

# 2007-2008 WAVES OF WILMINGTON – WOW – TEAM HANDBOOK

## I. STRUCTURE AND GOALS

The Waves of Wilmington Swim Team (WOW) is a year-round swim team program serving the Cape Fear region / tri-county area (New Hanover, Pender, and Brunswick). The program serves swimmers age 5 years and older. WOW is a member of USA Swimming, Inc. (USA), North Carolina Swimming, Inc. (NCS), and the East Carolina Swim League (ECSL).

The goals of the program are for each swimmer to aspire and strive to reach the best of his or her capabilities (regardless of competitive level). The program fosters swimmers' development and maturity into excellent competitive swimmers. Through the commitment and dedication learned through WOW, the program strives to help the swimmer develop a positive self-image beyond swimming and understand the benefits of commitment, dedication, self-discipline, time management, and goal setting inside and outside of the pool. The team's organizational by-laws are also located on the [swimwow.org](http://swimwow.org) web site.

## A. ORGANIZATIONAL STRUCTURE

WOW is a non-profit corporation organized under the laws of North Carolina. The membership of the club serves as its foundation and power. WOW uses a Board of Directors as a governing structure, and its governance is outlined in the club's written bylaws. The Board of Directors develops policy as needed for the operation of the club. The Board normally meets on a regular day of the month, usually one evening the first week of each month, and this day is decided and posted early in the season by the current Board's schedule. This meeting is open for anyone wishing to attend, and all swim team parents are welcome to attend the meetings. Announcements in advance of the meeting are posted on the team web site, at [www.swimwow.org](http://www.swimwow.org). Minutes of past meetings, once approved for accuracy, are posted on the website.

## B. TAX STATUS

WOW is organized as a non-profit corporation under North Carolina laws. It has been granted tax-exempt status by the IRS and the state of North Carolina. Any contributions made to WOW are considered charitable contributions, which are deductible for income tax purposes.

## C. EQUAL OPPORTUNITY COMMITMENT

WOW is an equal opportunity employer and a non-sectarian swim team committed to full and open enrollment to all swimmers, regardless of race, religion or gender. We operate under the broad principals of USA Swimming, the national governing body for competitive swimming in the USA.

## 2007-2008 WAVES OF WILMINGTON – WOW – TEAM HANDBOOK

### D. COACHES

The WOW Coaching Staff are a seasoned, competent and supportive group of coaches who are very approachable and will strive to work with you and your swimmer to reach his or her goals.

Please feel welcome to contact your swimmer's coach; however, please do not interrupt them during the practice session. Coaches can be reached via email as listed on the website or by contacting the WOW office at (910)794-7901.

### E. TRAINING PROGRAM AND PRACTICE

#### WOW PRACTICE SITES

WOW holds its practices during the short course season (September through April) at two locations.

#### 1.) UNC-Wilmington Natatorium.

Swimmers and parents must stay in the vicinity of the aquatic facility and not wander around the Trask Athletic complex. Parents must supervise their younger children. Parents and non-swimming family members must stay in the spectator area upstairs from the pool.

#### 2.) YWCA Pool.

During the winter months, parking and access to the pool at UNCW may be limited during evenings with scheduled home basketball games for the UNCW Seahawks. A schedule of those evenings affected and parking location advice will be prepared in the fall.

WOW fees also cover training for summer swimming. During summer months, WOW may hold some practices at various outdoor pools, to enrich the swimming experience. This information, when it is finalized, will also be posted at the pool and on the WOW website.

#### SUPPORT FOR AQUATIC FACILITY IN WILMINGTON

WOW participates in North Carolina Long Course (50 meter) swim meets during the summer. There is no long course pool in Wilmington or the Cape Fear area. Also, there is limited existing pool space in this growing community for all interested swimmers. Please support community efforts to bring a new aquatic facility to our town that can support both long (50 meter) and short (25 yard) course competition! A new regional aquatic facility will be good for swimming and good for business in Wilmington. The team will post updates on the progress made to bring this type of facility to Wilmington.

