and support the team at these meets.
2. Swimmers compete in categories based on age and gender.
3. Swimmers can compete in up to 2 individuals and 2 relays.
4. All swimmers who sign-up will participate, and there is no cost for these meets.
5. Coaches determine events/relays.
6. Dual meets in the winter are on Saturdays, and they are on Thursdays during the summer.
7. Information about the location, start times, and entry deadlines are posted on our web site, under the meet schedule section.
8. Swimmers sign-up for these meets via our website.
9. Events for swimmers will be posted on the deck and in the stands for parents.
10. Ribbons are awarded 1st through 6th places.
11. These meets can last from 2 – 3 ½ hours.

WMSL Summer Order of Events

WMSL Winter Order of Events

| Girls | Event | Boys | | Girls | Event | Boys |
|-------|-------|------|--|-------|-------|------|
|-------|-------|------|--|-------|-------|------|

| | | | | | | |
|----|------------------------|----|--|----|------------------------|----|
| 1 | 8&U 100 Medley Relay | 2 | | 1 | 8&U 100 Medley Relay | 2 |
| 3 | 10&U 200 Medley Relay | 4 | | 3 | 10&U 200 Medley Relay | 4 |
| 5 | 11-12 200 Medley Relay | 6 | | 5 | 11-12 200 Medley Relay | 6 |
| 7 | 13-14 200 Medley Relay | 8 | | 7 | 13-14 200 Medley Relay | 8 |
| 9 | 15-18 200 Medley Relay | 10 | | 9 | 10&U 200 Free | 10 |
| 11 | 11-12 200 Free | 12 | | 11 | 11-12 200 Free | 12 |
| 13 | 13-14 200 Free | 14 | | 13 | 13-14 200 Free | 14 |
| 15 | 15-18 200 Free | 16 | | 15 | 10&U 100 IM | 16 |
| 17 | 10&U 100 IM | 18 | | 17 | 11-12 100 IM | 18 |
| 19 | 11-12 100 IM | 20 | | 19 | 13-14 100 IM | 20 |
| 21 | 13-14 100 IM | 22 | | 21 | 8&U 25 Free | 22 |
| 23 | 15-18 200 IM | 24 | | 23 | 10&U 50 Free | 24 |
| 25 | 8&U 25 Free | 26 | | 25 | 11-12 50 Free | 26 |
| 27 | 10&U 50 Free | 28 | | 27 | 13-14 50 Free | 28 |
| 29 | 11-12 50 Free | 30 | | 29 | 8&U 25 Fly | 30 |
| 31 | 13-14 50 Free | 32 | | 31 | 10&U 50 Fly | 32 |
| 33 | 15-18 50 Free | 34 | | 33 | 11-12 50 Fly | 34 |
| 35 | 8&U 25 Fly | 36 | | 35 | 13-14 50 Fly | 36 |
| 37 | 10&U 50 Fly | 38 | | 37 | 8&U 50 Free | 38 |
| 39 | 11-12 50 Fly | 40 | | 39 | 10&U 100 Free | 40 |
| 41 | 13-14 50 Fly | 42 | | 41 | 11-12 100 Free | 42 |
| 43 | 15-18 100 Fly | 44 | | 43 | 13-14 100 Free | 44 |
| 45 | 8&U 50 Free | 46 | | 45 | 8&U 25 Back | 46 |
| 47 | 10&U 100 Free | 48 | | 47 | 10&U 50 Back | 48 |
| 49 | 11-12 100 Free | 50 | | 49 | 11-12 50 Back | 50 |
| 51 | 13-14 100 Free | 52 | | 51 | 13-14 100 Back | 52 |
| 53 | 15-18 100 Free | 54 | | 53 | 8&U 25 Breast | 54 |
| 55 | 8&U 25 Back | 56 | | 55 | 10&U 50 Breast | 56 |
| 57 | 10&U 50 Back | 58 | | 57 | 11-12 50 Breast | 58 |
| 59 | 11-12 50 Back | 60 | | 59 | 13-14 100 Breast | 60 |
| 61 | 13-14 100 Back | 62 | | 61 | 8&U 100 Free Relay | 62 |
| 63 | 15-18 100 Back | 64 | | 63 | 10&U 200 Free Relay | 64 |
| 65 | 8&U 25 Breast | 66 | | 65 | 11-12 200 Free Relay | 66 |
| 67 | 10&U 50 Breast | 68 | | 67 | 13-14 200 Free Relay | 68 |
| 69 | 11-12 50 Breast | 70 | | | | |
| 71 | 13-14 100 Breast | 72 | | | | |
| 73 | 15-18 100 Breast | 74 | | | | |
| 75 | 8&U 100 Free Relay | 76 | | | | |
| 77 | 10&U 200 Free Relay | 78 | | | | |
| 79 | 11-12 200 Free Relay | 80 | | | | |
| 81 | 13-14 200 Free Relay | 82 | | | | |
| 83 | 15-18 200 Free Relay | 84 | | | | |

