



**WESTLAKE VILLAGE  
SWIM TEAM**

**SWIMMERS  
&  
PARENTS HANDBOOK**

**2023 SEASON**



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## Forward

This handbook was created to help you and your swimmer navigate the fun of summer swimming with the Waves of Westlake. Please contact any member of the Westlake Village Swim Team Executive Board if you have any suggestions on content, structure, or scope.

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## Welcome

Welcome to the Westlake Village Swim Team, also known as the Waves of Westlake. We look forward to meeting you and working with you through the summer season. The Waves offers professional coaching, competitive technique instruction for all ages and abilities, and competes in the Prince-Mont Swim League, which includes teams from Charles, Prince Georges, Montgomery Counties, and the District of Columbia. We welcome any swimmer, up to age 18, who can fulfill the basic requirement of swimming one length of the pool (25 meters) free style. Each swimmer will be placed in the workout group best suited to him/her, so that he/she may enjoy some degree of success in a relatively short period of time. The Waves want to have a well-rounded competitive squad of swimmers. To accomplish this, we encourage your family to invite others from ages 5-18 who can swim the length of the pool to join us as well.

This handbook is full of valuable information as well as the history of the team. It is updated each year with divisional information at the start of each season.

Waves of Westlake is a part of the Prince-Mont Swim League and acts under those By-Laws and guidelines. Each season we are put into a division and the number of dual meets (two team competition) at home and away are determined. All competitions are held on Saturday mornings, from mid-June until the end of July, and All-Star competitions one week after the divisional championship meet. Meets generally start at 8:30 A.M. Swimmers are required to report to the pool by 7:15 A.M. for home meets, and by 7:30 A.M. for away meets, to participate in warm-ups.

There are some special, non-league meets held during the season, usually on Sundays. The Charles County Championships is a locally organized meet between WOW, Smallwood, Bannister, Hawthorne and Indian Head; the five teams in Charles County. Hosts of the Championship Meet rotates annually among the five county teams. Other teams sometimes host a fundraising meet like a "Guppy Meet" which is for younger swimmers. Stay connected to the team via email and watch the WOW website to ensure you get all the latest info on these types of opportunities.

There may also be "B" meets during the season, which are usually held on Wednesdays. These meets are specifically for those swimmers who either did not swim at the previous dual meet or did swim but did not place first, second or third in their event. B meets are dependent on team size and pool availability.

Due to the short and relatively "intense" season, we ask that families try to delay extended absences until the end of the season. August is the best time for swim families to take planned vacations that will not adversely affect the team.

## Coaches Letter to Team Members

Dear WOW Swimmers and Families:

We are excited to embark on a new season at the Hampshire Neighborhood Pool. To all our returning Waves, welcome back! For our new Waves, we are thrilled to have you as part of our family!

We begin this year in the D Division of the Prince-Mont Swim League.

The coaches are focused on the development of every swimmer. We desire to see everyone improve and have a great season. Win or lose, there is always a lesson to be learned.

We look to highlight new and former traits from our previous seasons that will help us get 1% percent better each day . . .

MOTIVATION    DEDICATION

DISCIPLINE    POSITIVE ATTITUDE

RESPECT        HARD WORK

GOOD SPORTSMANSHIP

Let us continue to go out there with a smile, work our hardest, have fun and strive to achieve our personal best and team best times!

We are eager to get our Waves of Westlake swimmers back in the pool and families supporting on the poolside!!!

/s/ Head Coach – Matthew Aubel

Hello WOW Swim Family!

I want to take a moment to introduce myself. My name is Coach Matt Aubel and I am excited to enter this new swim season with all of our returning and new swimmers. I'm excited to see some familiar faces and also meeting new ones! A little about me, I started my swim career as a Prince-Mont swimmer on the Indian Head Torpedoes at the age of 14 before moving on to the Smallwood Marlins. During the winter I swam with Charles County Park and Rec before I joined the USA swim team, Southern Maryland Aquatics. This is where many of you will recognize me from. I am also a certified lifeguard, private swim instructor, and one of the coaches for Southern Maryland Aquatics.

WOW will be continuing practices at the Hampshire Neighborhood pool within the Prince-Mont Swim League. Our team's coaches are focused on helping each swimmer strengthen their weaknesses while developing proper technique where needed, and teaching how to utilize their strengths to the best of their abilities.

As Waves of Westlake swimmers gear up for competition, we also want to make sure there is a fun, respectful, supportive atmosphere from all swimmers and families. We expect that you will have a fun swim season while conquering personal and team best times.

Coach Matt-Head Coach



## WESTLAKE VILLAGE SWIM TEAM BY-LAWS

Reviewed July 30, 2020

The Westlake Village Swim Team (“WVST”) is established as a 501(c)(3) public charity, self-governing organization for the benefit of the citizens of Westlake Village. The WVST consists of a WVST Executive Board, Appointed Committees, a Team Coach and Assistant Coach(es), volunteers from the general membership and members of the community interested in competitive swimming. The following By-Laws provide WVST its operating procedures and objectives.

### ARTICLE I: Name and Governing Directives

This organization is known as the Westlake Village Swim Team, hereinafter referred to as WVST. The team is also doing business as Waves of Westlake swim team or WOW. Roberts Rules of Order shall be parliamentary law in all matters not specified in the By-Laws.

### ARTICLE II: Purpose

The purpose of the WVST is to develop and preserve a non-profit swimming organization for the citizens of Westlake Village. To sponsor competitive and developmental swimming events; to develop in the members of the team a love for swimming, advanced aquatic skills, teamwork, good sportsmanship, and to compete in the Prince-Mont Swim League.

### ARTICLE III: Executive Board and Appointed Committees

The WVST Executive Board has general supervision of the affairs of the WVST and consists of elected members from the WVST team membership. All Board Members and Appointed Committees shall be responsible to

Section 1: Elected Members of the WVST Executive Board shall consist of a President, Vice President, Recording Secretary, Treasurer, and League Representative. Vacancies which occur in these positions shall be filled as designated in Article V, Section 2. Each elected member shall have one vote in the operation of the WVST. Duties of each elected member of the WVST Executive Board are described in Article VIII, Section 1.

