



# Waterman's Program Team Handbook

Supported by



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## WYC WATERMAN'S TEAM HANDBOOK

Aloha,

Congratulations & Welcome! You are now an athlete representing the prestigious WYC Waterman's Team and member of the Waikiki Yacht Club. Founded in 1944 as World War II drew to a close, one of the Club's 37 members was the most celebrated Hawaiian Waterman of all time, Duke Kahanamoku, who was also one of the original WYC board of directors. Known as the ambassador of Aloha, we strive to carry on the Duke's creed to spread Aloha by respecting all people, our Island and the ocean!

This program is developed and implemented within the mission and philosophy of IKAIIKA HAWAII, a non profit organization dedicated to perpetuate the development of inspirational water men & women through positive water sport opportunities. The goals are to provide a pathway for athletes to develop physically and mentally as champions both on and off the water. With these goals in mind, we offer holistic training programs for all WYC members to assist you in achieving your personal goals and aspirations. Whether athletes are here for fun &/or fitness, training for high School competitions, or right through to the elite or Olympic level, we have a program for you. Team training is year round, with the Academy offered during the school breaks & specialized training programs for international paddlers & rowers scheduled at set dates throughout the year.

As Program Director of the WYC Waterman's, I am honored to have the opportunity to work with you and my goal is to make every experience provided a positive one for everyone. I believe in the importance of communication, sharing of expectations, goal setting, and planning.

My promise is to provide the best coaching team, to listen and learn from you, and always be mindful that my own success and that of our team's will be determined by our collective achievements, our attitudes both on and off the water, and how we present our selves & represent our Ohana. I believe success in any chosen field of endeavor comes from a true passion & enjoyment! Through positive, informed and consistent coaching, myself & coaching team are committed to assist you to be your very best. Our coaches and athletes will be expected to display the ASPIRE PHILOSOPHY at all times.

I'm excited to be a part of your journey and look forward to every step along the way!

Cheers,

**Shelley Oates-Wilding**

**Program Director WYC Waterman's**

dream it, love it, live it, paddle it!

# THE ASPIRE PHILOSOPHY

## Attitude, Sportsmanship, Persistence, Individual, Respect, Enjoyment & Enthusiasm

**ATTITUDE:** A positive attitude that shows respect for others through my actions. Being on time and prepared for all team events and workouts. Looking for the positive in all situations, being positive towards teammates and all I meet. Being aware of the consequences of my actions and words.

**SPORTSMANSHIP:** Behaving on and off the water like a champion by: encouraging others, always doing my best, and being understanding of all athletes, coaches, volunteers and officials. Enjoying the achievements of others and myself.

**PERSEVERANCE:** I will keep finding ways to improve myself, understanding that things worth working for take time and effort. If I'm struggling in anyway, I will ask for help to ensure my personal enjoyment and improvement.

**INDIVIDUAL RESPONSIBILITY:** I will take responsibly for my actions and myself. I will be understanding and tolerant of the individual needs of others.

**RESPECT:** I will respect myself, others, equipment and the guidelines set down for the team to ensure everyone's safety and enjoyment. I will respect all decisions made by leadership, coaches, officials (with a smile).

**ENJOYMENT AND ENTHUSIASM :** I will find ways to enjoy every opportunity our team has to offer and help make each experience great for all concerned.

The meaning of **"IKAIKA"** is **strength and perseverance** and our vision is to grow this throughout our ohana for all athletes, families, and supporters through to our management team.



The **"wave" or "piko"** symbolizes the "passion", "mana" & "momentum" of our Ohana.



The **"paddle"** extending towards the sky shows the opportunities for all in various water craft, levels, all pushing personal limits, yet still connected with the passion of the vision.



The **"strong pillars"** supporting the programs represents our leadership, parents and supporters. Always strong, connected and reaching upwards.



**"Kai"** In the middle of I"KAI"KA is the ocean, water, & sea. We value our environment and with grateful hearts we seek to take care and honor what we have.



The two **"boats"** you can see are pointing straight up, focused, aligned and directed.



The **"paddles"** are always in unison, working together as one, developing an efficient pattern, leading or following as one.