b. *WMSL Invitational Meets*

1. Some clubs host invitational meets during the WMSL season.
(Ex: Zeeland Classic)
2. Swimming in these meets can make swimmers eligible for the conference meets.
3. There are costs associated with these meets.

4. Swimmers can sign-up on our website.

c. *WMSL Conference Championship Meets*

1. At the end of the dual meet season, championship meets are offered depending on the age and level of the swimmer. WMSL Time Standards are listed on our web site. **These are team meets and all swimmers are expected to attend their corresponding meet.** Our swimmers have always performed very well at these meets!
2. To be eligible, swimmers must have competed in at least one WMSL meet during the current season.
3. Age is determined by December 1st in the winter and June 1st in the summer.
4. Coaches will determine events and relays.
5. There are no qualifying times for 13-14 and 15-18 year olds.
6. Any swimmer who achieves an “A” time must swim at the “A” meet. Time standards are listed on our website.
7. Swimmers who achieve an “A” time at the “B” meet are not eligible for the “A” meet.
8. Information about these meets will be posted on our website under the meet schedule section.
9. Swimmers can sign-up by entering from our website, and there is no cost to enter either of these meets.
10. The “A” meet in the summer is two days. Friday is for 13-14 and 15-18 year olds. Saturday is for 12 & under. The 12 & under “B” meet is typically on a Thursday.
11. In the winter, there are two separate “A” meets. One is for 13-14 year olds, and one is for 12 & under. There is also a “B” meet for 12 & under, who did not qualify for the “A” meet.
12. 15-18 year olds do not compete in WMSL meets during the winter.

Types of WMSL Meets

| Type of Meet | Qualification | Comments |
|--------------------------|---|--|
| Dual | Open to all Waves swimmers. In the winter, 12 & unders score with 13-14 year olds being at the discretion of coaches. 15-18 year olds do not swim or score in the winter. In the summer, all 18 & unders swim and score | These are team meets and score is kept. All swimmers who are eligible are expected to participate. |
| WMSL "B" Conference Meet | For 12 & unders who did not achieve a WMSL A time and swam in one WMSL meet during the season. | Offered at the end of the winter and summer seasons. |
| WMSL "A" Conference Meet | 12 & unders must meet WMSL "A" qualifying time standards and have swam in one WMSL | Offered at the end of each season. In the winter, there is a separate "A" meet for 12 & |

| | | |
|-------------------|---|--|
| | meet. There are no qualifying times for 13-14 and 15-18 year olds, but they must swim in one WMSL meet. In the winter, 15-18 year olds are not eligible for the "A" meet. | unders and 13-14 year olds. In the summer, there is only one "A" meet over two days. |
| WMSL Invitational | Open to all swimmers. | |

