



**KOOTENAY SWIM CLUB**  
SWIMMERS TODAY.....LEADERS FOR A LIFETIME

9/1/2009

# Kootenay Swim Club

Club Manual

Updated 2020-08-12

KOOTENAY SWIM CLUB BC 82866 3096

## Table of Contents

<b>1.0 INTRODUCTION</b> .....	<b>3</b>
<i>1.1 Philosophy</i> .....	<b>3</b>
<i>1.2 Board of Directors</i> .....	<b>3</b>
<b>2.0 INFORMATION FOR BEGINNER PARENTS</b> .....	<b>4</b>
<i>2.1 The Beginner Swimmer</i> .....	<b>4</b>
<i>2.2 The Beginner Parent</i> .....	<b>4</b>
<b>3.0 THE SWIMMING SEASONS</b> .....	<b>5</b>
<b>4.0 KSC PROGRAMS</b> .....	<b>6</b>
<i>4.1 The Mini- Bugaboos</i> .....	<b>6</b>
<i>4.2 The Monashees</i> .....	<b>6</b>
<i>4.3 Age Group Development (AGD) (The Bugaboos&amp; Rockies)</i> .....	<b>7</b>
<i>4.4 Junior Age Group (JAG) (The Purcells)</i> .....	<b>7</b>
<i>4.5 Top Age Group (TAG) (The Selkirks)</i> .....	<b>7</b>
<i>4.6 National Group (The Valhallas)</i> .....	<b>8</b>
<i>4.7 Try Outs / Progressing to the Next Swim Level</i> .....	<b>8</b>
<i>4.8 Swim Camps</i> .....	<b>9</b>
<i>4.9 Practice Times</i> .....	<b>9</b>
<i>4.10 Feedback for Parents</i> .....	<b>9</b>
<i>4.11 Dispute Resolution</i> .....	<b>9</b>
<b>5.0 CLUB FINANCES</b> .....	<b>9</b>
<i>5.1 Fundraising Opportunities</i> .....	<b>10</b>
<i>5.2 Swim BC Membership Fees</i> .....	<b>11</b>
<i>5.3 Swimmer's Credit Account</i> .....	<b>11</b>
<i>5.4 Terminating Your Membership</i> .....	<b>12</b>
<b>6.0 SWIM MEETS</b> .....	<b>12</b>
<b>7.0 NEWSLETTER - THE STREAMLINE</b> .....	<b>13</b>

**8.0 EQUIPMENT.....13**

**8.0 POLICIES .....14**

**8.1 *Swim Meets – Team Travel Policy..... 14***

**8.2 *The Kootenay Swim Club Code of Conduct Policy..... 17***

**8.3 *Dispute Resolution Policy ..... 18***

**8.4 *Screening and Criminal Records Check Policy..... 19***

## 1.0 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.

### 1.1 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.

### 1.2 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
- Secretary
- Treasurer
- Registration Coordinator
- Fundraising Committee
- Meet Manager/ Meet Chaperone
- Grant Coordinator
- Equipment Manager
- Communications
- Dispute/conflict resolution

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.

Please note:

- Monthly meetings are open to all members of the club and all swimmers. Parents are automatically members.
- Notices of board meetings will be sent out by email or newsletter. They are usually held at one of the pools during swim times.
- 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.

## 2.0 INFORMATION FOR BEGINNER PARENTS

### **2.1 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. 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. 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.

### **2.2 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.

Although this has traditionally not be required, 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. 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. 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. 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 or arrange a meeting with the coach.

### 3.0 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. Time Standards are defined by SwimBC for Provincial level meets and by Swimming Canada for Western and National level meets. 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 Mini-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 meets are great fun as children make new friends and gain valuable experiences. 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.

## 4.0 KSC PROGRAMS

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.

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.

### **4.1 The Mini- 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 Mini-Bugaboos are a group catered primarily for 6 to 12 year old children with some basic swimming ability. Swimmers in this group can expect to swim for 1-2 hours a week at different times throughout the season.