The **"organization"** was founded in Hawaii & continues to developed with the Hawaiian foundations. The spirit of Aloha & Living Pono! Aloha is being a part of all, and all being a part of me & "living pono" is with a conscious decision to do the right thing in terms of self, others, & the environment.

## OBJECTIVES OF THE WYC WATERMAN'S PROGRAM

- \* The Objectives of the WYC Waterman's Program are synonymous with those of IKAIKA HAWAII.
- \* To provide opportunities for our athletes to be exposed to world class experiences, & coaching.
- \* To provide information, guidance & skills to facilitate positive life choices.
- \* To provide elite equipment, training & competition opportunities, locally & internationally to perpetuated the Hawaiian "waterman" culture & develop our athletes as positive leaders in our community.
- \* To give back to our community by participating in environmental programs to protect the Ala Wai & our ocean.

# PROGRAMS & COACHING

## **Waterman's Academy (ages 7 – 13 years)**

Learn to be a waterman by improving your skills in various water craft including the surf ski, kayak, paddle board, SUP, and the outrigger canoe. Experience other safe, fun water activities including rowing, water polo, surfing and more! Positive coaching with a focus on safe, fun water activities for all participants. 3 – 5 day sessions during school breaks

## **Pre-Team Squad (ages 10 – 11 years)**

This is for your youngest “waterman” to join our team & develop their skills further while finding their passion on a variety of water craft in a safe and fun environment. 1 – 3 sessions per week

## **Bantam/Junior Silver Squad (ages 10 – 18 years)**

Athletes in this squad develop their skills in a variety of water craft whether beginner or experienced, and includes information on health, fitness, nutrition, social skill development, water safety & the environment. Individual focus is discussed and developed to enhance each athlete's personal performance. 1 – 3 sessions per week.

## **Gold Squad (ages 11 years and up)**

This program is for the athlete wanting to take waterman's activities to the next level! Athletes at this level of commitment are looking toward achieving personal excellence. Many are now National Kayaking Medallists, and/or State Champions in Kayaking and Canoe Paddling, which are all positive achievements to add to school and college applications. This program also develops time management and leadership skills. Program Director's approval required. Up to 10 sessions per week.

## **Fit and Fabulous Squad (ages 20 years and up)**

This program is for adult WYC members wanting fun, fitness, and information on living a healthy lifestyle. An assortment of activities including land training, pool workouts, instruction & training on SUP, paddle boards, surf ski, kayak, and the outrigger canoe. Use of Waterman's craft outside of practice sessions is also allowed with Program Director's permission. 1 – 3 sessions per week.

## **Rowing Clinics (14 – 17 years)**

This program is to introduce the sport of rowing, explore college opportunities and crewing scholarships. Individualized training programs, college counseling, and references for college coaches are provided by our experienced coaching staff. 6 week programs with Clinics & 1 – 3 sessions per week.

## **International Leadership & Service Camps**

This program is for groups to develop Waterman's Skills, leadership & coaching skills and work on sustainability of our waterways. Participants will experience the Hawaiian culture and lifestyle as well as learn a variety of water craft, water activities and leadership skills. Individually programmed & scheduled.

## **Personal Training & Coaching**

This is for those wanting individual coaching to target specific needs, goals or events. Can be requested and scheduled with Program Director for any coaching team staff.

# WYC JUNIOR MEMBER HOUSE RULES

(The rules listed below are those applicable to the Junior Membership. The rules for all WYC members in their entirety appear in the Club by-laws, & may be viewed at the Club office.)

## 1. Conduct

Members of the Club & their families or guests shall conduct themselves with decorum while in & on the premises of the Club. Actions that may disrupt enjoyment of other members or bring the Club into disrepute are prohibited.

- All illegal activities are prohibited and will result in termination of membership.
- Appropriate behavior and safe practices are expected at all times.
- Refrain from indulging in any loud or boisterous conduct that may disturb others.
- All members and guests are expected to **walk** in all areas of the club.
- When walking to or from the pool and youth activities area, please **use the outside walkway**.
- **No one** shall be permitted to dive from the boardwalk, gangways, or floating docks.

