

THE KOOTENAY SWIM CLUB MANUAL 2012-2013

Providing the opportunity to all the youth in the Central Kootenay region, exposure to competitive swimming at all levels, through all stages of their development.

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INTRODUCTION

This manual is intended as an introductory guide for new swimmers and parents of the *Kootenay Swim Club*. It provides information that will help parents and swimmers understand new terminology and activities that occur as part of competitive swimming. It also presents club policies set by the parent run Board of Directors and serves as a resource for all involved in The Kootenay Swim Club. The Kootenay Swim Club currently operates out of the Nelson and District Community Complex Pool and the Castlegar and District Community Pool. The team looks forward to your participation in the many activities that will make The Kootenay Swim Club a dynamic swim club. Together we can provide the experiences and environment that will allow all children to achieve their maximum personal potential. Please lend your support for all the club activities, even if your swimmer is not involved in a particular activity. Our belief is that competitive swimming in general, is a way of life that helps young people become physically fit and mentally alert. It teaches swimmers to help each other improve as swimmers and competitors. It encourages young people to take pride in their performances and responsibility for their own development. It is not the time or place on the scoreboard that determines the degree of success or failure, but the extent to which swimmers perform up to their capabilities. By placing the emphasis on this aspect of performance, every swimmer will be given the opportunity to *Be the Best that You Can Be* and to become a better person in the process.

Philosophy

The philosophy of the *Kootenay Swim Club* will be to develop a love for swimming and a more intimate understanding of the competitive lifestyle. The Kootenay Swim Club fosters an environment that allows swimmers to identify their personal goals and gives them the resources and the training skills necessary to achieve them. As well, to provide opportunities for swimmers in the Kootenay region, the chance to utilize their swimming as a motivator to pass on their knowledge and become leaders within their community.

Initials

Board of Directors

The Kootenay Swim Club is a non-profit organization directed and managed by a Board of Directors, which is elected each year by the membership. The Board includes a management team consisting of:

- President – **TBA**
- Vice-President – **TBA**
- Secretary – **TBA**
- Treasurer – **TBA**
- Fundraising Committee – **TBA**
- Meet Manager/ Meet Chaperone – **As decided**
- Grant Coordinator – **TBA**
- Equipment Manager – **TBA**

Directors of these individual areas: Equipment, Billeting, Travel and Records & Entries.

These positions are all voluntary and held by parents of swimmers in the club.

If you are wondering about a club policy - why it was put in place, how it affects you, speak to any board member.

- Monthly meetings are open to all members of the club and all swimmers. Parents are automatically members.
- Notices of board meetings will be placed in the newsletter and on the website. They are usually held in the Multi-Purpose Room at the Nelson and District Community Complex.
- The Club operates according to a Constitution that is available at meetings and upon request. Any individual may apply to the Kootenay Swim Club for membership and the Board will consider all applications and is empowered by the Constitution to confirm or deny membership in the Club.

INFORMATION FOR BEGINNER PARENTS

The Beginner Swimmer

Children join competitive swimming for many reasons. Kids swim to have fun, to be with their friends or to be future champions. Regardless of their motivation, young swimmers will learn a tremendous amount and they will gain valuable experience from being a member of the Kootenay Swim Club. Skill development that is age appropriate is the foundation of competitive swimming. Swimmers that participate in the program delivered by the Kootenay Swim Club will have developed the following:

- (1) The ability to use the pool to their benefit
- (2) Skills of the four strokes, turns and starts
- (3) Racing strategies
- (4) A desire to continue to participate in other sports
- (5) A new group of exciting friends

Understanding what competitive swimming consists of for a first year swimmer is an important responsibility of the parent when joining the Kootenay Swim Club. All children joining the program should have the ability to swim unassisted in a 25 metre pool. A basic understanding of and ability to do the front crawl (freestyle), back crawl (backstroke), and whip kick is recommended. A new swimmer to the Kootenay Swim Club will swim approximately two to five times a week depending on the group in which they are placed. For some there will be the opportunity for Saturday morning practices. You may want to join a car pool to bring your kids to practice - it will be easier for you and fun for them!

Swimmers will improve immensely in the first years of competitive swimming; parents will notice the progress in their child's style and strength. Swimmers will learn the rules of swimming and the technique associated with the four competitive swim strokes: freestyle, backstroke, breaststroke, butterfly and the individual medley (an event of the four strokes combined). Parents may notice the benefits of swimming on other aspects of their child's life as swimmers tend to become more outgoing and organized through involvement in this program. If a swimmer is organized, a lot of time can be devoted to the sport without school marks suffering. Many changes - physical, mental, and emotional - will occur in your child as he or she progresses through his or her swimming career.

The Beginner Parent

This information is geared to help parents understand what they are getting into when they join the swim club. If you have not belonged to a club in any sport before, please understand that you, the parents, are very important components in the swim club. Parents of swimmers form the Board that operates the swim club.