#### PARKING FOR WOW PRACTICE ON UNCW GAME NIGHTS

We do have WOW Swim Practice on week day evening game nights. Please plan extra

## 2007-2008 WAVES OF WILMINGTON – WOW – TEAM HANDBOOK

travel time getting to practice and swimmer pick up on evenings of HOME UNCW Basketball games. Parking is limited due to construction around Trask Coliseum and the UNCW Pool.

Please park in A - Lot (near front entrance to Hanover Hall Gym) or other parking located on Hamilton Drive and at the Athletic fields. K - Lot is limited to Seahawk Club Parking Passes only.

### PRACTICE ATTENDANCE

WOW swimmers are expected to attend practice. Effective communication between swimmers, parents and coaches requires a collaboration of swimmer, parent and coach to convey information regarding the status of each swimmer.

If a swimmer must miss a practice due to a school, family, or other conflict, please inform his or her coach so the coach can plan accordingly. Please do not send your swimmer to practice if he or she is feeling ill or has a communicable disease - let's keep our team healthy! Let the coach know if your swimmer has an injury or problem that may affect his or her swimming.

WOW requires that if a swimmer has any issue that causes him or her to miss practice more than 3 consecutive practices, then the parent should inform, via phone or email, the swimmer's coach or Head Coach of the nature of the problem.

### F. TRAINING PROGRAM AND TEAM STRUCTURE

#### WAVERS I

T/H, 3:15 - 4:00pm.(YWCA) Wavers I is the introductory level in the WOW program. The coaches use a low-pressured approach with stroke instruction, fun filled drills and a positive competitive atmosphere. Swimmers must be able to swim 25 yards of Freestyle and Backstroke.

#### WAVERS II

M/W/F, 3:15 - 4:00pm.(YWCA) An entry level group where swimmers begin to refine the four competitive strokes through use of drills and fun games. This basic program prepares swimmers for monthly competitions. Swimmers should be able to swim 25 yards of the four competitive strokes.

#### COPPER

T/H, 6:15-7:30pm.(UNCW) For swimmers who have completed their Wavers training. The Copper group maintains a strong focus on technique while introducing goal setting and interval training.

#### BRONZE

M/W/F, 6:15-7:45pm.(UNCW) An advanced practice group for 12 & Under swimmers with

## 2007-2008 WAVES OF WILMINGTON – WOW – TEAM HANDBOOK

up to “BB” times. The coaches use a low pressured but motivating approach with stroke instruction and some endurance training. Race strategy, physical conditioning and goal setting are used daily at practice to motivate swimmers to raise their level of swimming.

### SILVER

M/W/F 6:15 - 8:00pm.Sat.6-7:30 am. This is an advanced practice group for those swimmers preparing for a higher level of commitment within the sport. The 9-10 year old swimmers must have “A” times, and 11-12 year old swimmers are “BB” and below swimmers. Goal setting and race strategy begin to emerge as central themes, while still maintaining a strong emphasis on proper stroke technique.

### GOLD

M-F 6:15-8:15pm Sat. 7-7:45 This is our top 14&Under practice group geared for swimmers who compete at both the state championship and sectional levels. While still refining stroke technique, Gold swimmers place strong emphasis on endurance training, goal setting, and competition.

### SENIOR DEVELOPMENT

T/H 7-8:30pm Sat 6-7:30am. This is our group organized to support the developmental swimmer aged 13 & over. The practice is heavy on instruction geared for teenage swimmers to prepare them for high school swimming and the upper levels of the WOW program.

### SENIOR ADVANCED

M-F 6:15-8:30, T/H 5:45-7:15am, Sat. 6-7:45am. This is the WOW elite 15& over training group targeted for swimmers competing at the sectional and national level. This group requires the largest commitment from its swimmers and families.

## G. REQUIRED TRAINING EQUIPMENT:

All WOW swimmers are required to wear the team suit and use the training equipment. The team offers the recommended equipment at discounted price through a vendor link on our website. Swimmers are required to wear the team suit at all meets unless they are using a team color (blue or black) compatible performance suit (such as a FastSkin).