Section 2: Appointed Members are members of the following committees:

- |                     |                         |                            |
|---------------------|-------------------------|----------------------------|
| A. Fund Raising     | D. Snack Bar Operations | G. Meet Manager            |
| B. Ribbons & Awards | E. Snack Bar Inventory  | H. Special Events          |
| C. Swimsuits        | F. Equipment Manager    | I. Meet Concession Manager |

Duties of each Appointed Member are described in Article VIII, Section 2.

**ARTICLE IV: Operation of the WVST**

Operation of WVST shall be by the Executive Board and the Appointed Committee members. The President may call a meeting of Board or of the operational groups as necessary. Each member is a representative of his/her area of responsibility. Each appointed member of a committee will keep the WVST Board and other committee members informed on items of interest and actions (proposed or past) in their area of responsibility. Any action requiring the commitment of WVST funds must be approved by a majority vote of the WVST Board. All actions of the WVST Board require a majority vote of the WVST Board. Phone polling or voting is allowed when a meeting is deemed impractical by the President.

**ARTICLE V: Elections and Appointments**

Section 1: Elections for the WVST Executive Board shall be held annually. A majority of Swim Team parents present, and voting shall be required to elect (1 vote per family membership). If there is but one nominee for a vacancy, voting by ballot shall be dispensed with.

The WVST Executive Board positions are filled for two-year terms. The election of these positions is offset, with three positions being filled in even years and two positions being filled in odd years. This offsetting of election of board members is meant to provide some continuity on the Board from year to year. Positions within the WVST Board will be determined by the newly elected Board at their first meeting.

Any parent or guardian of a team member is eligible for election to the Board, provided not more than one member per household serves on the Board together. Nominations for these elective offices shall be made by a Nominating Committee, or from the floor of the second General Membership meeting. All nominees must give prior consent before being placed on the ballot.

Voting shall occur at the second general membership meeting, which coincides with the annual Awards Banquet. Voting shall be by secret ballot with the candidates receiving the largest number of votes for the open Board positions elected to fill these vacancies.

The new Board becomes responsible for the operation of the team following the conclusion of the current season (usually following the All-Star Meet) and satisfactory background checks of newly elected Board members is completed.

Section 1.1: Background Checks – Upon being elected, each new member is expected to submit a background check for the purpose of fulfilling WVSTs requirements by the insurance company for the child protective rider. Board members are responsible to pay the fee required for the report. If the report comes back unsatisfactory, the position will be offered to the next nominee from the voting process. If no other candidate was on the ballot, then see Article V Section 2.

Section 2: Appointments – Volunteers shall be solicited and appointed by the elected members of the Board to working positions. Volunteers shall be solicited throughout the year to fill these and other team positions. If there is a vacancy on the Board, the vacancy will be filled by appointment of the Board until the next regularly scheduled election.

**ARTICLE VI: Removal of Executive or Appointed Committee Member(s)**

In the event that an elected or appointed member fails to execute his/her duties to the satisfaction of a majority of the attending WVST membership or receives an unsatisfactory result for Child Protective annual background check, that individual may be removed from office by a majority vote of the Board. Replacements for a removed member will be filled as prescribed in Article V, Section 2.

**ARTICLE VII: Amendments to the By-Laws**

These By-Laws may be amended only at a meeting of the General Membership through a majority vote of those in attendance.

At the start of each season, at the General Membership Meeting, the WVST Board shall distribute the By-Laws with any proposed changes to all members in attendance of the meeting for review and comment. Any member may propose By-Law changes at any General Membership Meeting. Any change shall be enacted by a majority vote of those members in attendance.

**ARTICLE VIII: Duties of Officers****Section 1: Executive Board**

The Executive Board (hereafter referred to as the Board) shall consist of five (5) members with the following titles and duties:

**Section 1.1:** President – Shall have general supervision and control of the Board and WVST. He/she shall preside at all general meetings and serve as a liaison to all committees within the WVST. He/she shall assign duties and responsibilities to Board and Committee members to ensure the safe and efficient operation of the WVST. Shall be responsible for the annual review of the WVST By Laws and Handbook and update the date of review or revision. This may be delegated however the President will be ultimately responsible for the update on the website.

**Section 1.2:** Vice President – Shall perform the duties of the President in his/her absence or inability to serve. Shall perform other duties as designated by the President.

**Section 1.3:** Recording Secretary – Shall keep a record of all meetings of the Board. Shall keep an accurate roster of the Swim Team Members, Executive Board members, and Appointed Committee members. He/she shall prepare and distribute all official correspondence of the WVST. He/she shall prepare and distribute minutes of all Board Meetings to the general membership.

**Section 1.4:** Treasurer – Shall collect all receipts of the WVST. He/she will draw all checks and disburse cash for payments of operational expenses of the WVST. Shall render statements to the WVST Board and Committees as required for the efficient operation of the WVST. He/she shall prepare an annual financial statement and present it at the annual end of season meeting. The WVST Treasurer will have singular authority to issue funds from the WVST Treasury and will be responsible for accounting for all receipts. In the event the Treasurer is not available, the President or Vice-President can disburse funds.

Section 1.5: League Representative – Shall perform all duties as prescribed by the Prince-Mont Swim League (PMSL) and other duties as required. Shall attend and participate in PMSL and WVST meetings as required to ensure all Board and Committee members are informed on all issues related to Prince-Mont Swim League. Shall serve as liaison between the WVST and the Prince-Mont Swim League. Shall attend all PMSL meetings and report any actions or obligations incurred. Any proposals to, or votes taken on behalf of WVST at a PMSL meeting shall be made with the concurrence of a majority of the WVST Executive Board. Shall call upon League Rep alternate to attend PMSL meetings should League Rep not be available.

Section 2: Appointed Members – These positions are voluntary and require appointment by the WVST Board. If there is no volunteer for a position, the WVST Board shall modify the duties and responsibilities to ensure all necessary functions are accomplished during the swim season. Volunteers may be asked to submit to a child protective background check at their own expense in order to volunteer.