### **4.2 The Monashees**

The Kootenay Swim Club offers a recreational/cross training or BCSSA “S” swimmer program that is designed for those swimmers that already have the basic skills of swimming but are not looking to achieve a variety of goals with their pursuit of swimming. 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 swimmers to swim age appropriate and skill appropriate levels but also allows the flexibility needed in their other training requirements.

### ***4.3 Age Group Development (AGD) (The Bugaboos & Rockies)***

The Age Group Development (AGD) swimmers, the Bugaboos & Rockies, can train between 3 -5 times a week for 60 -90 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 these groups are eligible to compete at SNC (Swim Canada sanctioned) meets. These meets range from local development meets to out of town invitational meets.

### ***4.4 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 4-6 times a week for 60-120 minutes from September to June. This program represents a transition to longer training programs and improving stroke development. 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.

### ***4.5 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 SwimBC provincial 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.

#### **4.6 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.

#### **4.7 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) The coach will also assess the overall development and best interest of the swimmer based on what is demonstrated during the try out. At the initial try out the coach will help the parents, swimmers and registrar to which level the swimmers should start at.

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
- 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 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.*

#### **4.8 Swim Camps**

Each year during the Christmas and/or Spring breaks, the club plans an alternate year 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.

#### **4.9 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.

To ensure your child's success in accomplishing their goals, attendance to your schedule practices is important. The coach will also need to notify as soon as possible if your child will not be attending their practice

#### **4.10 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.

#### **4.11 Dispute Resolution**

The Kootenay Swim Club has an appointed Conflict Coordinator as the point of contact for any members (swimmers or parents) who have an issue with the coach or club. All issues should be addressed informally, if possible before moving to the formal dispute resolution. Please refer to the Dispute Resolution policy for more information.

### **5.0 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 including the fundraising commitments. Fundraising allows families to subsidize fees by allowing the fees they collect through fundraising to count on the total fee structure. Additional fundraising funds above the required commitment at registration can go towards either KSC operating budget or SwimMeet fees for the family.

The total cost per swimmer includes the following and makes up the Swimmer's Account:

- SwimBC registration fees (set by SwimBC)
- Registration fees (including Fundraising commitment)
- Meet Fees for meets attended (Swim Meet registration fees & coaches travel costs)

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). Alternatively, you may pay by email transfer if you don't carry cheques. 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.

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.

### ***5.1 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,

several 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 Mini-Bugaboos to the National group, are encouraged to participate:

- Grocery Cards
- Raffle
- Flowers
- Bottle drive
- Swim-A-Thon
- Chocolates

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

## **5.2 Swim BC Membership Fees**

An annual non-refundable membership fee is charged to each swimmer registered with The Kootenay Swim Club. This membership fee is used to register the swimmer with Swim BC and Swimming Canada under the Kootenay Swim Club.

## **5.3 Swimmer's Account**

The Treasurer will maintain the Swimmer's 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 Treasurer, who is elected by the club membership.
2. Only one account will be maintained per family.
3. The Treasurer 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 tracked into the account once the event has been completed, and all accounting done.
5. Additional Credits from this account may be used by the family to cover meet expenses incurred while a member of the club (Additional credits are funds that are above the fundraising commitment)
6. Credits from this account will be transferred by the Chairperson to another account to cover an expense, when directed by the family.
  - a. **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.**

- b. **Credits are not refundable in cash.**
  - c. **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 the remaining season in case the swimmer decides to re-register. If the family has not re-registered within the remaining season all remaining credits will be used for **Club development**.

#### ***5.4 Refunds on Fundraising or Training Fees***

Should a swimmer for reason of sickness or injury need to take time off from swimming, you **are expected to notify the Registrar in writing**. You will be responsible for all financial commitments to the end of the month and any outstanding monies owed but will not be charged for the following time while the swimmer takes time off. Any requests for further refunds or relief should be submitted to the Registrar and the board will consider the request on the next board meeting.

#### ***5.4 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 Registrar 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 Registrar, upon receiving your termination, will notify the Board, your Coach, and the Treasurer. 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 credits owed to your family will be refunded if there are no other debts owing to the club.

