

Tidal Waves Swim Team Handbook

Welcome to the Tidal Waves

About Us

The Tidal Waves Swim Team (“Tidal Waves”) is a 501(C)³ private, not-for-profit recreational summer swim team based in Block House Creek Neighborhood and has served the greater Leander/Cedar Park communities for more than 15 years.

We are part of the Northwest Swim Circuit (NWSC) which is a league of 13 independent swim teams in four divisions with swimmers ranging from 4 – 17 years old.

For more information on the NWSC please refer to <http://nwsc.swimtopia.com/>

Mission and Objectives

Tidal Waves purpose is to offer the young people of our community a recreational summer swim league with unique experiences that promotes the following goals:

- A positive, healthy, safe and enjoyable competitive environment for youth swimmers within the community
- An opportunity to develop competitive swimming skills as well as improve physical fitness
- A commitment to personal improvement, work ethic, self-discipline, self-confidence, and excellence
- A team environment of inclusion, camaraderie, sportsmanship, friendship, and fun

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Youth Swimming is Different

The sport of youth swimming is unique because it relies more heavily upon the time and effort of its volunteers than do other youth sports. This is primarily because of swim meets, which require many volunteer positions to support the hundreds of swimmers who attend those meets. We need your commitment because where other youth sporting events may still occur without its volunteers, youth swimming would not even function at all.

The types of volunteer positions required for swim meets are fully detailed further in this handbook. Please remember that without the support of parents, friends and family, Tidal Wave swimming would not be possible. As a registered member of Tidal Waves, we need your agreement to the following policies and requirements.

1. Volunteering

One (1) parent or adult family member must serve as a volunteer for a minimum of one-half (1/2) of each meet. (One-half (1/2) of a meet is considered one (1) shift.) Meets are typically divided into two shifts with responsibility for the Tidal Waves to cover a range of volunteer positions for each shift. The Tidal Waves website allows members to request volunteer positions and we encourage you to sign up as early as possible to ensure you get the shift and position of your preference. **16-17yr old swimmers without an adult present will be required to fulfill the family volunteer shift to be eligible for the meet.

2. Attendance

Your child must attend all practices and meets that they are able. Dedication is the secret to a great team. If your child will miss more than two consecutive days at any one time, please

let the coaches know. If your child will not be attending a meet, please declare as not attending as soon as possible, as well as notifying the coaches. This information can be sent via email. If your child is absent for more than two weeks without contacting a coach, we will assume that he/she no longer wants to swim, and they will be dropped from the roster.

3. Refund Policy

The following Tidal Wave refund policy applies. Refunds for registration fees will be paid out as follows:

- 100% registration fee refund, less \$20.00 administrative fee, if requested in writing no later than 7 calendar days prior to opening day of practice.
- 50% registration fee refund, less \$20.00 administrative fee, if requested in writing within 6 days of opening day or anytime during the first week of practice.
- 0% refund if requested on or after the Monday of the second week of practice.

*Refund is subject to the following conditions:

- Insurance fees are not refundable
- Includes Municipal Utility District (MUD) fees, if applicable
- Does not include the purchase of swimsuits, additional equipment, or any other incidental costs associated with participation. Refund and or resale options for additional equipment is not the responsibility of Tidal Waves.

Tidal Waves Code of Conduct

Tidal Waves at BHC (“Tidal Waves”) purpose is to offer the young people of our community a recreational summer swim league with unique experiences that promotes the following goals:

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- An opportunity to develop competitive swimming skills as well as improve physical fitness
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The expectation of the Tidal Waves Board of Directors is that participants will exhibit the highest standards of sportsmanship at all times while participating in all Tidal Waves and/or Northwest Swim Circuit (NWSC) affiliated events. Every participant, including swimmers, coaches, officials, board members, parents, volunteers, and spectators, has a responsibility to behave in a respectable manner and to comply with and support the Code of Conduct.

BEHAVIORAL GUIDELINES

All individuals are expected to abide by the Coaches and Board of Directors instructions at all times.