Section 2.1: Fund Raising Manager – He/she shall plan, organize, and manage all fund-raising events for the Swim Team. He/she shall work in conjunction with all other members of the Board and Committees interested in participating in the raising of funds. Shall attend meetings as required with the WVST Board to ensure the approval and understanding of the Board. Shall make deposits of all funds to the WVST Treasurer at the conclusion of any event.

Section 2.2: Ribbons & Awards – Shall procure ribbons and awards for all events for the season. Shall attend meetings as required with the WVST Board.

Section 2.3: Swimsuits – He/she shall research, select and advise the WVST Board of the type of swimsuit to acquire. Will sell the swimsuits for the team on a yearly basis. Shall ensure all funds are deposited with the WVST Treasurer.

Section 2.4: Snack Bar Operations Manager – Shall operate the Snack Bar at Hampshire and Dorchester Community Pools during the regular summer season (until school begins). Is responsible, with assistance from the Board, to organize volunteers to staff the operation of the Snack Bar. He/she will advise the Snack Bar Inventory Manager of supply needs of the Snack Bar. He/she shall be responsible to make deposits of all sale proceeds to the WVST Treasurer or bank directly. Shall attend meetings as required with the WVST Board and keep the Board apprised of the overall operation of the Snack Bar.

Section 2.5: Snack Bar Inventory Manager – He/she shall be responsible to ensure that the Snack Bar is adequately supplied of items for sale. Shall confer with the Snack Bar Operations Manager to ascertain what items to purchase for sale and what items will need to be restocked. He/she shall be responsible to obtain funds from the Treasurer for the purchase of all supplies for the Snack Bar. Shall attend meetings as required with the WVST Board.

Section 2.6: Equipment Manager – Shall be responsible to purchase all necessary equipment for the operation of swim meets at the Host Pool. He/she shall organize volunteers to set up and take down all equipment for home meets. He/she shall inventory and maintain all equipment as necessary and obtain funds from the WVST Treasurer for the purchase and repair of WVST equipment.

Section 2.7: Meet Manager – Shall perform all duties as prescribed by the Prince-Mont League and other duties as required. Shall attend all seeding meetings and provide the information necessary to

allow the Host Chairperson to conduct the Dual, Divisional, All-Star or Charles County Championship Swim Meets in a smooth and efficient manner.

Section 2.8: Special Events Manager – Shall be responsible for the planning and organizing of all special events as deemed appropriate. These events include but are not limited to; Pep Rallies (Friday night before home meets), Meet the Coach Night and the year-end Awards Banquet.

Section 2.9: Concessions Manager – Shall be responsible for concession food sold during home meets. Shall work closely with Board, Snack Bar Manager and team membership to provide a variety of items for purchase. Will be provided a starting “bank” for change by the Treasurer. All funds shall be deposited with the WVST Treasurer at the conclusion of each home meet.

## ARTICLE IX: Swim Team Membership

### Section 1: Qualification Requirements

Members of the Westlake Village Swim Team (WVST) shall:

1. Be a resident of Westlake Village Association or a non-resident with permission from the Board;
2. Be in good health;
3. Be between 5 and 18 years of age;
4. Not compete on any other summer swim team;
5. Be willing to attend all practices and meets; and
6. Be able to swim one (1) length of the pool (25 meters) without assistance.

Note: If at the end of the first week of practice the Coach determines that a child cannot swim one (1) length of the pool in free style, the parent(s) will be contacted, the child may be cut from the team, and a full refund of the child’s registration fee will be issued.

Section 2: WVST swimmers are required to purchase and wear the team racing suit and, if desired, a Waves swim cap in all swimming competitions. It is permissible to wear an alternate swim cap for competition, but no other swim team names and/or logos are permitted. During practices and other times, non-team suits are approved. Warm-ups and other items are suggested to keep your swimmer warm and comfortable.

### Section 3: Annual Membership Dues

Annual membership dues shall be set by the Executive Board each year before the Annual Meeting.

All dues shall be waived for the dependent swimmers of Executive Board Members and the Snack Bar Manager. Any fees that WVST incurs for the registration of Executive Board Member or Snack Bar Manager dependent swimmers through use of a third party (e.g. a website used to register swimmers) shall be paid by the respective Executive Board Members or Snack Bar Manager.

#### Section 4: Membership Attendance Requirements

Members and Coaches are expected to attend all practices and meets.

Members will inform the Swim Team Coach in writing by Tuesday prior to a meet of any expected absence. This may allow the team to compensate for the absence of the swimmer for competition.

Members who miss three (3) practices in a given week without an excuse will be ineligible to participate in the following weekend's meet. The Coach will have final say as to whether the member will participate.

Swimmers who practice with a USA Swimming team during the summer are required to make at least one WOW practice each week. On the days they practice with their USA club, they are excused from practice. USA swimming practice attendance may be verified by the WOW Coaching staff to ensure that each and every swimmer trains for each meet.

In the event that the Coach deems it necessary to remove an individual from the team, he/she will present the proposed action to the WVST Executive Board for approval. Upon approval, the team member will be notified in writing of this action.

#### Section 5: Member Conduct

Members will at all times be in accordance with Pool rules and any additional rules the Coach or Board deems necessary for the orderly operation of the swim team.

The Coach has final decision authority on all matters pertaining to the operation of the swimmers. In the event a member disputes the decision of the Coach, he/she may formally petition a review by the WVST Board. The findings of the Board will be final in all disputes.

All swimmers are expected to follow the oral direction of any coach at any time. When a coach is working with swimmers, it is important that he/she have the swimmer's undivided attention. When a coach signals for silence, that signal is to be complied with immediately. If a child fails to demonstrate this ability of self-control, that child may be removed from the workout situation.

Swimmers are never to enter the swimming pool without a coach being present on the pool deck. While in the pool, swimmers are to remain against the wall, never playing in the lane. The only time a swimmer will be allowed to be away from the wall is when swimming a given distance or when instructed by a coach (i.e. practicing turns). Swimmers will not be allowed to walk on the bottom of the pool unless something is wrong (i.e. a leg cramp or a feeling of dizziness).

The use of profanity, verbal abuse, or physical abuse towards another person will not be tolerated at any time.