## 2. Proper Club Attire

Minimum attire consisting of shirt, shorts, and shoes shall be worn in the Club at all times. (No tank tops in the dining room or throughout the Club after 6:00 p.m). Persons in wet bathing suits, or swimming shorts will be allowed in the Waterman's training area, the pool and tent area only. When walking to or from waterman's activities, a shirt, shorts, and shoes or slippers should always be worn.

## 3. Bar Area

No one under 21 years of age is allowed in the bar area. When getting popcorn, go directly to and from the machine in proper club attire, gaining access via the entrance closest to the machine. No bar charges are allowed on WYC Junior accounts even if accompanied by a parent/guardian or guest over 21.

## 4. Swimming Pool

The Club swimming pool is provided for the use of Members and guests only. No child 12 years of age or under is allowed in the swimming pool area unless accompanied and closely supervised by a parent or adult member or when a paid lifeguard is on duty. This is to comply with State Law. The posted Swimming Pool rules should be abided at all times.

## 5. Use of Club Property and Premises

The property of the Club shall be respectfully used by all members, & for such purposes as the property is designated. Any person breaking or damaging any article belonging to the Club shall be liable to pay damages to the full extent of its value. No one shall remove any article belonging to the Club from the premises without the consent of the Board of Directors.

## 6. Lost or Damaged Personal Property

The Club will not be responsible for loss or damage to personal property of members or their guests or other persons while on the Club premises.

## 7. Guests of Junior Members

As a WYC Waterman of the Waikiki Yacht Club, you may bring guests to enjoy the benefits of the Club. Any one guest may visit the club up to 14 times a year. All guests must be registered and be signed in the logbook at the front door prior to entry. Any guest, including Parents and Guardians, must be accompanied by the WYC Waterman at all times. To assess FREE wi-fi please ask the office for the password.

## 8. Purchases by Junior Members

Privileges to sign for a purchase are not extended to Junior Members, however they are able to purchase food and NON ALCOHOLIC beverages for themselves & their guests by using a credit card or refillable cash card available at the front office. This Club is a non-cash establishment. Tipping or gratuities for food and beverage service are strictly voluntary, but the servers may accept gratuities earned from members and guests. Boatique merchandise and apparel can also be purchased by Junior Members.

## 9. Payments by Parents

Parents of Junior Members are 100% responsible for all purchases/charges, program fees made by or for their child & for any damage or breakage caused by their Child while at the Club. **Billing for Club Membership & Programs will continue until a written request is given to the Front Office and Program Director stating termination of program attendance for any reason.**

## 10. Parking Lot

The parking is used only by authorized Regular Members in good standing with vehicles having up to date sticker.

# WYC WATERMAN'S TEAM GUIDELINES

## Equipment

When using any equipment at the WYC Waterman's Program, please refer to the ATHLETE AGREEMENT for Craft Care, Appendix below, to ensure the longevity of our equipment.

Our Program has team equipment for beginners through to world class equipment for those aspiring for International Competition in all Waterman's Activities. Most equipment used by the WYC Waterman's team was acquired by Ikaika Hawaii through its fundraising efforts, an integral way Ikaika Hawaii supports the program.

## Personal Equipment Storage

Storage of privately owned waterman's equipment is available to team members for a fee if space is available. Contact the Program Director for further details.

## Team Communication

The WYC Waterman's Program e-mail group is a list for members only. This e-mail group is the communication tool most widely used by the team staff and WYC Board to communicate with the members. E-mails concerning practice, events, trips and general Waterman's Program and sport information are sent through this e-mail group. New members are added to the group when they join WYC Waterman's Program please ensure your details are kept up to date with the program Director. Text messaging is used as well for more urgent communication. For the latest information, photos, and videos, go to the Ikaika Hawaii webpage [www.ikaikahawaii.com](http://www.ikaikahawaii.com).

## Volunteers

Our volunteers are an integral part for our team's success and are greatly appreciated. We encourage all members and their families to assist Ikaika Hawaii to continue its support of the WYC Waterman's Program through volunteerism. The trip to Nationals, our annual Awards Banquet, fundraisers for equipment and scholarships, and other programs would not enjoy the dynamic level of satisfaction attained without our volunteers' support. Please speak with the Program Director to see how you can offer assistance!