Once your accounts are clear, if your swimmer is transferring to another club in BC, the Registrar releases the swimmer through Swimming Canada registration system. We sincerely hope that should your family choose to take up competitive swimming again, that the Kootenay Swim Club will be your first choice.

No refunds can be granted for the SwimBC portion of your fees.

## **6.0 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:

- During the swim year, notifications of meets and swimmers who qualify for those meets will be sent out to the membership.
- If you are interested in attending this meet, you will need to notify the coach of your interests of attending.
- Meets will be attended by the coach if an appropriate number of swimmers have notified the coach their intentions to attend. (>4 swimmers)
- 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 detailing which meets they wish to attend, over and above the existing meet schedule.
- A \$50 administration fee will be added to the cost of each swimmer registered but did not attend the swim meet. This cost will be reflected on the swimmer/family account meet fee account.
- All meet fees for non-scheduled meets will be the responsibility of the attending swimmer/family.
- SwimBC “Pre-Competitive” 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 competitive swimmer.
- Meet fees costs are currently set by the # of days of the meet.(\$50-150) In order to keep costs reasonable for the club, if you chose to attend only 1 day of a 3 day meet, you will be charged for the full costs unless you apply for an exemption from the board.
- Meet fees cover the costs of registration into the Swim Meet and Coaches’ travel costs.

## 7.0 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.

## 8.0 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 an Equipment Manager, 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 Equipment Manager 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.

Personal equipment kits will be available at the start of the 2020 season. Due to COVID 19 sharing of swimming equipment will no longer be available and each member should purchase their own kit. (kickboard, pullbouy, fins, paddles) For families unable to afford kits, families can sign out a personal kits from the club. This will be first come first serve. A deposit cheque to cover the cost of the kit to cover kit replacement will be required to rent out club kits.

**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.

## 8.0 POLICIES

### **8.1 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.

In most cases, travel to the meets are the responsibility of the families who are attending the meet. (98% of the time) Carpooling to meets are a family to family arrangement and are not considered Team travel.

The following policy is for circumstances in which the swimmers travel as a “team” with the coach and chaperone(s).

Team travels can occur 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 team travel. 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 parents will be notified of any discipline actions and the Executive will be informed of the steps and actions taken by the coach and/or chaperone.
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.

### *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 behavior 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.

## **8.2 The Kootenay Swim Club Code of Conduct Policy**

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. As of 2020, all swimmers and parents must sign off a code of conduct as part of the registration form.

- 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. This can then be submitted for a formal dispute resolution.
- 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.*

### *COACHES CONDUCT*

- Coaches must respect the rights, dignity, and worth of each and every person and treat each equally within the context of the sport.
- Coaches must place the wellbeing and safety of each player above all other considerations, including the development of performance
- Coaches must adhere to all guidelines laid down within SwimBC and Swimming Canada's coaches conduct policy.
- Coaches must NOT exert undue influence to obtain personal benefit or reward
- Coaches must encourage and guide players to accept responsibility for their behavior and performance
- Coaches must notify both the parents and swimmers at the outset of the season their expectations and what they are entitled to expect from their coach
- Coaches must consistently display high standards of behavior and experience and be a role model for swimmers, parents and the board.

### *SWIMMERS CONDUCT*

**Please use sportsman like attitudes towards:**

- 1. Teammates:** Encourage and support all teammates at practices and swim meets. *Put downs and inappropriate language and/or behavior will not be tolerated.*
- 2. Facility/Equipment:** Both are to be treated with care. You are responsible for the condition of the pool facility and equipment used for our team. You will be held accountable for any misuse or destruction of property.

3. **Coaches:** Arguing and talking back to coaches or helpers will not be tolerated. Issues of concern or importance will be brought to the coaching staff and the coach(es) will decide on the action needed to be taken.
4. **Competitors and Other Swimmers:** Put downs and inappropriate language and/or behaviour will not be tolerated. Swimmers are to treat their competitors and other pool users with respect and use a sportsman like attitude towards all.
5. **Swimmers:** Appropriate language will be used before, during and after all practices and meets. Appropriate behaviour will be use before, during and after practices and meets.