### Section 6: Eligibility for Awards

In order to be eligible for the yearly trophies, swimmers must swim in at least three Waves of Westlake meets. Prince-Mont dual meets are held on Saturday mornings from 8:30 A.M. through approximately noon and B-meets are held weekday evenings.

To verify that a child swam in three meets, the score sheets are checked until a child's name is found on three separate score sheets.

In the event a child did not swim in three meets, but was in attendance at meet(s) that he/she was not in the line-up, i.e. swimmer was not in line-up due to limitations on heats, his/her attendance will be considered toward the three meet requirement.

Parents of children who do not meet the above requirements will be contacted before the Awards Banquet to determine if the number of meets attended is correct and to notify them of their child's eligibility status for awards.

The Executive Board may include Time Trials as one of the Meets under this requirement if, in the opinion of the Executive Board, a child may not be able to meet the minimum requirements due to a limitation on heats.

### **ARTICLE X: Parent / Guardian Obligations**

We cannot stress enough the importance of the coach-swimmer relationship. We want your swimmer to relate to his/her coach in matters concerning his/her ability to swim competitively. When parents or guardians interfere with the opinions of how a swimmer should swim, considerable confusion can follow as to whom the swimmer should listen to. It is the coach's responsibility to provide constructive criticism of a swimmer's performance. In swimming, as in other endeavors, there are peaks and valleys along a long road of work, swim, and more work. It is the parent's or guardian's responsibility to provide love and encouragement that bolster the swimmer's confidence along the way. Coaches work best at coaching, parents at parenting.

### Section 1: Meet Rules

The Prince-Mont Swim League Handbook is the guideline for all rules and regulations concerning swim meets. All families will receive one copy of the PMSL handbook each year.

Each parent is responsible for arranging transportation to and from meets and is encouraged to attend with their swimmers. These meets are great fun for swimmers and parents alike and are an opportunity to participate in a special way in their young swimmer's career. The coaches are responsible for the team as a whole and cannot provide an individual's transportation needs. Therefore, please do not ask a coach to provide transportation.

During a meet, the Waves have a "Team Area" and the team sits together as a group. This helps promote team unity and spirit. When a swimmer first arrives at a meet, he/she should locate and go to the team area.

As a matter of courtesy, all questions by swimmers or parents concerning event results, officiating calls or the conduct of a meet will be handled by the coaches. If you have a question or concern about your swimmer during the course of a meet, please talk to the Coach.

Event assignment is the responsibility of the coach. Each Waves swimmer is responsible for knowing which events he/she is swimming and is responsible for reporting to the Clerk of Course for that event. If, for some reason, a swimmer cannot compete, the coaching staff should be notified in writing ahead of time.

Always police the team area. As a matter of common courtesy, leave the Team Area and pool deck in a neat and clean condition at the conclusion of each meet.

### Section 2: Relays

Building a relay team is the responsibility of the coaching staff. In considering the make-up of the relay team membership, the coach considers many variables: the attitude of the swimmer; his/her ability to perform under pressure; the type of meet the swimmer had for that day; and finally, the score of the meet. Even considering these variables, it is often very difficult to select the best relay team. Please support our Coach in his/her choices and team make-up by planning to participate throughout the entire meet.

If for some reason your swimmer must leave the meet early, please notify the Coach as soon as possible. In this manner the Coach can inform other swimmers and ensure we have teams for the relays.

### Section 3: Volunteering

Assist the various WVST Committees in the operation of Fund Raisers, Special Events, Snack Bar, and Meets. Be prepared to participate as one of the many necessary volunteers that make the meets run. Sign up to volunteer ahead of the meets to ensure smooth operations.

### Section 4: Officials

Every year prior to the start of the swim season the Prince-Mont Swim League conducts an Officials Clinic to familiarize and train those volunteers working the deck at the swim meets. The positions include Referee, Starter, Head Judge, Stroke and Turn Judge, Head Timer, Scorekeeper, Ribbon Writer, Clerk of Course, Meet Manager and Announcer.

In 2009, the PMSL adopted a new rule that states, beginning with the 2010 season, ALL Referees, Starters, and Stroke and Turn Judges must have attended a clinic for their position within the previous 15 months to participate in PMSL meets.

We need volunteers to work on the deck to run the meets. It is not difficult or complicated, and the deck is the best seat in the house. You can train and not work; you cannot work without the training. Please ask about the clinic which happens EARLY in the season.



## ARTICLE XI: Swim Team Coaches

The WVST shall interview and engage a swimming head coach for the season. The coach shall be considered to be a private contractor and will receive payment for services rendered. The WVST's total obligation to the coach shall be disbursed in payments to be made in installments as determined by the negotiated contract. WVST shall not be responsible for the payment of taxes or social security costs due to the government. This is considered the responsibility of the Swim Team Coach. The salary and contract shall be negotiated by the WVST Board.

### Section 1: Child Protective Background Checks

All Coaches will be required to submit to a Child Protective Background Check through the third party designated by the WVST Board. Contracts will be dependent on satisfactory findings. The background check will be the financial responsibility of WVST.

### Section 2: Coaches Conduct for Child Protection

Coaches shall:

1. Refrain from degrading language or behavior and stop any observed or reported disrespectful behavior between team members, including sexual harassment.
2. Not threaten or intentionally inflict injury upon anyone and are responsible for stopping threatening behaviors of team members.
3. Not commit any sexual offense against a minor or engage in any sexual contact with a team member.
4. Not make any sexual advance or engage in verbal or physical contact with a team member.
5. Not have non-related one adult/one swimmer private interaction except in an emergency where following this policy would be dangerous to the swimmer. In an emergency, the coach or volunteer must contact a Board member to inform them of this contact and the reason for it. If a child is receiving individual instruction or working with a private coach, the activity must be in a public setting.