Should our club host a swim meet at some point during the year, you will be required to officiate at them, acting as timers, judges, and a host of other roles. Families of swimmers competing in the meet are also required to billet out of town swimmers. A buy-out is available. Without parents, there would be no competitive swimming. Parent-coach relationships are very important. If your child is just starting out in this sport, it is natural for you to be very involved. Relax. Our coaches are professionals and they are there

only to help your child enjoy himself/herself and to teach skills so that your child can improve his/her swimming techniques.

Coaches are teachers and role models. Parents should try to back the coach in his/her decisions, for your confidence and trust in the coach will be reflected in your child. Be prepared to give up your child to the coach for practice and competition. Parents are NOT allowed on the pool deck during practices. If you need to speak with the coach, please do so either before or after the workout.

Initials

The Swimming Seasons

Competitive swimming consists of two seasons - short course and long course. During the short course season, all competitions are held in pools at a length of 25 metres; long course meets are 50 metres long. Race times are generally slower in the longer pool, as there are fewer turns. Swimming in British Columbia is divided into levels of ability by time standards. The levels are 'A', 'AA', and 'AAA' times. Beginning swimmers aim for 'A' times and will progress, as they get faster, into 'AA', and 'AAA' times. As the swimmers improve they will become eligible for meets which require those qualifying times.

Swimmers are also divided into age groups: 10 and under, 11 and 12, 13 and 14, 15 - 16, and Senior. Through these divisions, children will be competing against others who have approximately the same physical and developmental abilities. For swimmers in the 'The Bugaboos' program, there are usually 3 mini skills meets each year so the swimmers can experience the feel of a meet environment. For swimmers in the Junior and other levels in the club, there is usually one competition per month or every two months as travel considerations need to be made. Two or three meets a year are out of town meets for those swimmers with qualifying times. The swimmers will normally travel by bus or van to meets that are out of the region. The meets are great fun as children make new friends and gain valuable experiences. You will be amazed at how independent your children will become - eventually carrying meal money and ordering for themselves at restaurants. The club has a list of rules for out of town meets (See Team Travel Policy in this manual.)

Swimming competitions are good for children because they allow swimmers to get to know themselves. Racing creates strong, mature, and mentally tough individuals. If a swimmer has a particularly good race, he/she can feel extremely proud; if he/she has a bad race, he/she must reason with what went wrong. It takes an incredible amount of courage to stand up on the starting block, so parents can be proud each time they see their son or daughter in a race. Just having the courage to swim against and in front of others is a great accomplishment.

Parent-Swimmer Relationships

The most important thing that parents can do for their children is to hold their expectations to a reasonable level. Try not to expect anything that is beyond your child's ability. Work with your child to develop long and short-term goals that you both agree are within reach. Goals are important in that they create a focus in children's lives. Swimmers can control and participate in their future. Focusing upon personal achievement is probably the most important rule swimmers and parents alike can follow.

Parents should also realize the effects of growth and maturation on a child's swimming performance. Boys usually have a growth spurt between 12 and 14 years. They will probably appear more tired and less enthusiastic during this period because a lot of energy is going into growth. A 10 and under swimmer may appear awkward at 13. Girls begin their growth spurt earlier than boys - usually between the ages of 11 and 13. Physical changes take place: menstruation decreases the relationship between strength and body size.

Some girls may never regain their fastest times at age 14 that they had at age 12. Be aware of the changes that take place in your children. Try to increase sensitivity and understanding during the times of increased physical and mental growth as these periods can be quite stressful to the child.

Parents should also be aware of the 'plateau' that will occur in their child's swimming career. A Plateau is a long or short term levelling off of swimming times. Every swimmer invariably goes through this stage in his or her career where times do not get faster. For some, it might take a long time to get through this period; for others, this stage may last only a short time. Please be aware of this and encourage your children to work through this period and not become discouraged. Time, hard work, and adaptation to changes in physique are what it takes to get through a plateau.

The Kootenay Swim Club has adopted the *Long Term Athlete Development* model (LTAD) as a bridge to understanding the different phases of an athlete's development. In understanding the physical, mental, and emotional changes that occur, the LTAD will give coaches and swimmers the ability to evolve and remain dynamic throughout the development of a swimmer, and optimize training modalities.

PROGRAM

A carefully planned, age appropriate program has been designed to allow a smooth transition up the developmental ladder for all members of the Kootenay Swim Club. Practice hours and content are planned so movement to the next group is unhurried, appropriate, and in the best interests of the swimmer and focused on meeting his or her ultimate potential. Each group builds on skills learned and mastered in the group previous. Transitions from one group to the next are logical, based on age, maturity and ability. The Kootenay Swim Club believes that teaching is most effective when similar skills are taught to a group who are at a similar stage in their development as swimmers. Training times range from one hour to over 16 hours a week, depending on age, maturity, skill, aptitude and commitment. Trial periods for swimmers wishing to explore the Kootenay Swim Club season, will be limited to one year only.