Senior Advanced, Gold, Silver	Mesh equipment bag, kick board, paddles, pull buoy & fins.
Copper, Bronze	Mesh equipment bag, kick board, pull buoy & fins
Wavers I & II	Mesh equipment bag, kick board & fins

## II. FINANCIAL OBLIGATIONS AND CONSIDERATIONS

Group	Reg. Fee	Rate	Rate/month	Fundraising Obligation discount
Wavers I	\$110	\$450	\$45	\$100
Wavers II	\$110	\$550	\$55	\$100
Copper	\$110	\$600	\$60	\$100
Bronze	\$110	\$700	\$70	\$100
Silver	\$110	\$800	\$80	\$100
Gold	\$110	\$900	\$90	\$100
Senior Development	\$110	\$750	\$75	\$100
Senior Advanced	\$110	\$1150	\$115	\$100
Alumni	\$55	\$300	n/a	n/a

1. Annual dues are payable in 10 monthly installments. The first month's installment is due on Sept. 15<sup>th</sup>, 2007. Thereafter, all payments are due on the first of each month, October thru June. If the monthly dues payment is not received by the 15<sup>th</sup> of the month, a late fee of \$25 per swimmer per month will be assessed to the dues account. If an account is in arrears for a period greater than one month, the swimmer will not be allowed to participate in any meets until their account is brought current. For accounts in arrears more than 60 days, the swimmer will no longer be allowed to participate in the program. If there is a problem, please contact the Treasurer to make arrangements.
2. Dues may also be paid in a one-time annual payment (8% discount) per the schedule above. This must be paid in full by October 1<sup>st</sup>. For swimmers who start after the first month of the season, the one time payment must be paid in full within 30 days of the swimmer's start date in order to qualify for the 8% discount.
3. A non-refundable registration fee of \$110 per swimmer is due at the time of pre-registration. This fee includes USA Swimming registration and insurance, team t-shirt, swim cap, and banquet fees for the end of the year.
4. A one-time fundraising assessment of \$100 per family is due by January 15<sup>th</sup>, 2008. The same late fees policy for dues will apply if not paid in a timely manner. This assessment may be fundraised through ad sales at home meets, corporate sponsorships, etc. All amounts raised above this amount will be placed into savings earmarked for team travel and equipment. Percentages of use will be determined by the fundraising committee.
5. A discount on team dues is provided for families with multiple swimmers: 10% for the 3<sup>rd</sup> and all subsequent swimmers in a family.

## 2007-2008 WAVES OF WILMINGTON – WOW – TEAM HANDBOOK

6. WOW is working on allowing families to automatically draft their monthly dues from their bank accounts. This information will be given to families as soon as it becomes available.
7. WOW alumni/college swimmer's rate is \$300 annually, plus \$55 USA registration fee, both of which are due at the time of enrollment.
8. For swimmers joining after the first month of the program, the dues will be prorated in accordance with the policies set forth by the WOW Finance Committee.
9. A swimmer is not considered withdrawn from the program until written notice of the withdrawal is received by WOW. There will be a \$25 re-registration fee for swimmers who withdraw from the program and re-join the same year.
10. All payments, including meet fees, may be dropped off in the drop box located next to the team bulletin board in the UNCW balcony, or mailed to:

WOW  
P.O. Box 3303  
Wilmington, NC 28406

Please do not hand coaches money while they are on the pool deck. WOW will not be held responsible for any lost payments.

### III. SWIM MEETS

#### A. MEET PARTICIPATION

WOW is a competitive swim team so attendance at meets is essential. All swimmers are required to participate in the swim meets. We participate in USA Sanctioned meets. A list of meets that the team participates will be posted on the web site and the team bulletin board. Your swimmer's coach will help advise you on which meets and events are appropriate for your swimmer.

#### B. MEET ENTRIES

Meet information will be posted and copies given to the swimmers' at practice. All WOW swim meet announcements are posted online on the web site as soon as they become available. The standard WOW meet entry form is online on our web site and should be used to print out and submit the entry form. However, meet entries are not complete until the check for the entry is received.