### Section 3: Head Coach Duties and Responsibilities

The Swim Team Coach will execute the following duties during his/her period of employment:

1. Train, coach, and seek to instill good sportsmanship in the swim team members.
2. Recommend Assistant Coach candidates to the WVST Executive Board for hiring. The coach will have singular responsibility for the management, discipline, and attendance of the coaching staff.
3. Work with the WVST Board, Committees and Officials of the Prince-Mont Swim League as required. The coach shall be the singular point of authority between the Board and the team in all matters pertaining to the swim team coaching.
4. Shall call on the assistance of the Board as necessary to carry out the coaching duties.
5. Assess the team's performance and suggest to the Board recommendations to improve the overall efficiency of the team.
6. Submit to background check annually.

7. Be responsible for the conduct of the WVST swimmers while at practice and during meets. The Coach shall have authority to discipline WVST members and if necessary, will present recommendations for expulsion from the team to the WVST Board.
8. Organize and conduct regularly scheduled practice sessions for WVST.
9. Prepare all necessary practice equipment and return same to storage upon completion of each practice session.
10. Teach competitive swimming strokes and techniques to swimmers.
11. Attend all practices and meets; exceptions by board approval.
12. Assist each swimmer to identify his or her goals for the swim season.
13. Develop and implement methodologies for individual goal accomplishment.
14. Prepare the line-up and event cards for each A Dual Meet and B Meet in a timely manner.
15. Post seeding sheets - in a conspicuous location or email prior to each Dual Meet.
16. Develop, establish and implement an enforceable code of conduct.
17. Establish and maintain open lines of communication with the swimmers, the parents and the Executive Board.
18. Set aside time to discuss individual swimmer issues with parents, as requested.
19. Coordinate and manage services of the Assistant Coach(es).
20. Establish and/or maintain Certifications in CPR, First Aid, Professional Life Guard and Pool Care Operator; and (needs discussion)
21. Assume all other duties and responsibilities ordinarily inherent in the role of Head Coach of a swim team.

All of the above tasks and responsibilities shall be conducted with the knowledge and concurrence of the WVST Board.

#### Section 4: Assistant Coach Duties:

Assistant Team Coach(es) will execute the following duties during his/her period of employment:

1. Perform duties as defined by the Head Coach.
2. Act in accordance with all WVST By-Laws.
3. Work in conjunction with Head Coach, The Board, and WVST members.

#### ARTICLE XII: General Funds Management and Disposition Guidelines

As a yearly goal, seek to maintain a minimum balance of \$5,000.00 at the end of the season. This minimum balance is used to pre-order equipment and ensure adequate funds are available to hire the swim coach and any assistants required for the coming year.

The End of Year Report will be presented to the general membership at the Fall General Membership Meeting or at the Award Banquet. Copies of the report after the end of the season will be made available on demand. The requestor will pay the cost of reproduction.

No individual of the general membership may incur obligation in the name of the WVST unless he/she is given that authority by approval of the WVST Board.

All funds earned from sales, membership dues, special events, and donations will be used to ensure the efficient accomplishment of the WVST goals as expressed in Article II. In the event that there is an excess of funds at the end of the season over the minimum \$5,000.00, the Board will determine if these funds are to be held in the WVST checking account or to purchase and update equipment.

At no time will any of the money be returned in cash form to the general membership. No member of the WVST Board or Committees shall benefit from these funds except as part of the operation of the team and any special event sponsored for the team.

In the event the WVST is dissolved, all funds, after the payment of outstanding debts, shall revert to the Westlake Village Association.

### **ARTICLE XIII: General Membership Meetings**

Each year the President of the WVST Board shall call to order two (2) General Membership Meetings. The first General Membership Meeting shall take place in the spring before team practices begin. The second General Membership Meeting shall take place shortly after the All Star Meet or, in the alternative, at the Awards Banquet.

The General Membership may call a General Membership Meeting at any time upon presentation to the WVST President of a petition for such meeting bearing the signatures of at least 10% of the General Membership. Within thirty (30) days of receipt of said petition, the President shall convene a meeting of the General Membership.

### **ARTICLE XIV: Reporting Suspected Child Sexual Abuse**

The President of the Board is designated to receive reports of suspected or actual sexual abuse or other inappropriate conduct. The President will promptly notify proper law enforcement agencies.

All coaches, volunteers, parents, and team members are directed to report any incident of abuse or suspected abuse that they witness or that is reported to them to the Board President. This does not preclude individuals from reporting abuse or suspected abuse to the proper law enforcement authorities.

## 2022 Executive Board &amp; Appointed Committees

## Westlake Village Swim Team (WVST) Executive Board

**President**

Bill Baker  
[cadzar@comcast.net](mailto:cadzar@comcast.net)

**Vice President**

Alica Harrelson, Vice President  
[atharrelson@gmail.com](mailto:atharrelson@gmail.com)

**Treasurer**

Charles Jones  
[Charleskjones55@gmail.com](mailto:Charleskjones55@gmail.com)

**Secretary**

Tina Huber  
[twirltina@aol.com](mailto:twirltina@aol.com)

**League Representative**

Jennifer Clark  
[Jen.owen.clark@gmail.com](mailto:Jen.owen.clark@gmail.com)

## WVST Committee Members (Bold names are in PMSL Handbook)

Position	Name	Position	Name	Position	Name
Snack Bar	Darijana Kline Dee Dee Johnson	Equipment Manager	OPEN	Photo-grapher	Darijana Kline
Swimsuits	Tina Huber	Announcer	Joseph Ramirez	Officials Chair	OPEN
Swimwear	Tina Huber	Fundraising Committee	Ramonia Jones	Strokes & Turns	Tina Huber
Special Events	Kimberly Boarders	Head Timer	Ed Kline	<b>League Representative</b>	Jennifer Clark
Concessions	OPEN	Head Judge	Susan Patterson	<b>First Alternate</b>	Bill Baker
Website - On-line	Bryan Tolson	Ribbons & Awards	Katharine Finley	<b>Data Manager</b>	Bryan Tolson
Newsletter	OPEN	Starter / Referee	Tina Huber	<b>Meet Manager</b>	Jennifer Clark
Trophies	Tina Huber	Clerk of Course	Bill Baker	<b>Team Rep</b>	Kim McMillen

## Division

### 2023 SEASON SCHEDULE

**Swimming Events:** See <http://www.princemont.org/> for updates to pool directions.

June 10, 2023 Time Trials WOW (At Hampshire Pool)

June 17, 2023 1st Dual Meet

June 24, 2023 2nd Dual Meet

July 1, 2023 3rd Dual Meet

July 8, 2023 4th Dual Meet

July 15, 2023 5th Dual Meet

July 22, 2023 \*\* Divisionals

July 29, 2023 \*\*\* All-Stars

\*\* For those who qualify

\*\*\* Only for top swimmer in each event at our Divisional Championship

## Season Schedule

### Evaluations

At the Head Coach's discretion, evaluations and familiarization for new team members will be conducted during the first week of practice at the practice pool. This time will be used to evaluate individual swimming ability and familiarize swimmers with swimming techniques and drills. Soon thereafter, all swimmers will be assigned to a practice group based upon age and ability.