We wish to encourage versatility both in and out of the water. Commitment to goals and to the means of achieving those goals are important lessons to be learned from swimming, keeping in mind that kids need time to be kids, and should be able to participate in other activities in conjunction with swimming. The swim groups of the Kootenay Swim Club provide all levels of participation and commitment to competitive swimming for their members.

The Kootenay Swim Club will only offer the following programs if, and only if, the coaching staff satisfies the requirements needed for that season. Fees will be adjusted to reflect what the club can offer its swimmers.

Initials

The Bugaboos

The Bugaboos are an entry-level group. This is a teaching program as opposed to a training program. The Bugaboos are taught competitive strokes, starts and turns, all in a fun, age-appropriate atmosphere. These swimmers do not compete at SNC (Swim Canada sanctioned) meets. The Bugaboos are encouraged to take part in Mini-Meets offered during the year in the Central Kootenays. The Bugaboos are a group catered primarily for 7 to 12 year old children with some basic swimming ability. The prerequisite is Red Cross Level Five or equivalent. These swimmers have the option of swimming once or twice a week for 45 minutes per session with 15 minutes for warm-up. Swimmers in this group can expect to swim for 2 or more hours a week at different times throughout the season.

Age Group Development (AGD) (The Rockies)

The Age Group Development (AGD) swimmers, the Rockies, will train 3 times a week for 60 minutes a session and 15 minutes warm-up from September to May. Age Group Development swimmers are usually

between 8 and 12 years old. The emphasis of this group is still on learning and mastering competitive swimming skills. Aerobic training is introduced and all members of the Rockies are eligible to compete at SNC (Swim Canada sanctioned) meets. These meets range from local development meets to out of town invitational meets.

Junior Age Group (JAG) (The Purcells)

When Age Group Development swimmers have mastered the basic skills of competitive swimming and are ready to advance in the amount of training time, they move to the Junior Age Group, the Purcells. Junior Age Group training includes both dry land and water training. This group trains 4 times a week for 60 minutes and Saturday mornings for 1.5 hours including 15 minutes warm-up from September to June. This program represents a transition to longer training programs and improving stroke development. It is also the first group to have Saturday morning practices. In this group, swimmers move from primarily stroke instruction to elementary competitive training. Careful attention is still given to stroke technique, but equal emphasis is placed on learning how to train and learning about the lifestyle of an athlete. This group is for the young swimmer (generally between 9 - 13) who has a growing commitment to competitive swimming and the Kootenay Swim Club. JAG swimmers compete at SNC meets and some achieve the medalist level at the provincial championships and the top 50 cut offs in the National Ranking system known as Power Rankings.

Top Age Group (TAG) (The Selkirks)

The Top Age Group, the Selkirks, is for our most accomplished, motivated age group swimmers. TAG swimmers normally have a minimum of two "AAA" times. They generally move into this group when they are approximately 12 years old. Swimmers are chosen based on maturity, coachability, commitment, attendance, skills and racing and training speeds. Swimmers in TAG are provided the strong conditioning and technical background that will prepare them to progress to higher levels of competition. TAG swimmers compete locally and inter-provincially. Swimmers goals are TAG cuts and qualifying for Age Group Nationals. TAG swimmers train 8 times a week including 2 weekday morning practices.

High School Group (The Monashees)

The Kootenay Swim Club offers an after-school High School program that is designed for those swimmers 14 & over who are interested in the sport of swimming for fitness, fun or competition. The group swims 3 times per week. There is no attendance requirement and we accept swimmers of a wide range of ability (swimmers will, however, need to be assessed). This "reduced" schedule allows High School swimmers to balance a continued commitment to swimming with other personal goals.

National Group (The Valhallas)

The National Group program is for senior and committed athletes with the necessary background, talent and desire for national competition. Emphasis is on peak physical conditioning. Athletes in this group have made a commitment to competitive swimming in that they do not usually participate in other activities that hinder them from having near perfect attendance. The group swims up to 10 sessions a week for a total of 27 hours of training.

Try Outs / Progressing to the Next Swim Level

Potential swimmers to the club are welcome to try out at a pre-arranged time agreed upon by the coach. Try outs normally occur during practice time, unless otherwise specified, and will last for the duration of the practice (45mins – 60mins.).

Criterion as set out by the coaches of the Kootenay Swim Club for a successful try out includes:

- Should be able to demonstrate 3 out of the 4 competitive strokes (Butterfly, Backstroke, Breaststroke, and Freestyle)
- 10 years of age or older (recommended but not required)
- Able to complete 1,000 metres (40 lengths) within 1 hour

The coach will also assess the overall development and best interest of the swimmer based on what is demonstrated during the try out.