You are responsible for signing your swimmer up for his/her events. If you have questions about which events are most appropriate for your swimmer to swim in a meet,

## 2007-2008 WAVES OF WILMINGTON – WOW – TEAM HANDBOOK

please talk to your coach. We want swimmers to swim the events that they can handle and will provide them with both positive feedback and challenge.

Please make sure all forms and fees are turned in by the entry deadline to ensure your swimmer can compete in the meet.

### C. SWIMMER STIPENDS

WOW is pleased to have swimmers participate in elite meets, such as the Southern Zone Meet, and national meets, such as the Junior Nationals, Senior Nationals and the Olympic Trials. Understanding that these meets bring recognition to the team, as well as the swimmer, and the costs of the meet and associated travel can be quite high, WOW offers an annual stipend to swimmers who qualify and attend these meets, and who are not obtaining support from USA Swimming or elsewhere. These stipends are capped at \$250 per swimmer per year. Parents of swimmers involved in national level meets are encouraged to seek additional fund raising opportunities to help pay for coach travel costs associated with these meets.

## IV. PARENTAL PARTICIPATION & TRAVEL POLICY

### A. PARENT ROLES & COMMITTEES

The parents are the backbone of our organization. They pay the fees, drive to practice, host the meets, and support our athletes through love and encouragement. Many long-lasting friendships have grown from the camaraderie of our team. To build a successful program, there must be a complete understanding with open and constructive communications between parents, swimmers and coaches. The progress of your swimmer depends to a great extent on these relationships.

### B. VOLUNTEER REQUIREMENTS

The WOW swim program depends on all our parents for success. For most of us, time is a very precious commodity and many of the things necessary to make a swim program successful requires time. The old adage: “many hands make light work” makes sense. So, we ask everyone to help on one or more of the WOW committees.

#### INVOLVED PARENTS = SUCCESSFUL PROGRAM

If you need assistance with finding a good volunteering position on the team, please contact our Volunteer Coordinator, who is a member of the Team Parent Board of Directors. We will make every effort to provide members with updated members’ and committees’ lists by mid-September after all new members have signed up.

An overview of the various volunteer responsibilities is as follows:

## 2007-2008 WAVES OF WILMINGTON – WOW – TEAM HANDBOOK

APPAREL SALES COMMITTEE Order team swim caps, shirts for registration & picnic, order team suits, sweat suits, etc. By coordinating the purchase of apparel, quantity discounts can be arranged, and items can be purchased and distributed to team members with ease.

FUND RAISING Works with the board and coaches to help raise funds and to support the team. Dues and pool assessment cover only a small part of the costs associated with swimming, so additional funds are important to the success of the team. (Fund raising director is a Board of Directors Position.)

GROUP PARENTS All eight groups need 1 to 3 parents to mentor new team parents and to represent the interests of that practice group to the Board and report the activities of that practice group to the web for team outreach.

HOSPITALITY The hospitality committee organizes the kick-off picnic at the beginning of the season (late August/early September); all hospitality for home meets (work with meet director on requirements); organize the end of the year banquet.

MEET DIRECTOR Responsible for setting up and overseeing meets.

MARKETING AND PUBLICITY - Help promote the team throughout the local community and the state. Solicit media coverage for meets and athlete profiles. This group will also work with team pictures and provide materials for the team web site. (Communications Director is a Board of Directors Position.)

TEAM TRAVEL This committee blocks hotel rooms for out of town meets and posts information and directions.

BUDGET COMMITTEE Works with the Board of Directors and Treasurer to address issues relating to developing a team budget and implementing the budget via collection of team fees, escrow, fund raising, payroll, payroll reports, and monthly reports for board. (Treasurer is a Board of Directors position.)

VOLUNTEER COMMITTEE This committee organizes home meets and recruits and assigns meet workers for home meets (get requirements from meet director); keep a record of all WOW family work obligations documenting each session worked. (Volunteer Coordinator is a Board of Directors position.)