## Inclement Weather Policy

Weather situations arise from time to time that will necessitate contacting the coach to see if practice is on. These situations may be, but not limited to, unsafe road conditions, heavy rain, flooding or hurricane conditions. However, land activities can take place even on poor weather days.

## FACILITY GUIDELINES

### Parking—Non regular members, parents & athletes.

Non regular members, please park along side the WYC or the Magic Island parking lots – the cul de sac area by the back entrances is RESERVED parking for the City & County vehicles and ticketing may occur.

### Safety and Security

Safety & enjoyment for all is the priority. If you are going to be late for practice, let coach know. If your group has left the dock, do as instructed by coach or contact parents & follow their instructions. Athletes waiting for pick up should stay inside the back fenced area or on the bench by the front entrance.

### Restroom and Shower Areas

No personal items are to be left in the restroom or shower areas. The Waikiki Yacht Club & the Waterman's Program are not responsible for any items left in the restrooms or shower areas.

### Lost / Damaged Personal Property

Inquiries for lost or found items should be directed to the front office where items left on the dock, boat storage area, the training area, or pool area may be turned in or located. Unclaimed items will eventually be donated to Goodwill or thrown away. The Club and the Waterman's Program will not be responsible for loss or damage to personal property of members or their guests or other persons while on the Club premises.

### Training Area

It is the responsibility of every athlete to help keep the training area, weight room, dock and storage areas clean. Trash should always be thrown away immediately or recycled. After use of any personal or team equipment (e.g. weight room free weights, tools, ropes), it should be returned to its storage place.

# WYC WATERMAN'S CODE OF CONDUCT

The WYC Waterman's Program offers excellent opportunities to our WYC member athletes. This document describes the code of conduct for all athletes in the WYC Waterman's Program.

## BEHAVIOR

- WYC Waterman's Program members are expected to behavior by the ASPIRE philosophy at all times, exhibiting the highest level of sportsmanship, and conduct themselves as an ambassador for our sport, club, family, community and country both on and off the water at all times.
- Being a positive role model at all times by displaying control, tolerance and courtesy to all. Valuing the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion.
- Be frank and honest with your coach concerning any illness and/or injury and accept responsibility for your words and actions knowing you are expected to obey directions given by coaches, team management, travel leaders and chaperones.
- Conduct yourself in a professional manner relating to language, temper and punctuality. If you are going to be late LET COACH KNOW.
- Promotion, possession, use, or being under the influence of alcohol, tobacco, e-cigarettes, drugs or any illegal activities including theft and possession of a weapon at the WYC, any team event or competition will result in the termination of membership.
- Ensure your actions contribute to a safe, fun and learning environment free from any harassment and show consideration towards others at all times. Behavior that disrupts the coaching and learning process or fails to respect the human or property rights of others is unacceptable. Respect the rights, dignity and worth of fellow athletes, coaches, officials and spectators.
- Respect the talent, potential and development of all fellow squad members and competitors and support them to also succeed.
- Care and respect the equipment provided to you as part of our program – any damages will be at your expense.
- In addition I have read & understand Appendix 1. The Sexual Harassment/Bullying Policy, & Program Discipline Policy.
- Abide by the rules and respect the decision of the race officials. Contact the head coach to make all appeals through the formal process and respect the final decision with grace and sportsmanship.
- Attend and participate your best in all team activities and competitions decided upon.
- The coach will make all competition related decisions as well as decisions as to the appropriate training group for each athlete.
- Wear the team uniform when requested for training and competing, unless prior permission has been obtained by Program Director.
- Observe and comply with the US Anti Doping By laws, (USADA). In the event of any breach, the Athlete will be submitting to the penalties ordered and may incur additional disciplinary action.
- WYC/Waterman's Program may dismiss the Athlete from the Team and terminate this Agreement if the Athlete is in breach of any provision of the Code of Conduct, non-payment of financial obligations, and/or any other WYC Waterman's Program Bylaw, brings the Team or the sport of canoeing into disrepute.