When swimmers are notified that they are ready to move up to the next level of swimmer training, it is a very exciting moment. It is a very positive indication to them that all their hard work and time in the pool has paid off. It is a realization of success, and, as parents, you will no doubt share in the moment. It is, therefore, very important that this movement take place in an organized manner.

The decision to move a swimmer from one group to another will be based on (but not limited to) the following criteria:

- Swimmer's age, desire, goals, attitude, ability, attendance & commitment.
- Where applicable, minimum qualifying standards (ie. A times, Age Group National times, etc.)
- Coach's recommendation
- Parental permission and input

When your child's coach feels that the swimmer is ready to progress to the next level of training, the Coaches will notify the club President, the Registration Coordinator, and the swim family about their swimmer's accomplishments. If all parties are in agreement the move-up will occur and the Registration Coordinator will assess additional fees and commitments accordingly.

You will be very pleased to note that everyone in the Club shares in the excitement of swimmers moving to the next level. It is a sign that the Club is succeeding in our goal of providing the best of competitive swimming.

***NOTE: A recommendation that identifies a swimmer's needs as exceeding that of the club's ability to offer on par coaching and the availability of resources, shall release the club and all its members from any liabilities and indemnities should the swimmer/family decide to remain with the Kootenay Swim Club for the duration of that season.*

Initials

Swim Camps

Each year during the Christmas and/or Spring breaks, the club plans an alternate years away swim camp for National, Top Age Group, and selected Junior Age Group swimmers. These swim camps help to keep the athletes training program continuous. Camps are a great team spirit builder and provide great memories with lots of hard work and fun.

Practice Times

The regular schedule for the various swim groups will be handed out at registration. However, during Christmas and Spring breaks, the schedule will vary; updates will be included in the monthly newsletter. Please check with your coach if you have any questions.

It is important for swimmers to make the practice times for several reasons.

Firstly, the pool time itself is strictly adhered to, as there are many users of the pools. Being late, therefore, reduces training time.

Secondly, dry land and water training is designed as a team endeavour; tardiness affects all those in the group as well as the individual swimmer.

Finally, an important aspect of swimming is commitment and self-discipline, one element of which begins at the time practice starts. The coaches clearly expect swimmers to be on time: please ensure punctuality.

Feedback for Parents

Coaches at each level are continually assessing each swimmer's progress. They can give parents verbal feedback on a regular basis. The coaches are available after practice (please do not interrupt them during practice) or via email.

All coach's email addresses will be listed in the newsletter and on the website.

CLUB FINANCES

The Kootenay Swim Club is a non profit organization and the Board of Directors operates it as such. Annually, the Board prepares a proposed budget for the next swim year that is presented at the first board meeting in the fall based on our enrolment at registration. To calculate the budget, the following anticipated costs of running the swim program are reviewed:

Coaching 45% to 55%

Pool time 25% to 35%

Administration 15% to 10%

Miscellaneous 5% to 10%

The fee structure is designed to ensure that most of the fixed costs of the club are covered by fees. In addition, some fundraising projects are compulsory i.e. Swim-a-thon's.

However, during the year, a number of additional fundraising opportunities are provided. Families who participate in other voluntary fundraising projects receive profits in a swimmer's credit account that may be used for monthly registration fees, travel or other club expenses.

The total cost per swimmer includes the following:

- Registration fees
- Entry fees for swim meets
- Swim-a-thon

During the swim year, the Board reserves the right to make adjustments to the amount of your financial commitment. **An increase or decrease in total cost per swimmer** will be reason for any adjustment. Should it be an increase, every effort will be made to offer fundraising opportunities to allow families to offset the increase. Method of Payment - All monies due and payable to the Kootenay Swim Club will be made by CHEQUE (post-dated where requested). This is to alleviate the problems associated with dealing in cash. The first month cheque will not be reimbursed should you withdraw prior to the completion of that month. Should your cheque be returned to the club by your bank for any reason, you will be contacted. You are expected to correct the matter **immediately** and will be responsible for paying a \$25 administration fee. If a cheque is returned for a second time, all fees and commitments thereafter must be paid by cash, money order or certified cheque.

At registration, all swimmers pay a Kootenay registration fee to offset insurance, the annual group photograph and, where required, the Swim BC registration fees.

The Board may take one or more of the following actions against any family that fails to meet its financial obligation to the club:

- Loss of Membership
- Suspension of Training
- Loss of Meet Entry Privileges
- Other Action Approved by the Board

It is our responsibility, as parents, to fulfill the financial and other commitments that we undertake as members of The Kootenay Swim Club.

The Board of Directors meets each month to review the club's operations, including finances. A quarterly forecast is provided to ensure that any financial difficulties are identified and resolved as quickly as possible.