E. USA Swimming

1. USA Swimming is the national governing body for amateur swimming. To compete in USA Swimming meets, a swimmer must be registered. All Waves swimmers are registered with USA Swimming. USA Swimming divides the nation geographically into Local Swim Committees (LSC), very much like leagues. We reside in the LSC of Michigan.
2. While WMSL and USA Swimming are similar in allowing swimmers to compete, they are governed by different rules and regulations. For example, Michigan Swimming has its own set of time standards separate from WMSL. (See our website for a listing of time standards) There are some technical differences in how swimmers start a race, warm-ups, and certain turns. These are all items covered with swimmers at practice and before competitions.
3. A USA Swimming meet is a large invitational meet. The host club determines the format for the meet. Information about these meets is posted on our website.
 - a. These meets are optional, but are encouraged.
 - b. Age is determined on the first day of the meet.
 - c. Typically, these meets last 2-3 days with different sessions for different age-groups.
 - d. Swimmers are not required to attend all sessions or days.
 - e. Swimmers will check-in a designated area.
 - f. Some meets are designed to accommodate only certain swimmers (age-group classification or time standards). Please read the meet information carefully.
 - g. Meet information is posted on the web site and is usually available 3-4 weeks prior to the event.
 - h. Swimmers can enter these meets via our web site
 - i. All meets include a \$10.00 coach fee per swimmer (Max of \$20 per family)
 - j. During the summer, meets are conducted in a long course format (50-meters).
 - k. At the end of the season, Michigan Swimming hosts a State Championship Meet. Qualifying times apply.
 - l. Coaches determine events and relays with input from swimmers at the championship level.
4. Other meet information
 - a. What does SCY, LCM and SCM mean?
 - i. These abbreviations stand for Short Course Yards (25 yards), Long Course meters (50 Meters) and Short Course meters (25 meters)
 - ii. You can qualify for the State meet by any of the above courses

Types of USA Meets

| Type of Meet | Qualification | Comments |
|---|--|---|
| Senior meets | For all swimmers, regardless of age, provided they qualify for the events' time cuts. Intended for elite swimmers striving to achieve qualifying times for national-level competition. | Typical meets are Sectionals, US Open, Grand Prix, Nationals and Olympic Trials. |
| AAA meets (Zones) | For elite swimmers in each age group, ie. those who have achieved AAA time cuts. During the regular season, AAA swimmers swim in "A" meets. | Zone championship meets: Swimmers represent their state in competition with others from various states. Only offered in the summer. |
| Q1 meets | Achieved a Q1 qualifying time | State championship meets |
| Jr. Olympics Q2 Times (Only offered during the Short Course season) | Championship meet at the end of the season for those with a Q2 time but no faster than Q1. | One meet for entire state. Swimmers can qualify for State at this meet. |
| Districts (Only offered during the Short Course season) | Championship meet at the end of the season for swimmers who did not achieve a Q2 time. | 2-3 meets being offered in place of the ABC Festival format. Swimmers can qualify for the Jr. Olympics at this meet. |
| ABC meets | For swimmers of all abilities. Swimmers compete in A, B or C categories based on time. | Most of the meets we attend are an ABC format. An example is the ABC meet we host in December. |

F. Meet Entry Procedures

1. All meet entries will be done via our web site (www.egrawaves.com). Decide upon which meet you are going to attend and then your coach will select your events. Any fees associated with meets will be subtracted from your entry fee account.
 - a. How to sign-up for a meet:
 - i. Go to the meet section on our website.
 - ii. Please read the meet information before you sign-up.
 - iii. Click on Sign-up.
 - iv. To login:
 - Username: Date of birth (MMDDYY)
First 3 letters of first name
Middle initial
First 4 letters of last name
In the event a name being less than 3 or 4 letters,
Substitute with an *.
 - Password: First name initial, middle name initial, last name initial
4 digit year of birth.
 - Click on the sessions you wish to attend and type any comments.
 - Click Submit Entries.
 - You can go back in at any time to modify your entry prior to the deadline.
 - If you wish to remove an entry into a meet, login, uncheck sessions attending and submit entry.
 - If you have questions or problems, contact Brandon at coachconverse@comcast.net.

G. Relay protocol

1. Relays are one of the most fun aspects of a swim meet. It is an event where 4 swimmers come together and work as a team. The Waves value the relay experience.
2. Below are the procedures used by the coaching staff when determining relays:
 - a. Non-championship meets
 - i. We try our best to get everyone on a relay.
 - ii. Relays are almost always put together with the fastest swimmers.
 - iii. A coach may change the order or swimmers on a relay.
3. Championship meets
 - a. At the WMSL conference meets, we are only allowed to enter on relay per event.
 - b. Coaches will determine the fastest combination of available swimmers.
 - c. Not everyone will be on a relay at the WMSL conference meets.
 - d. State and Sectionals
 - i. Relays are put together based on best in season swims after the last scheduled competition.
 - ii. Coaches reserve the right to change the order or swimmers on a relay even at the competition.