Unsportsmanlike Conduct

While attending and/or participating in any Tidal Waves and/or NWSC affiliated practice or event, no individual shall:

- Use trash talk, profane, obscene or vulgar language, taunting or gesture under any circumstances, on or off the pool area, or

- Engage in an objectionable demonstration of dissent or conduct such as throwing equipment or any other forceful action
- Otherwise behave in a disrespectful fashion, including engaging in or escalating arguments between any participants at the event

Refusal to Abide by Officials

While attending and/or participating in any Tidal Waves and/or NWSC affiliated practice or event, no individual shall refuse to abide by an official's decision.

Violent Physical Behavior

While attending and/or participating in any Tidal Waves and/or NWSC affiliated practice or event, no individual shall:

- At any time strike, shove, threaten to strike or lay a hand upon any Board of Director, official, swimmer, volunteer, coach or spectator.
- Engage in an abusive, verbal attack upon any Board of Director, official, swimmer, volunteer, coach or spectator on or off the pool area.

REPORTING and REMEDIATION GUIDELINES

Unsportsmanlike behavior falling under the Behavioral Guidelines shall be immediately reported to the Tidal Waves Board of Directors and/or the Home Meet Director, by anyone involved in or observing such behavior. Retaliatory or escalating behavior shall be viewed as unsportsmanlike conduct and a failure to comply with this code of conduct.

Disciplinary Action

Disciplinary Action for Unsportsmanlike Conduct or Refusal to Abide

Any Unsportsmanlike Conduct or Refusal to Abide violation of the above policy could result in one or more of the following actions at the discretion of the Meet Director or recognized Enforcement Authority:

- Warning to violator from the Meet Director, Coach, or Enforcement Authority
- Additional Warning to or Ejection of the violator(s) from the meet/event by the Meet Director, Coach, or Enforcement Authority
- Ejection of the violator from the event by the Meet Director, Coach, or Enforcement Authority
- Removal of violators from the Tidal Waves for the remainder of the season by the Meet Director, Coach, or Enforcement Authority

Disciplinary action will be discussed with the swimmer and guardian by the Meet Director, Coach, or Enforcement Authority.

Disciplinary Action for Violent Physical Behavior

Any Violent Physical Behavior violation of the above policy shall result in the ejection of the person(s) from the meet and/or event by the Meet Director, Coach, or other Enforcement Authority. At the discretion of the Meet Director, Coach, or other Enforcement Authority local law enforcement may be contacted.

REVIEW

Violations of the Tidal Waves Code of Conduct will be subject to review by the Tidal Waves Board, and may result in seasonal or permanent ban of the violator and/or family from the Tidal Waves and will be reported to the Northwest Swim Circuit.

**All violations shall be reported in writing through the [Incident Report Form](#) to the Tidal Waves Board of Directors within 72 hours of the infraction.*

Board of Directors

The Tidal Waves Board of Directors (“the Board”) is the governing body of elected representatives serving on behalf of the Tidal Waves and its registered members. All Board members are elected annually at the end of each season and may not serve a term longer than one-year in duration without re-engaging in the election process.

The Board’s goal is to serve and represent the Tidal Waves to the best of our ability. If you have any questions or concerns, please contact us at any time using the emails listed for each board member on the Board of Directors page under About Us on the Tidal Waves website. We are normally able to respond within 24 hours of your request.

Eligibility Requirements of a Swimmer

Please understand that swim practice is intended for improving skills, conditioning and training. While some skills will be taught, practice is not intended to be a private or group swim lesson. Therefore, prior to registration, a swimmer must be able to demonstrate the ability to complete a minimum standard of swim competence, subject to the discretion of the coaching staff.

This demonstration occurs prior to registration during the pre-season swim tests conducted by the coaching staff. The requirement is the ability to swim at least one length of the pool unaided on back or stomach. Any swimmer who registers and has not passed a pre-season swim test will be asked to leave the team and take stroke clinics/swim lessons at their own expense. We require this to ensure the safety of all swimmers.