Fundraising Opportunities

The Kootenay Swim Club treats fundraising as a very important method of keeping our swim fees as low as possible. To offset your swimmer's expenses, a number of fundraising events will be organized throughout the year. These events allow families to earn credits. When a family participates in a fundraising event, the profit will be placed into the Swimmer's Credit Account. For details on this account's operation, please refer to the section of the manual entitled Swimmer's Credit Account. Optional fundraising opportunities may include the following types of activities and all Kootenay Swim Club families, from The Bugaboos to the National group, are encouraged to participate:

- Chocolates
- Operation Red Nose
- Calendar Sales
- River Clean ups

If you have additional ideas for fundraising projects and are interested in doing some of the legwork, please contact the Director of Fundraising.

Swim-A-Thon

The Kootenay Swim Club, in conjunction with Swim BC, will organize a Swim-a-Thon during each swim year. This is a compulsory fundraiser. To encourage families to exceed their Swim-a-Thon commitment, swimmers who collect pledges at Swim-a-Thon will receive a fundraising credit equal to 100% of the amount collected over the required commitment. If a tax receipt is required, an issuing fee of 5% is charged. This is a processing fee charged by Swim BC. Prior to the event, each swimmer will receive a Swim-a-Thon package that will assist in organizing your fundraising.

SNC / Swim BC Membership Fees

An annual non-refundable membership fee is charged to each competitive swimmer registered with The Kootenay Swim Club. This membership fee is used to register the swimmer with Swim/Natation Canada (SNC), Swim BC and the Kootenay Swim Club. 'The Bugaboos' nominal registration fee covers Kootenay Swim Club registration costs. From the club registration fee, the Kootenay Swim Club will arrange for team and individual pictures and provide a small budget for each satellite pool. Note: Competitive SNC fees are required for all Kootenay Swim Club swimmers with the exception of 'The Bugaboo' swimmers.

Swimmer's Credit Account

The Director of Fundraising will maintain the Swimmer's Credit Account for the benefit of our membership and the development of our club. The account will operate under the following conditions:

1. Accounts will be maintained by the Director of Fundraising, who is elected by the club membership.
2. Only one account will be maintained per family.
3. The Director of Fundraising will issue an account statement once a year and parents can request a copy of their statement at any time.
4. Fundraising credits will be placed into the account once the event has been completed, and all accounting done.
5. Credits from this account may be used by the family to cover any expenses incurred while a member of the club, such as monthly fees, travel expenses, meet entries, or club equipment costs.

6. (a) Credits from this account will be transferred by the Chairperson to another account to cover an expense, when directed by the family.
 (b) **All credits remain the property of the Kootenay Swim Club, and the Board reserves the right to use any or all credits in an account to cover a family's outstanding debt.**
 (c) **Credits are not refundable in cash.**
 (d) **A negative balance is not allowed.** Credits not yet in the account cannot be used.
7. If a family withdraws from the Club, any remaining credits will be held in the swimmer's fundraising account in trust for one year in case the swimmer decides to re-register. During that time, the credits may be transferred to another Manta family. If that is not done, the credits will be frozen. If the family has not re-registered within a year all remaining credits will be used for **Club development**.
8. Any family wishing to use credits from this account to cover their monthly fees must notify the Director of Registration before the 10th of the month.
9. Any family wishing to use credits from this account to pay an expense must notify the appropriate Coordinator (i.e. purchase of swim suit - notify the Equipment Coordinator).

Terminating Your Membership

Should your family decide to terminate your membership with the Kootenay Swim Club during the swim year, **it is your responsibility to notify the Director of Registration in writing**. You will be responsible for all financial and time commitments to the end of the month in which you tender your withdrawal.

The Director of Registration, upon receiving your termination, will notify the Board, your Coach, the Entries Coordinator, and the Director of Fundraising. After an audit of your accounts, you will be notified whether or not you still owe monies to the club. If monies are owed, payment is requested immediately. Any monies, such as entry fees, owed to your family will be refunded if there are no other debts owing to the club.

Note: For terminations made after April 15th - No refund of monies except for entry fees will be made.

Once your accounts are clear, if your swimmer is transferring to another club in BC, the Club President will sign a release from the Club, and provide Swim BC with a copy.

We sincerely hope that should your family choose to take up competitive swimming again, that the Kootenay Swim Club will be your first choice.

Swim Meets

Swim meets are a very important part of competitive swimming, and always a highlight. Your swimmer's coach will decide which meets your swimmer should participate in and in what events he or she will swim.