- iii. We do our best to notify parents and swimmers if they are on a relay. If someone is not available, we will go with the next fastest swimmer, as long as it meets the qualifying time standard.
- iv. Relays for State and Sectionals can either qualify with an actual time or aggregate time (Adding up times for the 4 swimmers).
- e. Zones
 - i. Zone relays are determined by Zone coaches. Typically, they use results from the LC State Championship.

VI. Online Registration and payment of fees

A. Online Registration

1. All registrations are done through our website.
2. Our policy regarding order of priority is as follows:
 - a. Current swimmers register first – Swam for the Waves during the last year. Includes any siblings of current swimmers.
 - b. New EGR residents
 - c. All registrants
 - d. Each group will have a different time period to register.
 - e. All groups will stay open until full. Swimmers registering after a group is full will be put on a waitlist. Swimmers on a waitlist will be notified if a spot becomes available.
2. A link for registration will be on our web site (www.egrawaves.com) under Registration.
 - a. Follow all directions and complete all required fields to the best of your knowledge.
 - b. You will be creating an account that you and the Waves will have access to in order to conduct communication and transactions.
 - c. You will be able to modify your account online if any of your information changes (Example: e-mail address changes)

B. Meet entry fees

- a. Fees collected
 - i. Entry fees + \$1.00 surcharge per event
 - ii. Coach fee: \$10.00 per swimmer (Max of \$20 per family)
 - iii. Michigan Swimming Surcharge: \$1.00 per swimmer (\$3.00 for championship meets)
 - iv. Team pays for relays
- b. Missed deadline
 - i. If you miss an entry deadline, you should contact your swimmer's coach immediately.
 - ii. If the entries have already been sent in, we will not be able to enter your swimmer in the meet.
- c. Refunds for changing of events
 - i. There are no refunds after the entry fees have been processed.
 - ii. Once the entries have been sent, events cannot be changed.

C. Payment of fees

1. All entry fees will be added to your online account. All accounts will be billed the 15th of each month with any balance. An e-mail will be sent out a week prior to billing with a statement of you account. If you wish to pay with a different credit card than what we have on file, you can access your online account through our website and make a payment. It is your responsibility to keep your card current. If you have any questions, contact Brandon.
2. All transactions will be paid with either a credit/debit card (Visa/Mastercard).
3. A non-refundable registration fee is charged to each registrant to cover administrative and credit card fees

4. A \$100 cancellation fee will apply to all EGRA programs. No refunds after two weeks from the start of a program. Note: EGRA swimming fees are not prorated.
5. Entry fees are charged at different rates by different clubs.

VII. Team Communication

A. Communication

1. There are several ways the Waves coaches communicate with the parents and swimmers.
 - a. Website: www.egrawaves.com
 - i. Meet, practice information and time standards are posted here
 - ii. Information about coaches is posted here
 - iii. How and when to contact your coach is listed here
 - b. Newsletter
 - i. Team information
 - ii. Meet results and top times
 - iii. Records
 - c. Hotline
 - i. 460-5630
 - Updated weekly with practice changes and meet reminders
 - Leave a message if you have a question
 - d. File Folders
 - i. File folders are located at both pools
 - ii. Ribbons, reminders, and a monthly calendar are distributed here
 - iii. Newsletter
 - iv. Monthly calendar
 - e. Bulletin Board
 - i. Located at Wealthy and the high school
 - ii. Newsletter
 - iii. Calendar

VIII. Annual Team Functions

A. Functions

1. Wave-A-Thon
 - a. Held in late January.
 - b. All Waves swimmers are encouraged to participate.
 - c. Swimmers earn money and prizes by securing pledges for laps they swam.
 - d. The team provides pizza and soda.
2. Team Banquets
 - a. Winter
 - i. Held in late March.
 - ii. The winter banquet is a bring-your-own-dinner and supplies a dessert to be passed. The team provides paper products and utensils.
 - iii. The team gives to each family a program summarizing the season.
 - iv. Short speeches are given by the coaches for each group.
 - v. All swimmers receive a participation prize, which varies from year to year.
 - b. Summer Picnic
 - i. Held in late July.
 - ii. This event is usually an outdoor picnic.