## WYC WATERMAN'S TEAM TRAVEL

Traveling with the Racing Team is a great experience and also a great privilege. Coaching Staff will determine which athletes are appropriate for each trip with the team. All athletes must be in good standing with the WYC in order to travel with the team with membership accounts current and all trip fees paid prior to leaving. Medical insurance is required to travel with the team. Prior to traveling the WYC Waterman's Travel Code of Conduct, will also need to be signed by all athletes and the parents of minors.

### ACA (American Canoe Association) Membership

The American Canoe Association is the national governing body for sprint canoe and kayak events. Founded in 1880, the ACA is a national non profit organization serving the broader paddling public by providing education related to all aspects of paddling; stewardship support to help protect paddling environments; and sanctioning of programs and events to promote paddlesport competition, exploration and recreation. While any sprint athlete is welcome to become a member of ACA at any time in their training at WYC,. Memberships are available on an annual basis for Paddle America Club (PAC) Individuals. Go to [www.americancanoe.org](http://www.americancanoe.org). to see the current fee for membership and annual renewal. The Group Type/Name for our team is listed as WYC/Ikaika.

### ACA Sprint National Championships

The Canoe & Kayak Sprint National Championships is the premier event held each summer, usually in early August (departure from Honolulu is late July). The top sprint canoe/kayak athletes from all over the country will gather for the opportunity to compete. This is the competition that athletes of all ages will train for all year and everyone is encouraged to participate. It is also the regatta where selection to the Olympic Hopes National team is made for competition in Europe for 15 to 17 year old paddlers.

## WYC WATERMAN'S PROGRAM TRAVEL CODE OF CONDUCT

This document describes the code of conduct expected for WYC Waterman's Program team travel, in addition to the commitments made in the House Rules and Waterman's Program Code of Conduct. This agreement must be signed by parents of minor athletes and all athletes and returned to the WYC Waterman's Program before departure.

Any violation of the WYC Waterman's Program Travel Code of Conduct could result in disciplinary action. (See Discipline Policy) You are taking this tour at your own risk. You are expected to attend parent/team meetings and speak up if you have any concerns. As you sign this, you are agreeing to the terms and supervision set up for this trip. We encourage parents to assist with the organization and chaperoning of all WYC Waterman's Program activities to ensure travel is a positive experience for all.

- Medical insurance is required to travel with the team.
- If you are taking a personal boat on the trip you are responsible for all insurance requirements.
- All trip membership fees must be paid in full prior to departure.
- Please contact the Program Director if you have any questions.

### Behavior

- WYC Waterman's Program members are expected to exhibit the highest level of sportsmanship and conduct themselves as an ambassador for your sport, team, club, family, community and country.
- While traveling you will be wearing the WYC Waterman's Program uniform and as such, you and the entire Team will be noticed and observed by other travelers, officials, sportsmen, sportswomen and the public at large. It is most important therefore that you display politeness and general courtesy to all members of the public and that your behavior and sportsmanship reflects the expectations of all concerned, including your

parents, family, Team Management, WYC Waterman's Program and all those helping to fund and support your dreams.

- Promotion, possession, purchase, use, or being under the influence of tobacco, e-cigarettes, drugs or any illegal activities, including theft and weapon possession, is not permitted, regardless of your age, while on tour. The appropriate use of alcohol is permitted for those over 21yrs of age with no alcohol possession, or use being permitted by those under 21 years of age.
- Displaying an intimate relationship or being in a compromising position with another person or member of the Team while on tour is prohibited.
- All participants will observe curfew – be in your assigned accommodation with lights out as instructed.
- Participants will respect chaperones, coaches, and athletes regarding their choice of language, privacy, property, and cleanliness.
- All athletes are required to stay in the same accommodations as the team, (unless a specific request due to special circumstances has been approved by the Program Direction in advance of the trip).
- Ensure you know the schedule and are on time for all events & meetings.
- Wear the team uniform when requested for travel, training and competing, unless prior permission has been obtained by Program Director.

### Visiting Others while Traveling

We encourage new friendships; however no one may leave the tour group with anyone, including local families or friends, without permission from the Program Director. Visits between friends/teammates will be enjoyed in visiting/ common areas of venues and accommodations.