### Practice Schedule

Swim team practices typically begin on the Tuesday immediately following the Memorial Day holiday. Evening practices are typically held Monday thru Friday from 5:30 to 8:00 PM while children remain in school. Once Charles County Public Schools dismisses for summer vacation, practices are typically held Monday thru Friday from 6:30 to 10:00 AM.

The Head Coach is responsible for setting practice times and notifying the team. Practice times are typically posted on the team website (<http://www.wavesofwestlake.info>) and are subject to change.

### Dual Meet Schedule

The Prince-Mont Swim League (PMSL) meets in the spring of each year to assign teams to divisions and establish the dual meet schedule. In general, each division will hold time trials during the first Saturday in June, followed by 4 or 5 dual meets (one each Saturday) thru mid-July.

The official meet schedule is posted on the PMSL website ([www.princemont.org](http://www.princemont.org)) and on the team website (<http://www.wavesofwestlake.info>). The Head Coach typically posts swimmer entries poolside for these meets during Friday practice sessions.

### Championships Schedule

The Charles County Championships Meet, involving swimmers from all PMSL swim teams in Charles County, is typically held on the second or third Sunday in July. The Prince-Mont Swim League (PMSL) division championships meets are typically held on the next to last Saturday in July. The PMSL All-Stars Meet is typically held the last Saturday in July. The official meet schedule, location for, and directions to each meet is posted on the PMSL website ([www.princemont.org](http://www.princemont.org)) and in the PMSL handbook.

Please Note: due to the large number of swimmers for each of these meets, WVST entries are typically limited or, in the case of All-Stars, by invitation only.

### B Meets

Developmental or "B" meets are designed to provide competitive conditions that are similar to PMSL Saturday meets and give team members a chance to compete in a meet, win ribbons, and develop swimming strokes. No team scores are kept and times are not official PMSL times. Some PMSL teams offer "B" meets throughout the swim season, usually on Sundays. Check the Waves Newsletter and our website ([www.wavesofwestlake.info](http://www.wavesofwestlake.info)) for details.

## Special Events

Throughout the season the team will be sponsoring special events for swimmers and parents, such as Pep Rallies (usually held the Friday evening before Home Meets) and the Awards Banquet (at the conclusion of the season). Check the Waves Newsletter and our website ([www.wavesofwestlake.info](http://www.wavesofwestlake.info)) for details. If you have any suggestions or ideas, please contact the Special Events Manager or any member of the WVST Executive Board.

## Other Events and Meetings

April	Spring Cleanup day for Hampshire Neighborhood Association
April 1	Online Registration opens
April 29	Hampshire 2 <sup>nd</sup> Annual 2K Run
May	In person Registration In person swimsuit fitting / orders Meet the Coach Night General Membership Meeting
June	Home meet 1 Spirit Night – Ice Cream Home meet 2 Spirit Night – Pizza
July	Home meet 3 Spirit Night – Hot Dogs Smallwood Guppy Meet (“B” meet) – Sunday meet Charles County Championships – Sunday meet Division Championships Awards Banquet (evening of Division Championships) General Membership Meeting (vote for new Board members)
August	National Night Out set up and clean up (Hampshire Neighborhood Association) National Night Out fundraiser (Dorchester Neighborhood Association)
December	Dorchester Holiday Parade

## Team History

In the fall of 1988, Deb Downing and the Lancaster Neighborhood Association Board, began laying the framework for the Lancaster Blues Swim Team.

1989

In its inaugural season, the Blues competed in the E division. A young and enthusiastic team battled veteran teams and gained much experience and desire.

1990

The Blues competed in the F division, finishing the regular season with four wins and only one loss; placing third in the Division. The Blues sent its first entourage of seven swimmers to the All-Star Meet, with Daryll Scott being the first Blues swimmer to score.

1991

The Blues moved up to the E division and finished the season undefeated for the first time ever. This was made possible by everyone's continued hard work and partly due to swimmers who swam up with older swimmers to help the team score the most points possible. The Blues also competed in the Bannister Relay Carnival for the first time and came home with the 1st Place trophy. The Blues also sent a record twelve swimmers in 22 events to the All-Star Meet, placing in 6 events.

1992

The team moved up to D division. The Blues successfully defended their Bannister Relay title, bringing the trophy home for the second straight year. The Blues sent 9 swimmers and a relay team to the All-Star Meet.

1993

The Blues moved up to the C division and compiled another winning record (4-1), finishing second in the division. The Blues successfully defended their Bannister Relay title, bringing the trophy home for the third straight year. The Blues also won the Charles County Championships for the first time, becoming the second team to ever hold that title. The Blues sent 14 swimmers and a relay team to the All-Star Meet.

1994

The Blues competed in the A division for the first time, swimming against the best teams in the League. The Blues finished with a 1-4 record but proved that they are one of the best teams in the League by competing well against the other teams. The Blues went to Cheverly Relays for the first time and brought home a trophy. The Blues successfully defended their Charles County Championship title, bringing home the trophy two years in a row. The Blues sent 13 swimmers and 3 relay teams to the All-Star Meet, winning seven first places, three second places and six other place ribbons.



1995

The Blues again competed in the A Division. The Blues finished with a 2-3 record demonstrating once again the spirit of a championship team. The Blues went to Cheverly Relays and swam very well. The Blues successfully defended their Charles County Championship title in a tightly contested meet and achieved a string of three titles in a row.