The criterion for swim meet attendance is as follows:

- Each swimmer/family must commit to a specified number of meets for the entire year in order to keep meet costs at a reasonable rate for all members of the club. The number of meets will be based upon the previous year's budget blended with the overall membership contribution of the club for that current year.
- Swimmer's that do not plan to attend a meet outlined on the meet schedule must submit, in writing, their intentions at the beginning of each season (SC & LC) with at least 2 weeks' notice if the meet falls within the first week of a new season.
- If a swimmer family wishes to attend extra meets outside of the meet schedule, the coach and the swimmer/family must sign a mutual agreement at the beginning of each season detailing which meets they wish to attend, over and above the existing meet schedule.
- Swimmer's will not be entered into a swim meet if a club scheduled meet falls on the same weekend, with the exception of a Swim BC or Swimming Canada sanctioned meet (ie: AA's, AAA's, Age Group Nationals, etc...)

- A \$30 administration fee will be added to the cost of each swim meet entered that is not on the meet schedule and will be reflected on the swimmer/family account.
- All meet fees for non-scheduled meets will be the responsibility of the attending swimmer/family.
- Non-Competitive or Bugaboo level swimmers may only participate in one sanctioned swim meet per year. Attendance at more than one meet per year will require the swimmer to register into a higher swim level and become a competitive swimmer for the Kootenay Swim Club.

Initials

Swim Meets - *Entries*

A list of upcoming swim meets will be published in our newsletter, the '*Streamline*' and listed on the **Kootenay Swim Club website** (www.thekootenayswimclub.com).

As stated above, if your swimmer is unable to participate because of other family commitments, **it is up to the parents to notify the coach and the Entries Coordinator in advance**. If the coach is not notified in advance, families will be held accountable for any ensuing costs. Swim meet entry fees are paid in advance by The Kootenay Swim Club to the host club.

After the entry deadline, the club is unable to recover those entry fees, even for medical reasons. If you must withdraw your swimmer from a meet, it is important to contact both the Coach and the Entries Coordinator as soon as possible.

The Board will appoint two coordinators - an Entries Coordinator and a Travel Coordinator. These Coordinators will be responsible for reporting to the Board, collecting entry fees and/or travel costs, keeping records and forwarding entry fees for upcoming meets. Should you have questions regarding entries into swim meets, please contact the appropriate Coordinator.

Your swimmer's entry fees are your responsibility- it is the Kootenay Swim Club's policy that these fees are collected prior to the meets. The methods used to collect these fees are as follows:

Local Swim Meets- At registration you will be asked to issue one cheque or a series of post-dated cheques for the anticipated cost of the year's entry fees. The information will be included in your registration package. The amount for entry fees has been arrived at as an average amount used by swimmers during the swim year at local meets. The amount may be more or less than your actual usage. If your swimmer is entering a meet and there are enough funds in your entry fee account, you will not be contacted. However, if your account does not have funds to cover the entry fees, you will be contacted and will be asked to submit a cheque immediately. Any unused fees in your entry account at the end of the swim year will be held in the account until the next swim year, unless you request a repayment.

Out of town meets- When you receive your swimmer's meet information sheet, the amount of the entry fees will be noted, plus any anticipated travel expenses. Out of town meets require you to confirm your attendance prior to the meet information sheet being sent out. Again, you will be responsible for any entry fees or costs involved if you do not cancel prior to the entry deadline. It is imperative that you immediately submit a cheque covering all expenses to the Coordinator indicated on the sheet. For further details, please refer to the section of this manual entitled Team Travel Policy.

Swim Meets – *Team Travel Policy*

The opportunity for a swimmer to travel to an out-of-town meet can be very exciting. Travel can be a great incentive to train hard and qualify to attend certain meets. The team travels by van, bus or airplane and is always accompanied by at least one coach and a chaperone (depending on numbers). Sometimes they stay in a hotel, but billeting is obtained where possible. The Kootenay Swim Club has the following procedure to inform swimmers and parents of upcoming travel meets. The location of the meet will be listed in your '*Streamline*'. Travel and meet details will be given at this time, as thoroughly as possible. A cost estimate will be provided to each swimmer who qualifies (final cost always depends on the number of swimmers attending). There will be a detachable portion to be returned to your Coach or Director of Travel and a commitment deadline. It is your responsibility to respond prior to the deadline. Once this portion is signed

and returned, the swimmer is responsible for all the costs of that trip, even if it is necessary to cancel at the last minute. Final details will then be sent home with your swimmer. Trip payment must be made prior to travelling. (NOTE: Entry fees for travel meets are separate from your entry fee account and are paid as part of the trip cost).

It is a privilege to travel and represent The Kootenay Swim Club. Those competitive experiences will make your swimmer a more complete swimmer. The coaches encourage swimmers to go on those trips for which they qualify. Please read the following travel policy for important details. If you have any questions or concerns, please contact the Director of Travel.

General

1. Participation of a swimmer in any meet will be the decision of the Coach.
2. Swimmers will be informed of eligibility for meets. For out of town meets, permission slips must be signed and returned by the deadline on the slip; there can be no late entries. Parents will be held responsible for costs as noted on the permission slip once the slip is signed and returned.
3. The Club cannot absorb the costs for travel, rooms, etc. after being confirmed, nor can the additional costs be split among other families who have already budgeted for a specific amount.