### Meals

- Athletes need to be aware of what they eat, how often and how much while traveling to ensure they maintain good overall health and are prepared well for the specific need of the competition.
- Group meals and snacks will be arranged, and requirements discussed before travel. Athletes can also bring preferred snack food for their personal consumption.

### Participation

Everyone is expected to participate as a team regarding all team activities including the following:

- Loading and unloading of luggage and equipment
- Tent and site set-up
- Competitions (come on time and be prepared)
- Boat loading and preparation
- Clean up at the end of each race day
- Have any personal items at designated place & time if being packed with team equipment.

I have read the WYC Waterman's Program Code of Conduct & Travel Code of Conduct and agree to comply with the rules. My child has permission to travel with WYC Waterman's Program as communicated to me by the Waikiki Yacht Club Waterman's Program.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Athlete's Signature                      Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Parent/Guardian of Athlete                      Date

# Appendix 1: **SEXUAL HARASSMENT & BULLYING POLICY**

We want to provide a positive environment that fosters mutual respect and sensitivity among all members of our team at all times and in all settings. Sexual harassment and any activity that interferes with this environment and/or undermines personal rights will not be tolerated.

## **SEXUAL HARASSMENT**

Sexual harassment is illegal and includes unwelcome sexual contact or advances, pressure for sexual activity, obscene or suggestive remarks or jokes, verbal or written insults or abuse, display of explicit materials, and/or conduct which

- causes the recipient to feel discomfort or humiliation, or interferes with the recipient's performance, or creates an intimidating, offensive, or hostile environment for the recipient, or
- is made either directly or indirectly a term or condition of evaluation, or as a basis for decisions affecting the recipient.

Violators of this policy shall be subject to disciplinary action, see Discipline Policy.

## **BULLYING & HAZING**

- Bullying is repeated and intentional hurtful cruelty. Hazing occurs when an individual or a group of individuals use humiliating, illegal, and/or dangerous activities to initiate new members into a club, group or team.
- The WYC Waterman's Program does not permit or condone bullying or hazing in any form or by any group. Bullying and hazing are detrimental to people physically and emotionally.

Each case will be treated on an individual basis, with consequences depending on the severity of the incident.

# **WYC WATERMAN'S PROGRAM DISCIPLINE POLICY**

WYC Waterman's Program members are expected to maintain the highest levels of behavior while in Hawaii & traveling. Unsportsmanlike, disrespectful or unlawful behavior, fighting, sexual harassment or inappropriate displays of affection at the Waikiki Yacht Club or while representing the team will not be tolerated. Athletes who are involved with alcohol, weapons, drugs, tobacco products, e-cigarettes, illegal activities or influence are subject to possible immediate expulsion based on the severity of the activity.

Athletes are responsible for observing safe practices. Any athlete who endangers him or her self or the safety of the team is subject to disciplinary action. This includes coming to practice on time and being prepared, bringing appropriate clothing, food and water, care for equipment, and choices of activities after practice. An athlete may be suspended or terminated from the WYC Waterman's Program for disciplinary or financial issues.

## **PENALTIES**

Penalties will be decided on a case by case basis. Suspension will be based on the assessment of the Program Director. It may take place as soon as deemed necessary by the supervising staff. If the infraction occurs on a WYC Waterman's Program trip, the athlete may be sent home at his or her own expense. If suspension is required a meeting will be arranged with the athlete, and a letter will then be issued to communicate the athlete's suspension and duration. Serious violations or non-payment of fees can result in termination of an athlete's WYC membership & WYC Waterman's Team. If expulsion is deemed necessary, the penalized person (or parent/guardian) will be sent written notification. A decision of the Program Director in consultation with WYC management, or the Ikaika Hawaii Board may approve expulsion or propose a resolution of issues.

## **APPEALS**

Suspension and/or expulsion can be appealed. The penalized person (or parent/guardian) must make written appeal to the Program Director for a hearing. A meeting will be scheduled with the penalized person (or parent/guardian) and other appropriate people. The involved parties will meet as scheduled in an attempt to resolve the areas of concern.