1996

The Blues changed their name to the Westlake Village Swim Team. The team conducted competitions for both the team name -- the Waves of Westlake (WOW) -- and the team logo, depicted on the front cover of this handbook and on some team clothing. The Waves decided to rotate between the three Westlake Village Pools every two years, beginning at Dorchester Pool. The Waves competed in the B Division and swam well through a challenging season.

1997

The Waves competed in the C Division, finishing with a 2-3 record.

1998

The Waves rotated to the Hampshire Neighborhood Pool and swam in C Division, finishing with a 1-4 record.

1999

The Waves competed in D Division, improving to an impressive 4-1 record.

2000

The Waves rotated to the Lancaster Neighborhood Pool and once again competed in the D Division. The team successfully completed the regular season with a 3-2 record.

2001

The team finished the regular season undefeated with an impressive 5-0 record in the D Division. Led by veteran swimmers Josh Smith and Jay Graham, the Waves brought home the 1st place trophy from Divisionals for first-year coach Kathy Ritacco.

2002

Coach Ritacco again led the Waves to another 5-0 undefeated season, this time in the B Division and brought home the Divisional trophy and the Charles County Championship trophy.

2003

Coach Ritacco was joined by former Waves swimmer Josh Smith as Assistant Coach and together they led the team to an unprecedented third undefeated season in the B division by defeating a very confident 4-0 New Carrollton team in the final regular season meet. It was a dual meet for the ages and some say it wasn't the "Waves" that hit them – it was a tsunami! The Waves hosted the Charles County Championship meet and once again brought home the 1st place trophy.

2004

Again, led by Coach Ritacco, the Waves moved up to A division, competing against the best in Prince-Mont. We ended our dual meet victory streak at 15 wins (going back to 2001) against a strong team from Whitehall Pool and Tennis Club (WPT) and finished with a 2-3 dual meet record. This was a very respectable performance for our first year in A division in almost 10 years. We continued our Charles County Championship win streak, winning our third in a row. Josh Huger set the Prince-Mont record in the boys 13-14 50m butterfly.

2005

In our last season with Coach Ritacco, the Waves moved back into an extremely competitive B division. Dual meets throughout the season were remarkably close and we ended up with a 2-3 season record. Our Charles County Championship win streak improved to four.

2006

The Waves welcomed Coach Dan Whitney to the team. The season was a real nail-biter with 3 dual meets slipping away late in the day with losses by less than 10 points each. The hardest loss came in week five where we lost to Montpelier Community Assn (MC) 271 to 270 after leading most of the meet. We ended a remarkably close season 1-4. On a positive note, our Charles County Championship streak improved to five!

2007

The Waves were led by Coach Whitney through a tough season against awfully competitive B division teams. Our kids learned a lot about themselves that year and managed to have a great time building positive team spirit. Although we competed well in the divisional swim meet at the end of the season, we ended our dual meets with a disappointing 0-5 record. Once again, we ended the season on a high note and won the Charles County Championship for the sixth time in a row.

2008

The Waves hired Seth Rose as their new head coach. As Seth battled illness for much of the season, assistant coach Kelly Smith did a great job filling in and the Waves rebounded from a winless 2007 to post a winning 3-2 record and end the season winning the B Division Championship meet. This win pulled the Waves even with Montpelier in the final standings, but MC won the season title based on a better regular season record. The Waves kept the CCC trophy for a seventh year.

2009

Coach Rose led the Waves to an impressive and undefeated 5-0 season in B Division. Wave swimmers set team records in eleven individual events and four relay events. The Waves dominated the B Division Championship meet, winning by over 100 points and claiming the B Division title. The Waves also won the Charles County Championship for a record eighth consecutive year, earning a record 451.5 points.

2010

Coach Rose was back with the Waves as they returned to A Division after their undefeated 2009 season. Week after week, the Waves swam their best, but were unable to earn a victory in the top division. The highlight of the season was the Waves' ninth consecutive Charles County Championship, finishing over 100 points ahead of the next best competitor. Swimmer Anthony Nguyen tied the 25 Free 8 & Under PMSL record (set in 1968) and set a the new 25 Back 8 & Under PMSL record.

2011

The Waves returned to B Division, led by Coach Rose for his fourth year with the team. The Waves lost the final dual meet of the season to WPT 294-281, leaving both teams with identical 4-1 records on top of the division. The Waves won a solid victory at the B Division Championship meet to claim the B Division trophy. In addition, the Waves completed a DECADE OF DOMINANCE by winning the Charles County Championship for the tenth straight year.

2012

Competing once again in B Division, the Waves hired long time swimmer and assistant coach Nathan Stephens to be their new head coach. Due to a League rule change, each division had only five teams, resulting in four league dual meets and one exhibition dual meet against an A Division team. WOW and WPT met the last week of the regular season with identical 3-0 records. WPT won the meet and went on to win the B Division Championship meet and the division title. The Waves did win their eleventh consecutive Charles County Championship, but the distance between WOW and the other teams is shortening. Swimmer Anthony Nguyen set a new 25 Back 9 & 10 PMSL record.

2013

The Waves hired long time swimmer and assistant coach James "Jamie" Hibbert as the new head coach. Despite several close dual meets, WOW finished the season with a 1-4 record and finished last at the B Division Championship meet. At Charles County Championships, the Smallwood Village swim team seized the trophy for the first time since 2001 with WOW finishing in 2nd place. On a positive note, WOW swimmers set two new individual team records, 2 new individual and 1 relay team Dorchester pool records.

2014

Rotating to the Hampshire Pool, the Waves moved to D Division and welcomed a new head coach Elvin Forman, Jr. (Elite Rays USA Swim Team). Undefeated in the regular season, WOW swimmers impressed all at the D Division Championship meet and took home the division trophy. At Charles County Championships, the Waves finished 3rd out of 5 teams. WOW swimmers set 4 new individual team records and 3 individual Hampshire pool records during this season.