Insurance

Insurance for the swimmers is required and will be paid at the time of registration and is separate from the registration fee. During the registration process you will be asked to acknowledge the insurance fee and then during the payment process it will be shown on the itemized page. Registration cannot be completed without the insurance fee acknowledgement and payment. Swimmers are covered at any organized practice of Tidal Waves, every scheduled meet and all Tidal Wave team activities.

Communication

Each family will have a file folder in a file box at the pool. If we have information specific to your family, a note will be emailed. All information regarding upcoming events will be available on the team website. This information will include newsletters and reminders of upcoming events. It is the swimmer’s responsibility to check the website and their folder each week in order to stay

informed about upcoming events. After meets, ribbons will also be placed in each family's folder. Ribbons are only available at practice the week after a meet.

Sponsorships

Sponsorships are an important component to the operation of the swim team. Sponsorship funds help the team afford equipment, coaches, beginning of year/end of year parties, fund the Financial Assistance Program, etc. The Board and swim families ask local business and friends to become sponsors for the upcoming season. If you would like a more detailed description of the Sponsor levels and/or an application form to sign up new sponsors you can download it from the team website.

Practice

Practice is the most important thing swimmers can do to improve their times and technique. Athletes are encouraged to attend all practices. Please be consistent in your attendance and let your child's coach know if you will be missing practice for an extended period of time. Parents are welcome to stay* and watch their children's swim practice, however, they are not allowed on the deck at any time during practice. It is easier for children to concentrate when they aren't distracted by parents or siblings.

Tidal Waves coaches are paid contractors of the organization. As their time is valuable, please do not disturb them while on duty with your athletes. If you wish to speak with a coach, please contact the board president or head coach to set up an appointment.

**Swimmers ages 12 and under must have a parent or guardian onsite during their entire practice. In the event a parent or guardian is unable to stay you must designate another parent or sibling over the age of 17 to stand in for you. This is a requirement of the team insurance policy as well as Apache Pool, failure to comply will result in expulsion from the team*

Meets

Swimmers can compete in a maximum of three (3) individual events and two (2) relays (1 relay for the 6-and-under age group) each week. There are times the event selection is up to the swimmer and times that events will be decided by the coaches. The coaches will determine all relay positions.

Meet information will be on the website each week. **It is very important that your swimmer(s) arrive at the meet on time** so that they may check in and be ready to swim before warm-up begins. Swimmers must check in with their age group parent no later than 6:00 a.m. for home meets and 6:30 a.m. at away meets. Occasionally other teams will need to begin the meet earlier, but you will be advised if there is any deviation from the stated times. **If your swimmer is late to the meet, they may be scratched from relays and possibly individual events.** Scratches from events are final, no discussion. Your teammates may also lose the opportunity to swim if you are late, so please plan on arriving on time.

Please notify the coaches as soon as possible on the week of that meet if you will be unable to attend a meet. It causes a lot of stress and last-minute adjustments if someone doesn't show up without notice. If a last-minute emergency should arise, please call, text or message a board member. Keep in mind that it is a NWSC rule that a swimmer must compete in at least two dual meets to be eligible to compete in any post-season meets (Divisional and /or Invitational).

The first thing each swimmer needs to do when they arrive at a swim meet is check in with their age group/pit parent. Even if they are late, have them check in with their pit parent before they join the team

in warm-up so that they are not scratched from relays and/or individual events. Once your child has been checked-in, please see the volunteer coordinator for instruction. That check-in table is located just inside the meet entrance. Athletes whose parents do not check in with the volunteer table before 6:30AM may be scratched from individual events.

****PLEASE READ**** All swimmers must stay in their pit with their age group parent during meets. This ensures that they will get to the ready bench on time to swim their events. It is NOT the pit parent's responsibility to search for each swimmer for each event. It IS the swimmer's responsibility to stay with their age group and notify the pit parent if they are leaving to go to the concession stand, bathroom, etc. The only swimmers that may leave prior to the end of the meet are those in the "6 & under" age group.