- iii. Coaches will give a short speech about each group recognizing all swimmers.
 - iv. This is a bring-your-own-dinner and a dessert to pass.
- c. Team Plaques
- i. Each swimmer will receive a Team Plaque at the end of the season
 - ii. Swimmers can earn achievement plates to stick onto his or her plaque
 - iii. A list of the plates is on our website under Team Info (Click on Team Awards)

IX. Inclement Weather Policy and Mechanical Problems

- A. PRACTICE: Occasionally, practice is cancelled due to inclement weather. The following situations warrant a cancellation of practice:
1. Tornado Watch – If a tornado watch is issued during practice, parents will be required to pick up swimmers. If a tornado watch runs into practice, practice will be cancelled.
 2. Tornado Warning – All participants and staff will seek shelter. *If tornado watches and warnings are not during a practice time, practice is as scheduled.*
 3. Lightning – If lightning is seen during practice, we will get out of the water for 30 minutes. If no lightning is seen for 30 minutes, we will get back in the pool. If swimmers are out of the pool due to lightning, the coaches will have them work on other aspects of swimming.
 4. Inclement Weather - If EGR Public Schools are closed due to weather or the EGR Recreation Department cancels all activities, the Waves' practices will also be cancelled.
 5. A message will be placed on the hotline and the website will be updated if possible.
 6. Every effort will be made to contact parents due to a cancellation.
 7. Coaches will stay with swimmers at all times and have them notify you if already at practice.
- B. SWIM MEETS: Occasionally, a swim meet is cancelled due to inclement weather.
1. The morning of the meet, a determination will be made by 6:15 a.m., as to whether or not it will proceed.
 2. A message will be placed on the hotline. The website will be updated if possible.
 3. Check Wood TV 8 or WZZM 13 for a cancellation
- C. MECHANICAL PROBLEMS: Sometimes, the pool may close due to a mechanical problem. A message will be placed on the hotline and we will do our best to contact parents. Coaches will stay with any swimmers who already arrived, until they are picked up from the pool.

Appendix A
EGRA Waves Parent Code of Conduct

The Waves program has continued to grow in both size and success over the past several years. Much of this success can be attributed to everyone doing his or her part (Parents, swimmers and coaches). We feel it is important to specifically address what type behavior is expected of swimming parents so we can continue to provide the best environment.

As a member of the East Grand Rapids Aquatics Waves organization I will abide by the following guidelines:

1. I will positively support my swimmer regardless of performance or place.
2. As a parent, I understand that swimming is my swimmer's activity and I will refrain from imposing my ambitions upon him or her.
3. Be a role model to parents on our own club and represent myself in a respectful manner at all EGRA activities.
4. As a parent, I know my role is to be the parent and not coach my swimmer at practice/meets or disrupt the coaches on deck.
5. As a parent, I understand that criticizing, name-calling, use of abusive language or gestures directed toward the coaches, officials, and/or any participating swimmer will not be permitted or tolerated.
6. Maintain open communication with my swimmer(s) coach.
7. Show my support for the EGRA organization by volunteering at meets, serving on committees/BOD, participating in EGRA activities and functions.
8. During competitions, questions or concerns regarding decisions made by meet officials are directed to a member of our coaching staff. Parents should address officials through the coaching staff only.

Should I conduct myself in such a way that violates the above guidelines or discredit to EGRA, I voluntarily subject myself to disciplinary action. EGRA maintains the right to terminate any membership with/without cause in the interest of our mission.

Appendix B

Drugs, Alcohol and Tobacco

The use of drugs, alcoholic beverages and tobacco products poses a risk to the health and safety of young people. In addition to this risk, the possession or use of drugs or alcoholic beverages can have serious legal consequences for youth. The club will strive to instill in its swimmers a commitment to abstain from the illegal use of drugs and alcoholic beverages and the use of tobacco products. The club will maintain a wholesome and safe environment in which the swimmers can develop their athletic potential and grow into mature young adults. To these ends, the club has adopted the following policies:

1. A swimmer shall not engage in any behavior involving the illegal use of alcoholic beverages, illegal drugs or controlled substances, which tend to bring discredit to the swimmer or EGRA or knowingly remain in the presence of those engaged in such behavior(s). This prohibition shall apply at all times.
2. A swimmer shall not possess, use, or be under the influence of an alcoholic beverage while on the club premises or during a team event.
3. A swimmer shall not possess or use a controlled substance on the club premises unless it has been prescribed for the swimmer by a physician and is in the original container with the prescription label attached. A “controlled substance” is any drug for which a prescription is required.