2015

Assistant coach Anise Foreman moved up to head coach as the Waves returned to C Division. The Waves opened the season with a disappointing 15-point loss to West Laurel (WLS) before rebounding to win against Severn Crossing (SX). Losses in the remaining dual meets saw WOW end the regular season with a 1-4 record and finish last in the C Division Championship meet. The Waves again finished 3rd in the Charles County Championships. WOW swimmers set 7 new individual and 1 relay team records.

2016

Coach Anise Foreman returned to lead the Waves in D Division as we returned to the Hampshire pool. Losing the first four dual meets, WOW rebounded with a week 5 win against Northridge Swim Team (NR). Finishing the regular season at 1-4, WOW placed 5th out of 6 teams at the D Division Championship meet. The Waves again finished 3rd in the Charles County Championships with Hawthorne Country Club (HCC) and Smallwood Village (SVA) continuing to dominate the county. WOW swimmers set 7 new individual team records and one new relay team record.

2017

The Waves hired Troy Greathouse (Westlake High School swim coach) as the new head coach as they returned to D Division for some fun summer swimming competition. Kendall McMillen returned and Kelcey Landgraf joined the team as assistant coaches. Despite finishing with an 0-5 record and last place at the D Division Championships, WOW swimmers showed great sportsmanship and eagerness to improve. The Waves again finished 3rd in the Charles County Championships. The Girls 18 & Under 200 Medley Relay team set 2 new individual and 4 new relay team records.

2018

Coach Greathouse and the Waves return to Hampshire pool to compete in D Division. Coach Kelcey Landgraf returned to assist in coaching and longtime WOW swimmer Natalie Brammer joined the team as an additional assistant coach. With several close meets, the team finished with a 3-2 dual meet record and placed 3<sup>rd</sup> in the division championship meet; only 15 points behind the division champion Cheverly Dolphins.

2019

All three coaches returned to Waves for the 2019 season and were also assisted by Tyler Whitsett, previous WOW swimmer. The team competed in division D and battled for every point, winning or losing by very close margins during a rebuilding season for the team. WOW finished with a record of 3-2 in dual meet competition and 5<sup>th</sup> out of 6 teams in the division championship meet.

2020

The year of the quarantine, when the season almost did not happen as many pools were not open. Coach Greathouse assisted by longtime WOW swimmers Tyler Whitsett and Emily Decker led the team through uncharted waters of a shortened season of 3 “virtual” dual meets in Division C. WOW staved off COVID 19 with masks, social distancing, and many other health precautions and guidelines to be one of only a few teams to continue through the pandemic. We finished tied for first in the divisional championship meet but lost the division to Laurel City Kingfish (LCST) as they defeated us in a dual meet earlier in the season. The Charles County Championship meet was not held in 2020. Due to COVID restrictions, no team, pool or PMSL records were set.

2021

Another year with COVID 19, yet the team persevered with masks and social distancing to effectively compete in a smaller “E” division with a shorten season of 3 dual meets. Coach Greathouse, assisted by Tyler Whitsett and Emily Decker, led the team to victory in the first two meets, including a 2-point win over Laurel City Kingfish. WOW finished the regular season with a record of 2-1, losing to West Laurel by only 9 points. At the Division E Championships, WOW finished second behind West Laurel. The Charles County Championship Meet was in 2021 it was help by Bannister. No team, pool or PMSL records were set.

2022

The 2022 season started with a new Head Coach Tyler Whitsett who was one of Coach Greathouse assistant coaches in 2021 Season, his assistants were Hannah McMillen and Noah Burris. The season began its practices as planned at the Hampshire Community Pool. But after it was closed by the health department the day before our first meet (Home Meet) the board along with a few volunteers moved all swimming equipment back to the Dorchester Community pool. The season continued at Dorchester throughout the rest of the 2022 season. This season we started in “D” Division. Week 1 was against Theresa Banks which we lost by 2 points. Week 2 we also lost to Greenview Swim Team by 120 points. Week 3 we won to West Laurel by 73 points. Week 4 we won to North Ridge by 4 points. We closed out the regular season with a loss to West Laurel City by 10 points and with a 2-3 record. We held Divisionals at our home Dorchester Community pool which we ending up in third place. No team, pool or PMSL were set and we had 103 registered swimmers.

2023

## Team & Pool Records

### Definitions

WOW Team Records-Meters are those times swum by a WVST swimmer at a League certified 25-meter pool, during a League sanctioned meet or the Charles County Championships.

WOW Team Records-Yards are those times swum by a WVST swimmer at a League certified 25-yard pool during a League sanctioned meet or the Charles County Championships.

Pool Records for Dorchester, Hampshire and Lancaster Pools are those times swum by a WVST swimmer at these League certified 25-meter pools during a League sanctioned meet or the Charles County Championships.

### Eligibility

Meet performances are admissible for League, WVST Team and Pools records in accordance with the rules established in the PMSL Handbook. However, no performance is admissible unless it has been timed with no less than three watches, or recorded using an automatic timing system.

Records will include dual meet performances, at divisional championship meets, the Charles County Championships meet and the PMSL All-Stars meet.

Records may be recorded when swum in standard size measured pools which have been certified for record purposes by the PMSL Rules Committee.

Individual swimming times in all relay events shall not be considered for individual League WOW Team or Pool records.

Converted times are not eligible for WVST team records.

Team Records may be held by any WVST swimmer.

Pool Records may be held by any WOW or Prince-Mont swimmer from any League team. Pool Record times must be swum at our home pool at a League sanctioned meet or the Charles County Championships.

### Recordkeeping

The Prince-Mont Swim League (PMSL) maintains an up-to-date set of records of the best performance established in League competition. League records are available on the PMSL website ([www.princemont.org](http://www.princemont.org)).

The WVST Data Manager is responsible for maintaining up-to-date sets of records of the best performance established for WOW Team Records-Meters, WOW Team Records-Yards, Dorchester Pool, Hampshire Pool and Lancaster Pool. Supporting documentation (e.g. meet records) for each set of records are maintained in a separate binder. WOW Team and Pool records are typically posted on the team website ([www.wavesofwestlake.info](http://www.wavesofwestlake.info)) and typically posted poolside. Records binders are available for review upon request.