Swim Meets - *Coaches and Chaperones*

1. The coach travelling with the team has the responsibility and authority to be in charge of and manage the team while on the trip, including discipline.
2. Chaperones will assist the coach in any way required. If the coach is not immediately present, the chaperone shall be in charge.
3. The coach and chaperone shall establish the requirements for each trip, including but not limited to such items as curfew time, lights out, meal arrangements, and other procedures not listed in this policy.
4. Parents are responsible for notifying the coach or chaperone in advance of any special concerns regarding care of the swimmer (ie: allergies, medications, etc...) and to provide permission in advance for the swimmer to visit relatives or friends at destination.

Swim Meets - *Discipline*

1. Parents are responsible for the actions of the swimmer, including additional costs incurred.
2. Disciplinary measures may be administered as required. The Executive and the parents will be informed of discipline.
3. Violations of expressed prohibitions may result in the swimmer being sent home immediately at the parent's expense, loss of eligibility for future meets, or other appropriate measures.

Initials

Swim Meets - Swimmers' Rules

1. Swimmers are expressly prohibited from the following:
 - a) Unreasonable behaviour endangering ones own life or the lives of others.
 - b) Use and/or possession of alcohol or non-prescription drugs.
 - c) Behaviour regarded as criminal in intent; such as assault, theft, and/or deliberate destruction of property
 - d) Unauthorized departure from the group, pool, or residence.
 - e) Any conduct deemed inappropriate that would damage the reputation of the swimmer and/or the club.
2. Swimmers are required to stay together as a team to the extent possible.
 - a) Swimmers require permission from coach/chaperone to leave the main group, and if so then preferably in groups of two or more.
 - b) Swimmers must advise the coach/chaperone of where they are going and expected time of return, in order to obtain permission.
 - c) Swimmers aged 12 and under should be accompanied by an adult.
3. Swimmers are required to treat hotel accommodations and/or billets' homes with respect.
4. All swimmers' rooms are designated non-smoking.
 - b) Swimmers and their parents are responsible for accidental damages, including damages to property of other swimmers.
 - c) Swimmers require permission of the coach/chaperone for visitors in rooms.
 - d) Visitors of the opposite sex will require doors to be propped open.
5. Room checks will be made at curfew. Swimmers are not to leave accommodation after curfew except in emergency, and then only to obtain assistance from the coach/chaperone.
6. Swimmers are required to exhibit good sportsmanship. Foul language or obnoxious behaviour towards coaches, chaperones, officials, or other swimmers will not be tolerated.
7. Swimmers are regarded as ambassadors for the Club, the City, and the Province or Country, depending on where they travel. Swimmers are therefore required to dress and act reasonably and responsibly at all times, whether on a plane or bus, in a restaurant, in a hotel or billet home, or at a swim meet.

Initials

NEWSLETTER - THE STREAMLINE

The Club's newsletter, *THE STREAMLINE*, is published monthly and is available online, with some exceptions. It serves as your link to any club news or function. Most fundraising opportunities are advertised through the Streamline. If you are unable to access the newsletter online, please pick a hard copy up at the club office. The deadline for each newsletter is published in the Streamline. Items may be submitted to the Kootenay Swim Club at the Pool or online, for inclusion in the newsletter. The editor reserves the right to screen material for suitability for printing.

EQUIPMENT

The Kootenay Swim Club purchases and offers to our membership a number of swim related supplies. Some of the items made available are caps, jackets, swim bags, sweatshirts, goggles and T-shirts. Every effort is made to ensure the items are of good quality and priced at cost. T-Shirts and caps may be available in the club office.

The Board will elect a Director of Equipment, who will be responsible for communicating with the Board and the full time coaches in the selection, purchase and distribution of equipment. A list of equipment, prices and availability will be distributed to all Club members by the Director of Equipment on a regular basis and posted on the website. The decision is yours whether or not to buy any or all of the offered items. However, it is requested that you purchase a team swimsuit as soon as possible for your swimmer to wear at swim meets. Unity creates a sense of pride and loyalty to the team that will be noticed by everyone in the swimming world.

Club policy dictates that all swimmers must wear club colours and team issue gear at all swim meets.

The aim of the Kootenay Swim Club will be recognition of our team colours at provincial and inter-provincial meets.

Initials

SPONSORSHIP

Supporting Sponsors

Supporting sponsors are businesses, organizations or individuals who provide support to the Kootenay Swim Club.

Often their support has relation to their business such as donation/loan of equipment. Or it may be financial support to the activities of the club and swimmers for travel, meet entry fees, etc. We are indebted to the generosity and interest that these groups provide for the Kootenay Swim Club. In joining us as sponsors, they assist the coaches and the club in supporting our developing athletes in their commitment to excellence.