#### *PARENTS CONDUCT*

1. Your child participates in the club activities for his/her enjoyment only.
2. Teach your child that doing one's best is as important as winning.
3. Encourage your child to swim and compete by the rules, and to resolve conflict without resorting to hostility or violence.
4. Lead by example. Cheer for performances for all swimmers and have an encouraging attitude.
5. Respect and support the coaches, volunteers, and competition officials.

#### *SUGGESTIONS FOR PARENTS*

- 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.
- Try your best to be completely honest about your children's athletic capability, their competitive attitudes, their sportsmanship and actual skill levels.
- 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.
- 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.
- 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.
- Don't compare the skill, courage or attitudes of your children with those of other members of the team.
- 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.
- 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.

### ***8.3 Dispute Resolution Policy***

Disputes would initially be mediated through a conflict resolution committee comprised of one

board member and two non-board members who are in no way related to the incident reported. The submission would be reviewed at the following board meeting and escalated as required through progressive measures as outlined in the Code of Conduct. If there is a question of process within the dispute and/or mediation, the club will refer to the SwimBC Dispute Resolution Policy for guidance.

#### *Informal Process*

The Kootenay Swim Club has set up a non-biased member to facilitate dispute resolution. This generally involves the following steps:

- 1) The incident is reported to the Dispute/Resolution coordinator
- 2) The coordinator has the right to discuss the incident with only the affected parties or identified witnesses to the event to determine the relevant facts
- 3) The coordinator will inform the president of the issue and recommended actions determined to proceed with a resolution.
- 4) Resolutions that may occur from the informal process includes
  - a. recommendation for a formal process (written complaint),
  - b. a meeting with affected parties with or without coordinator present
  - c. written correspondence

#### *Formal Process*

- The complainant writes formal complaint and submits it to the President of the Club.
- The Board will determine a Conflict Resolution Committee (CRC) consisting of one Board member and two non-board members who are not related to the complaint in any way (no perceived or actual conflict of interests)
- 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.
- A mediator can be then determined if recommended to proceed and the SwimBC policy will be implemented for mediation and final binding.

#### *Complaints Follow Up*

- 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.

### **8.4 Screening and Criminal Records Check Policy**

Based upon SwimBC Screening and Criminal Records Check Policy

Approved by: **Kootenay Swim Club Board of Directors**

Date of Approval: \_\_\_\_\_

Next Policy Review (minimum every two years): \_\_\_\_\_

### 1. Definitions

- a) “*Criminal Record Check (CRC)*” – a search of the RCMP National Repository of Criminal Records to determine whether the individual has a criminal record.
- b) “*Criminal Records Review Program*” - Government of BC program providing organizations and applicants an option to submit CRC’s electronically
- c) “*Criminal Records Review Act*” - the Act
- d) “*Designated Categories*” - roles, areas of employ or volunteerism as defined by Swim BC
- e) “*Individuals*” – includes employees, volunteers, or contractors whose position is one of trust or authority or interaction with minors and vulnerable adults. Personnel may include but is not limited to Kootenay Swim Club Coaches, Board of Directors, Team Managers, Chaperones and Officials.
- f) “*Member Club(s)*” - any organized group of persons associated for the purposes of swimming and registered as a Member of Swim BC.
- g) “*Society*” or “*Club*” – Kootenay Swim Club
- h) “*Screening Officer*” – a designated individual within the Kootenay Swim Club structure who will be responsible for receiving, reviewing and recording all CRC’s and determining whether any CRC reveals a Relevant Offence.
- i) “*Club hosted event*” - All competitions where activities occur in a sporting environment as defined in the Swim BC Code of Conduct and Ethics Policy.
- j) “*Vulnerable Adult*” - means an individual 19 years or older who receives health services, other than acute care, from a hospital, facility, unit, society, service, holder or registrant as referred to in the Act.
  - k) “*Work with children*” - means working with children directly or having or potentially having unsupervised access to children
    - i. In the ordinary course of employment,
    - ii. In the practice of an occupation,
    - iii. During the course of an education program, or
    - iv. While providing services as a volunteer;
  - l) “*Work with vulnerable adults*” - means working with vulnerable adults directly or having or potentially having unsupervised access to vulnerable adults
    - i. In the ordinary course of employment,
    - ii. In the practice of an occupation,
    - iii. During the course of an education program, or
    - iv. While providing services as a volunteer.