4. A swimmer shall not use, possess, be under the influence of, or distribute to another person any drug paraphernalia or any illegal drug. "Drug paraphernalia" means any device designed or used for the purpose of introducing a drug into the body, including, for example, rolling papers, bongs and crack pipes. "Illegal" drug means any drug, which is illegal under the laws of the State of Michigan and any drug or substance, which is banned, by USA Swimming, the United States Anti-Doping Agency, the International Olympic Committee, or the World Anti-Doping Agency. Illegal drugs include, for example, marijuana, cocaine and steroids. This prohibition shall apply at all times.
5. If it is discovered that a swimmer is in possession of, using, or distributing illegal drugs, drug paraphernalia, alcoholic beverages or tobacco, a parent or the legal guardian of the swimmer will be notified.
6. A "team event" includes any swim meet, travel trip, event or activity in which the swimmer participates as a member of EGRA. "Club premises" includes any facility owned, leased or used by EGRA for a meet, practice or any other club sponsored event or activity.
7. EGRA reserves the right to bar or remove a swimmer if they violate the above policies while a member of EGRA or during their high school/middle school year.

Consequences for violating the Drug, Alcohol and Tobacco policy

Our first priority is to help the swimmer:

If a swimmer is concerned about his own involvement in drugs or alcohol or that of another swimmer, the swimmer is encouraged to talk confidentially with a coach. A swimmer who voluntarily discloses to a coach his involvement with drugs and alcohol will not be charged with a violation of the Team Rules as a result of such disclosure.

EGRA recognizes the need for sensitivity in dealing with these matters and will make every effort to ensure that confidentiality is upheld and that the privacy of those involved will be maintained and respected.

EGRA further recognizes that parents are the first and most important teachers of their children with regard to the use of alcohol, drugs and tobacco products and that parents are primarily responsible for their children's behavior in these and all other matters. It is EGRA's view however that any behavior that tends to bring discredit to the club is a legitimate cause of concern and falls within the purview of club review.

1. If the head coach determines that a swimmer has or may have violated a Team Rule, the head coach will determine the penalty/consequence for the violation after consultation with the swimmer's coach and parent or legal guardian. The penalty or consequences for a violation of the Team Rules will be at the discretion of the head coach. The penalties or consequences may include, but are not limited to one or more of the following.
 1. Counseling by the coach or designee
 2. Community Service
 3. Restriction from team trips and/or swim meets
 4. Loss of privileges
 5. Probation
 6. Suspension or
 7. Dismissal from the club.
2. In addition to any penalty imposed, a swimmer who is found to have violated a Team Rule relating to the use or possession of drugs or alcoholic beverages may be required, as a condition or remaining in the club, to have an assessment to determine their risk of chemical dependency. If a substance abuse problem is identified by an assessing agency, the swimmer must successfully complete the treatment program recommended by the agency as a condition of remaining in the club. Any costs associated with the requirements outlined in this paragraph will be borne by the swimmer or his/her parent(s) or legal guardian. Failure to complete a treatment program will result in dismissal from the club.
3. When the head coach determines a swimmer has violated a team rule that requires a penalty/consequence beyond counseling by the coach or designee, the head coach shall report such violation and the penalty/consequence as soon as possible to the President of the club. In those situations that call for a penalty/consequence beyond counseling by the coach or designee, the head coach shall also create and maintain a written record of the violation and penalty/consequence in each case.

4. A swimmer, his parents or legal guardian may appeal to the EGRA Board of Directors from a suspension or dismissal. The swimmer and his parents or legal guardian shall have the right to appear before the Board of Directors to argue against the suspension or dismissal and may have, at their election, an additional person appear with them to represent their interests. The Board of Directors may affirm, modify or reverse the action of the head coach. While appeal is pending, the suspension or dismissal will be stayed.
5. If a swimmer is suspended from the club, there will be no refund or abatement of dues for the period of suspension. If the swimmer is dismissed from the club, the contract between EGRA and the swimmer's parent or legal guardian will terminate on the date the dismissal becomes effective. However, the parent or guardian will be liable for the dues incurred up to the effective date of the dismissal.

Appendix C

Travel Meet Policies

No swimmer without a valid driver's license shall attend a meet unless accompanied by a parent or a chaperone arranged for by the swimmer's parents.