Their last event is #47. Please be sure your 6 & under child has advised his/her pit-parent when they are leaving. There is a break during all meets. Generally, the break takes place after event #45, but can take place at any time. Please discourage your children from leaving their pit area until this time and to return promptly. The pit parents would also appreciate it if you would check in with them on occasion to see if there are any issues that you may help in resolving.

Equipment for meets

Swimmers need to have a team suit or a plain black suit, goggles, team swim cap, towel, chair, water, snacks. Because goggles and caps are notorious for breaking it is always recommended to have a backup or two of each.

Policy on Sharpies

Name and event information are the only markings allowed. If a swimmer chooses to write or draw anything other than name/event information they will be removed from the competition and asked to remove said writing/drawing before returning.

Be prepared to do your best at a meet by taking all the following: team suit, team cap, towels, team shirt, goggles, books, games, a lawn/sports chair, blanket, or tarp to sit on, and sun block. Label all your items with your name and team name! Check the FAQ link online for more info.

Standard Events for Dual Meets are as Follows - *Except for the 6&U Mixed Free relay, even numbered events are female, odd numbered events are male.

Event # (Boy/Girl)	Age Group	Event	Event# (Boy/Girl)	Age Group	Event
First Half			Second Half		
1 - Mixed	6 & U	100 Free Relay	46-47	7-8	25 Breaststroke
2-3	7-8	100 Medley Relay	48-49	9-10	25 Breaststroke
4-5	9-10	100 Medley Relay	50-51	11-12	25 Breaststroke
6-7	11-12	100 Medley Relay	52-53	6 & U	25 Breaststroke
8-9	13-14	200 Medley Relay	54-55	11-12	50 Breaststroke
10-11	15-17	200 Medley Relay	56-57	13-14	50 Breaststroke
12-13	6 & U	25 Freestyle	58-59	15-17	50 Breaststroke
14-15	7-8	25 Freestyle	60-61	7-8	50 Freestyle
16-17	9-10	25 Freestyle	62-63	9-10	50 Freestyle
18-19	11-12	50 Freestyle	64-65	11-12	100 Freestyle
20-21	13-14	50 Freestyle	66-67	13-14	100 Freestyle
22-23	15-17	50 Freestyle	68-69	15-17	100 Freestyle
24-25	9-10	100 IM	70-71	7-8	25 Butterfly
26-27	11-12	100 IM	72-73	9-10	25 Butterfly
28-29	13-14	100 IM	74-75	11-12	25 Butterfly
30-31	15-17	100 IM	76-77	11-12	50 Butterfly
32-33	6 & U	25 Backstroke	78-79	13-14	50 Butterfly
34-35	7-8	25 Backstroke	80-81	15-17	50 Butterfly
36-37	9-10	25 Backstroke	82-83	7-8	100 Free Relay
38-39	11-12	50 Backstroke	84-85	9-10	100 Free Relay
40-41	13-14	50 Backstroke	86-87	11-12	100 Free Relay
42-43	15-17	50 Backstroke	88-89	13-14	200 Free Relay
44-45	6 & U	25 Butterfly	90-91	15-17	200 Free Relay

Equipment - Swimmers need to have the following equipment in their swim bag.

Team Swimsuit: While not required, it is recommended that each swimmer purchase a team suit to wear at swim meets. If they choose not to purchase the team suit, the girls must wear a one-piece, black racing suit, and the boys, Jammer or speedo style racing suits. Boys suits cannot be baggy shorts or cut-offs. This rule applies to meets as well as to practice. If you have a question on what appropriate attire for practice is or meets, please ask a coach or board member. We recommend having a practice and meet suit.

Team T-Shirts: A Tidal Waves Team T-Shirt is included in the registration fee. Please have swimmers wear them to all meets and team functions. It is an important aspect in the development of team spirit. You can purchase extra t-shirts at registration, at the merchandise table during meets, or online while supplies last. Please make sure to label your child's team items as they all look the same!

Swim Caps: A Tidal Waves swim cap is also included in the registration fee. A cap of team color must be worn at meets by all swimmers. Proper technique cannot be achieved when hair is in the way. Extra swim caps will be available for purchase at home meets and online.