### C. REQUIRED HOME MEET PARTICIPATION

#### VOLUNTEER HELP:

WOW sponsors two to three major meets per year. We require that all parents help with the running of these meets even if your child chooses not to swim in the meet. There is work to be done ahead of time in planning the meets as well as on the day(s) of the meet. Some meet-related activities are:

## 2007-2008 WAVES OF WILMINGTON – WOW – TEAM HANDBOOK

-Head timer -Starter -Entries -Meet Director -Timers -Publicity -Sales at Meet -  
Runners -Clerk of Course -Hospitality -Awards/Ribbons  
-Heat-Sheet -Facility Set-Up -Facility Clean-Up

Remember, each family is responsible for working at two meet sessions at every HOME MEET. It is a good way to get involved with the team, meet some parents and swimmers, and help to make our meets run smoothly. The volunteer sign up sheet is typically posted 2 to 3 weeks before an event is scheduled. It will be posted on the bulletin board in the bleacher area at UNCW - Please sign up early and say “YES” when the volunteer coordinators call for help.

### D. SWIM MEET OFFICIALS

Sanctioned swim meets are required to be run by trained and certified meet officials. Typically a referee, starter and six stroke and turn judges are the minimum complement of officials needed to conduct a meet. The USA Swimming officials program covers officiating at all levels - from local invitational meets to the Olympic trials. Officiating at swim meets offers parents an excellent way to participate in swimming. It is essential that there are a substantial number of officials from WOW, both new and experienced, in order to have well run, quality swim meets for the swimmers.

The USA Swimming Officials Program is conducted through the North Carolina Swimming Association. Certification training includes a 3-4 hour stroke and clinic, completion of a written test (take home) and apprentice work on deck at swim meets. Membership in the USA Swimming is also a requirement for officials. WOW will reimburse parents for their USA Swimming membership if they become USA Swimming certified officials representing WOW.

### E. TRAVEL POLICY

#### ONE-DAY MEETS:

A swimmer who plans to drive to a meet and return to Wilmington on the same day without a parent or guardian, must give a letter of permission from his/her parent to the coach prior to going to that meet. Any swimmer who plans to ride with another swimmer driving to and from a meet on the same day, must provide a letter of permission to the coach from his/her parent prior to going to that meet.

#### OVER-NIGHT MEETS:

No swimmer may drive himself/herself to an overnight meet without being accompanied by his/her parent or qualified chaperone.

#### CHAPERONES:

When a parent does not plan to attend a meet and wishes to have his/her swimmer travel with another team parent or responsible adult (21 or over), he/she must provide the coach with written permission for such travel and must provide the name and person who will be responsible for his/her swimmer from the time the swimmer leaves home until he/she

## 2007-2008 WAVES OF WILMINGTON – WOW – TEAM HANDBOOK

returns. Swimmers are expected to be under the supervision of a responsible adult, 21 or older, at all times. Failure to adhere to this policy will result in severe disciplinary action. This policy applies to all members of the WOW Swim Team who have not yet reached their nineteenth birthday. (policy adopted: January 1991)

### MILEAGE REIMBURSEMENT FOR DRIVING A COACH OR OFFICIAL TO A MEET:

When a parent drives a coach or official to a meet for WOW, it will not be considered for team mileage reimbursement. Please consult your tax advisor for the deductibility of this expense. (policy adopted: March 2007)

### E. TRAVEL INFORMATION

The travel committee is divided into three groups: (1) Sr. Meets, (2) 14 & Under, (3) Team Meets. The coordinator for each group will set up a block of hotel rooms prior to the meet, and post this information on the WOW website. When the meet information is posted, look for the hotel information and please reserve your rooms. You will be responsible for securing/guaranteeing your room with your credit card information. If you should have any questions, contact the person in charge of that group.

### F. OTHER TEAM BENEFITS

WOW families can now stay fit at a discount, thanks to sponsorship from the Gold's Gym at Longleaf Mall. This offer is eligible for all WOW parents, swimmers and siblings aged 15 and older. To sign up, email us and we will verify your WOW membership and forward your name to the membership desk. The rate offered is for one year at \$199.00 which is a 50% discount from the annual membership fee. You must sign up at the Longleaf Mall facility; however, once you sign up, you can use your membership at any of the Gold's Gyms. All WOW swimmers or siblings under age 18 must be accompanied by a parent to sign up.