The following terms have these meanings in this Policy:

### 2. Purpose

- a) The Kootenay Swim Club is required to adhere to the Province of British Columbia’s Criminal Record Review Act.

- b) The Kootenay Swim Club has an ethical, moral and legal responsibility to provide a safe sport environment for its program participants and staff.
- c) The Kootenay Swim Club understands that screening personnel and volunteers is a vital part of providing a safe sport environment for all Individuals.

### *3. Application*

- a) Swim BC has identified Individuals in Designated Categories who, based on their role, require screening through a CRC.
- b) Designated Categories have been established for application of this policy and are considered to include persons who work closely with children and vulnerable adults, and who occupy positions of trust and authority within Swim BC and Member Clubs. Swim BC will determine, based on age of participants, setting, nature of the activity and degree of supervision, which designated categories of persons will be subject to screening through a CRC
- c) Individuals in the following Designated Categories are subject to screening in accordance to this policy:
  - i. The Kootenay Swim Club Board of Directors;
  - ii. Volunteers and paid contractors appointed to accompany the Kootenay Swim Club to events or competitions (if applicable);
  - iii. All registered coaches of the Kootenay Swim Club;
  - iv. Kootenay Swim Club registered Level 3, 4 and 5 officials;
  - v. Other positions as may be determined by Swim BC from time-to-time.

### *4. Screening Procedures*

- a) All Individuals in Designated Categories seeking positions with the Kootenay Swim Club will ensure a current CRC is on file with the Kootenay Swim Club prior to being confirmed for the position;
- b) The Kootenay Swim Club New Board members will submit a CRC within 90 days of being elected or appointed to the Board of Directors.
- c) At its sole discretion, the Kootenay Swim Club may agree to accept a “Shared Result” of a previous CRC performed in BC under the Criminal Records Review Program, if such a check was performed within 18 months. The individual sharing their previous results will have to undergo future CRC’s in compliance with the required maximum 3-year period between checks as stated in this policy.
- d) If an individual already employed with or volunteering for the Kootenay Swim Club did not complete a CRC upon initial application, a CRC will be required upon request.
- e) Failure to participate in the screening process may result in the individual’s ineligibility for the position sought.
- f) Any Individual in Designated Categories referenced in 3(c) applying for positions, other than permanent staff positions and Board of Director positions with the Kootenay Swim Club shall obtain their own CRC.

### *5. Relevant Offences*

- a) Relevant offences are those offences for which pardons have not been granted, as defined in the Criminal Records Review Act of the Province of British Columbia as Relevant and/or Specified Offences or other such offences as may be determined by the Act. Swim BC

additionally considers any criminal offence involving the use of a motor vehicle; any child pornography offence; any violations for trafficking under the Controlled Drug and Substances Act; any crime of violence including assault; any criminal offence involving a minor or minors; any criminal offence involving theft, fraud or embezzlement; or any sexual offence involving a minor or minors, to be a relevant offence.

b) If a director or employee of the Kootenay Swim Club is charged with or convicted of an offence, that person must report the charge or conviction to the Kootenay Swim Club within 72 hours. the Kootenay Swim Club must request that the charged or convicted person obtain a new CRC and determine if that person is suitable to continue carrying out their duties.

c) An Individual's conviction of any criminal offenses may result in expulsion from Swim BC and/or termination from any designated positions, program, activity or event upon the sole discretion of Swim BC.

#### *6. Criminal Records Review Timing*

Swim BC requires that a CRC be conducted every three (3) years. Notwithstanding this, Swim BC may at any time request that an individual in a Designated Category provide a CRC to Swim BC if Swim BC has grounds to believe that results of the CRC obtained previously are no longer accurate.

#### *7. Records*

Written records obtained in the course of implementing this policy will be maintained in a confidential manner conforming to the British Columbia Personal Information Protection Act and will not be disclosed to other except as required by law, or for use in a legal or disciplinary proceeding.