We will publish an ongoing up-to-date list of these sponsors. In addition, we will acknowledge their continued support through our regular newsletter and online as well as at swim meets.

SUGGESTIONS FOR PARENTS

1. Make sure your children know that, win or lose, scared or heroic, you love them, appreciate their best efforts and are not disappointed in them. Be the person in their life they can look to for constant positive reinforcement.
2. Try your best to be completely honest about your children's athletic capability, their competitive attitudes, their sportsmanship and actual skill levels.
3. Try not to re-live your athletic life through your children in a way that creates pressure; you fumbled too, you lost as well as won. Don't pressure them because of pride.
4. Be helpful but don't coach them on the way to the pool, at breakfast, and so on. It's tough for the swimmers to be inundated with advice, pep talks and often critical instruction.
5. Teach them to enjoy the thrill of competition, to be "out there trying", to be working to improve their skills and attitudes. Help them develop the feel for

competing, for trying hard, for having fun. Find out what makes them tick and don't assume they feel the way you did, that they want the same things, or have the same attitudes.

6. Don't compete with the coach. Remember that in many cases the coach becomes a hero to the athlete, someone who can do no wrong. Just wait it out. At first, because the coach is the hero who hands out pats on the back and is very sympathetic and so on, the young athlete will be very happy. But it will come full circle, once the coach has to correct, criticize, discipline or ask for extra effort or sacrifice.
7. You should also get to know the coaches so that you can be assured that their philosophy, attitudes, ethics and knowledge are such that you are happy to expose your child to them. The coaches have a tremendous influence on your children.
8. Don't compare the skill, courage or attitudes of your children with those of other members of the team.
9. Always remember that children tend to exaggerate, both when praised and when criticized. Temper your reactions to the tales of woe or heroics they bring home. Do not cut your youngsters down if you feel they are exaggerating, try to develop an even level on the situation.
10. Make a point of understanding courage, and the fact that it is relative. There are different kinds of courage. Some of us can climb mountains but are frightened to get into a fight; others can fight without fear but turn to jelly if a bee approaches. Everyone is frightened in certain areas. Nobody escapes fear and that is just as well since it often helps us avoid disaster.
11. 100% Participation is required: The coach will help each swimmer to make a commitment to a personal training schedule. As parents, we have the responsibility of ensuring that the training schedule is realistic and that the swimmer maintains the agreed upon schedule.
12. Notify the coach (preferably in advance) when school exams, concerts and similar activities will disrupt the schedule. If a swimmer is sick and unable to swim, notify the coach and keep the swimmer at home. Ask for a modified training schedule, if necessary, after a prolonged illness.
13. Avoid embarrassing your swimmers. It is our responsibility, as parents, to fulfill the financial, volunteer, officiating and other commitments that we undertook as members of the Kootenay Swim Club. Be punctual: individuals who arrive late for practices or meets cause the whole team to be disrupted. Individuals who are late confirming participation in club activities can cause the club considerable inconvenience and possible financial loss. Parents can help the club by demonstrating and encouraging punctuality.
14. Finally, remember, its all about the "athletes", the "swimmers".

Initials

The Kootenay Swim Club Code of Conduct

The Kootenay Swim Club code of conduct was developed to ensure that all of its members are treated with respect and dignity at all club related functions.

This code of conduct applies to all swimmers, parents, and coaches of the Kootenay Swim Club.

- Zero tolerance for any forms of verbal, physical, or mental abuse.
- The club and its members will endeavour to extinguish any form of verbal, physical, or mental abuse towards swimmers, parents, and coaches at all club related functions.
- Any form of abuse experienced by a swimmer, parent, or coach at any club related function must be documented and co-signed by a member of the club or a valid witness at the event.
- The Conflict Resolution Committee** (CRC) will gather all pertinent information for the submission of a final incident report at the following board meeting.
- A vote must be passed either in favor or against the submission.
- The board reserves the right to file an incident against a swimmer/parent/or coach.
- The board reserves the right to strike down an incident report after review of the submission.
- A swimmer/parent/ or coach under review shall not be allowed to participate in any swim meets and must remove themselves from any club related function that constitutes a conflict of interest, until there is mutual consensus from both sides.
- A total of **3** incident submissions will be tolerated before membership will be frozen and a final review by the board will be made to determine further membership with the Kootenay Swim Club.
- In the case where a single event can be construed as severe enough to override 3 separate incidents, membership can be immediately frozen and/or terminated as determined by the board.
- Members of the Kootenay Swim Club shall conduct themselves according to the philosophy of the club.

***The conflict resolution committee will be comprised of one board member and two non-board members who are in no way related to the incident reported.*

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I/We _____, have read and understood the Kootenay Swim Club manual in its entirety.

Signed this _____ day of _____, 2012.

Swimmer/Family _____ Signature _____

Registrar/Witness _____ Signature _____