Goggles: Goggles are a very important piece of a swimmer's equipment, we recommend all swimmers have at least 2 pair in their swim bag at all times. They improve the swimmer's vision in the water, as well as eliminate irritation caused by pool chemicals. Check the fit of the goggles before you purchase them. Goggles that don't fit properly leak, and leaky goggles are worse than no goggles because they distract the swimmers. Goggles must not have a nose covering. The team does have a limited supply of goggles for purchase.

Fins: Swimming fins are an essential part of swim training. Fins improve body position and stroke technique as well as increase foot / ankle flexibility and range of motion which all contribute toward improved swimming.

Kickboard: Kickboards are also an essential piece of equipment used almost every day during practice.

Ear Drops: When water is left in a swimmer's ear for an extended period, it causes an ear infection called Swimmer's ear. This is very painful, but easily avoidable. Drops are available at most drug stores and some grocery stores. The most popular brand is called Swim Ear and is very effective in the prevention of swimmer's ear.

Swimmer's equipment is their responsibility. Please have everything marked with your swimmer's name.

Volunteers

The Northwest Swim Circuit and the Tidal Waves are parent run organizations. It would not be possible to run a meet without volunteers. Approx. 100 volunteers are needed at each home meet and slightly less for the away meets. ***Your help and support are required, AND APPRECIATED, throughout the season.*** Volunteering is a great way to show the children you support their efforts. At each meet, the following volunteers are needed from OUR TEAM:

Position	Description	Time Commitment
Set-up & Takedown Crews	Sets up tents, ropes, tables and chairs before for the meet, and takes down and stores these items at the end of the meet.	2 hours before meet and 1.5 hours after the meet
Starter	Starts each event. Sole Judge of False Starts. Must watch training video and attend circuit training each season.	One shift
Announcer	Responsible for calling each age group to the ready bench.	One shift
Lane Timer	Keeps accurate time, using a stopwatch. Instructions are given prior to each meet.	One shift
Stroke Judge	Observes strokes, turns and finishes to see that swimmers comply with requirements for that stroke. Must watch training video and attend circuit training each season.	One shift
Exchange Judge	Observes exchanges in all relay events. Must watch training video and attend circuit training each season.	Full meet
Ready Bench	Organizes swimmers into pre- determined heats before the start of each meet	One shift
Runner	Gathers event cards from swimmers and walks them to the timers. Delivers recorded cards and DQ slips to scoring table.	One shift
Scoring	Organizes score cards and DQ slips in preparation for entry into the computer program.	One shift
Ribbons	Prepares ribbons and places ribbons in folders. May require staying up to 30 minutes past the end of the meet.	Second shift plus 30 minutes past the end of the meet
Pit Parent	Verifies the swimmers in their age group have arrived. Distribute event cards, monitor swimmers' whereabouts, and lead swimmers to the ready bench.	Full meet
Heat Ribbons	Hands heat winner ribbons to swimmers after each heat.	One shift
Computer Rep	Works with Computer Rep to run software during the meet	One shift

Concessions Crew	First shift sets up and sells concessions. Second shift sells concessions and cleans up and packs up stand.	One shift. First shift begins 6:15. Second shift ends 45 minutes after meet ends.
Merchandise Sales	First shift sets up and sells the merchandise. Second shift sells, cleans up, and packs the merchandise.	One shift

To make the meets a success, parents attending the meets must volunteer to work for at least one shift (1/2 meet). If you are unsure of what you would like to do, please contact the volunteer coordinator for more information. If you are unable to attend a meet, please make sure that the adult who does attend with your child is willing to do his/her part. Prior to each meet, at least one adult representing each family must sign up on the Tidal Waves Swimtopia website for a volunteer position. An email will be sent announcing that sign-up has been opened. If one adult from each family does not sign up to volunteer, the swimmers from that family will not be allowed to compete in that meet. Registering for a position and then no-showing will result in the children being removed from the competition on the day of the meet. Failing to participate in a Takedown Crew position will result in being suspended from the next meet. No refunds will be issued based on being removed from meets.

Thank you for understanding and your continued support to make all our meets a success!