No swimmer shall drive a car to, from, or at an away swim meet unless accompanied by a parent or chaperone. Swimmers 16 years of age and older may drive themselves, but may not be accompanied by younger swimmers.

If the team sponsors travel arrangement for swim meet, swimmers are expected to participate with the team travel arrangements, unless other arrangements are approved by the coach in advance.

All team members are reminded that when traveling on trips, competing in meets, and attending other meet- related functions, you are representing both yourself and the EGRA program. Your behavior must positively reflect the high standards of the club.

All swimmers and chaperones traveling with the team will attend all team functions and are expected to know all travel/meeting schedules and strictly adhere to them. Coaches will establish warm-up times and other trip related timetables as needed. Being prompt and on time is essential.

Swimmers are expected to remain with the team at all times during a trip. Swimmers are not to leave the pool, the hotel, or any other place at which the team has gathered without the permission of a coach or chaperone.

Rooms and travel vehicles are to be treated with respect and kept neat. Belongings should be kept together and all trash deposited appropriately. Any damage to rooms or vehicles will be the responsibility of the parties involved and may result in being sent home early from a trip.

When traveling by van, swimmers must wear seat belts and remain seated at all times.

Male swimmers are not allowed in female swimmers' hotel rooms, nor are female swimmers permitted in male swimmers' rooms unless a chaperone/coach has granted permission (i.e. for a small group to watch a movie).

Swimmers are to refrain from inappropriate physical contact.

All swimmers are expected to strictly adhere to the curfew established by the coaching staff. At curfew, all lights, TV's, electronic equipment, etc. must be turned off and no talking is permitted.

Swimmers are expected to be quiet and respect the rights of teammates and other hotel guests during evening hours and the rest time between prelims and finals.

All telephone and incidental room charges must be paid prior to curfew on the final night of the trip.

When group meals are contracted for with a hotel or restaurant, all swimmers and chaperones on the trip are expected to participate in and share the cost of these meals.

Swimmers are expected to travel with and stay with the team on team travel trips. Any exceptions to this policy must be approved by the Head Coach or his designee prior to the trip.

Chaperones must agree to fulfill their responsibilities to the swimmers entrusted to their care and to the other chaperones and coaches. Swimmers may not be chaperones.

Violation of these rules will result in disciplinary action, including the possibility of being sent home from the meet at the expense of the swimmer's family.

Appendix D
Medical Release Form

Name of Swimmer: _____ Date: _____

Parental Consent

This medical release form must be signed by a parent or legal guardian for EACH swimmer of the East Grand Rapids Aquatics swim club for travel trips. If the swimmer is 18 years of age or older, the swimmer must **also** sign this form.

MEDICAL RELEASE

I CERTIFY THAT, TO THE BEST OF MY KNOWLEDGE AND BELIEF, _____
(NAME OF THE SWIMMER) IS IN GOOD PHYSICAL CONDITION AND HAS NO CONDITION WHICH WOULD IMPAIR PARTICIPATION IN THE PROGRAM. IN CASE OF INJURY, I HEREBY GIVE THE EAST GRAND RAPIDS AQUATICS AND IT'S COACHING STAFF PERMISSION TO ACT ON MY BEHALF IN SEEKING MEDICAL TREATMENT FROM ANY LICENSED PHYSICIAN, HOSPITAL OR CLINIC FOR MY CHILD IN THE EVENT THAT SUCH TREATMENT IS DEEMED NECESSARY. I GIVE PERMISSION TO THOSE ADMINISTERING MEDICAL TREATMENT TO DO SO USING METHODS DEEMED NECESSARY. I ABSOLVE EAST GRAND RAPAIDS AQUATICS AND IT'S COACHING STAFF FROM ALL LIABILITY WHILE ACTING ON MY BEHALF IN THIS REGARD

Participant Signature (if over the age of 18)

Parent/Guardian Signature:

Home Phone:

Parents Daytime Phone:

If parents are not available, please call the person designated below:

Name: _____

Address: _____

City/State/Zip: _____ Phone: _____

Relationship: _____

Additional comments regarding medical history, allergies, penicillin or drug reactions, etc.....which may be needed in rendering medical treatment:

Parent/Guardian Insurance Information:

Company Name:

Policy #:

Address

Phone:

