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COMOX VALLEY AQUATIC CLUB

Club

Handbook

*"Pursuit of Excellence"*

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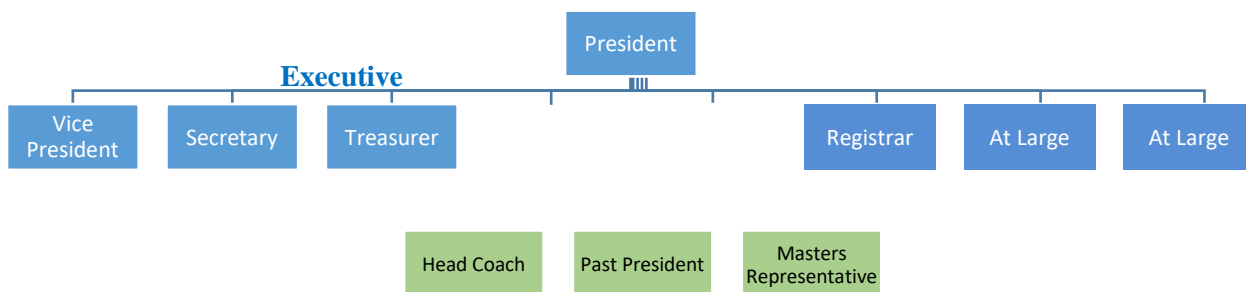
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## Club Management

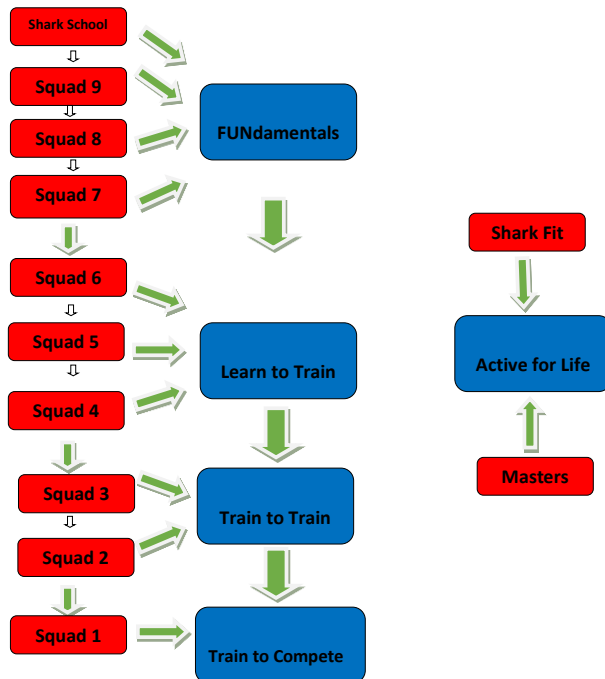
The Comox Valley Aquatic Club is managed by its board of directors which is **comprised of five-seven positions, four of which make up the club's Executive Committee**. The Head Coach, the Past President and the Representative for the Masters swim program serve in advisory roles to this Board.



The board is elected by the membership annually at the annual general meeting in the fall. Executive members are elected on staggered two year terms and at large positions are elected an annual terms. The board meets at least monthly to discuss club business and determine direction. Communication with the board is best initiated via email, links to which can be found on the club's website using the appropriate link found under the 'About' tab. Presentations to the board are welcomed. It is requested that a notice of intent to present, which includes the topic and estimated length of the presentation, be emailed to the club's president at least five days prior to the intended date for the presentation.

## Swimming

The Sharks Group Structure follows Sport Canada's Long-Term Athlete Development Model with emphasis on level appropriate technical and physical development of the swimmers.



Our **FUNDamentals** squads introduce the swimmers to the basic skills of competitive swimming along with introduction to competition.

Our **Learn to Train** squads work on refining skills and the swimmers are introduced to regional competitions.

Our **Train to Train** and **Train to Compete** squads focus on implementing skills and expand to provincial and national level competition.

Our **Active for Life** groups provide swimmers age 11-77 a place to work on skills and stay in the water.

### Squad Placements & Advancement

It is the responsibility of the Head Coach to determine the appropriate Squad for each swimmer. Factors influencing group placement include age, swimming ability, ability to follow instructions and ability to train at the level of the rest of the group.

Move-up opportunities generally take place twice per swimming season with swimmers being notified by their coach. Criteria include attendance, attitude, coachability, dedication, ability to train during practices, times swum at meets, age, ability to listen, and the size and composition of the receiving group. Decisions regarding moves are made on an individual basis for each swimmer.

## **Equipment Needs**

Swimmers will require specific equipment dependant on the Squad within which they swim. Examples of this would be: fins; pull buoy; kick board; snorkel; paddles; mesh bag. Squad coaches will inform swimmers of the required equipment for their squad.

## **Club Wear**

When on deck, whether at home or away, all swimmers are to wear Shark gear to assist with team unity and pride. At minimum, a CVAC Sharks T-shirt should be worn.

## **Attendance at Practice**

Swimmers are expected to attend their squad's practices according to their group schedule and should be on deck ten minutes prior to the start of all practices. In order to avoid disruption of practice due to the late arrival of swimmers, all swimmers should be on time. Any absence or tardiness is to be accounted for by the swimmer. Please email your coach and let them know (if possible) if you will be away or late.

## **Illness**

If a swimmer for any reason cannot attend practice, please call or e-mail your swimmer's coach.

## **Preparation for Practices**

Swimmers shall have their goggles, suits and team shirts at every practice. Water bottles should be filled. Back up goggles and caps are important in the event of breakage. All swimmers are responsible for their own belongings and will remember to take them home with them at the end of every practice.

A healthy snack should be eaten immediately following practice. Apple and nuts, chocolate milk, or a baked potato are all good choices. Swimmers are to bring and/or purchase only foods that promote good health. Swimmers should avoid eating junk food such as chips, pop and candy as these foods damage the body and prevent proper recovery of the body after exercise.

## **The Parent Swimmer Relationship**

It is not the intention of any CVAC coach to advise a parent, or parents, on how to raise their children. No one understands the parent-child relationship better than a parent does. In an athletic environment, human nature often prevents a parent from remaining detached and objective in matters concerning their children. If you have questions or concerns, please get your child's coach involved so they can help. Contact them personally or via email to ensure that everyone is aware of any situation that may be arising. When communicating and contacting the coaches, please be respectful of times you are contacting them and understand that it may take up to twenty-four hours to receive a response. Remember, it is imperative that all lines of communication are kept open to achieve the most positive experience of swimming possible.

Everyone involved in this type of training program must realize that each individual learns at a different rate and responds differently to the various methods of presenting skills. Each swimmer is an individual who has their own skill sets and their own talents. The slower learner obviously takes more time to learn, and by extension requires more patience on the part of the parents and coaches. Each swimmer reaches their goals at different rates. It is important for everyone involved, that swimmers focus on their own achievements and not on the achievements of their peers. Parents need to keep the sport of swimming in perspective and realize the ultimate swimming goal for a parent should be a swimmer that is self-motivated, self-confident and feels good about themselves

### **Transferring to another Club**

All financial obligations to the Comox Valley Aquatic Club must be settled before the Registrar is able to approve a transfer to another swim club.

### **Training Fees**

Training fees to finance pool costs and coach salaries for the Comox Valley Aquatic Club are based on an annual charge and take into account training breaks at Christmas and in the Spring as well as statutory holidays. The fee depends on the squad level of your swimmer and increase as the amount of pool time and coaching time increase. **The annual fee is divided into 10 monthly deposits. First month is paid upon registration.**

As a non-profit group the club is unable to finance overdue accounts, so please keep your swimmers account up to date

### **Swim BC Registration Fees**

Upon registration each swimmer pays an annual insurance registration fee to Swim BC. This is assessed annually by Swim BC and administered by the Registrar. A portion goes to Swimming Canada, the national governing body for our sport. There are fixed fees for all Shark School participants and non competitive swimmers regardless of age. The fees for competitive swimmers (those wishing to swim in sanctioned meets and time trials) are dependent on the age of the swimmer each season. Please see the Sharks website under the tab 'Registration' and the link 'Fees' for current season Swim BC registration fees. You are able to upgrade your Swim BC registration from non-competitive to competitive (and **MUST** do so to swim in more than one competition per season) at any time. Please contact the Registrar if you require further information.

### **Swim Meet Fees**

If you choose to enter your children in swim meets there are additional meet fees set by the hosting club and published in a meet package prior to the event. The fees vary by meet and are billed to your account periodically throughout the season. **A fee of \$8/day is also applied to fees to cover cost for coaching at the event.**



## **Swimmer Accounts**

Each swimmer (or family) has an individual account set up with the club in which fees and other expenses for that particular swimmer or family are recorded. YOUR ACCOUNTS MUST BE KEPT CURRENT. Itemized statements are emailed monthly. For detailed information please refer to section [14 Account Financial/Payment Policies](#).

## Regular Communication

As with any organization, communication with membership presents a continual challenge. Every effort is made to ensure that all involved are aware of that which they need to be. What follows is a list of methods the club regularly utilizes to communicate with its membership:

### Team Website

The team's website is in fact a club management system through which much of the business of the club is performed. On this site you will find informational items, contact information, notice of swim meets and sign up options for these and much more. It is very important to become familiar with this site and visit it regularly in order to stay up to date on information important to your swimming family.

### Team Email

Email is the number one means by which we try to communicate with club members. Whenever an event of note is approaching members can expect an email from the Team Unify site (our website). It is extremely important that first, we have your correct email and second, that you check this email regularly. Please also be certain to read all communications carefully as many of these communications include dates and deadlines that if overlooked might result in disappointment

### Shark Report

The 'SHARK Report' is the name of our club's monthly newsletter produced by our Head Coach. As with other methods of communication it often contains critical information essential to your swimming family. Please read each issue carefully. Be sure to watch for your swimmer's name and/or smile in this much enjoyed publication.

### Bulletin Board

The club maintains a **bulletin board and calendar on the pool deck of the Sports Centre as well as a bulletin board in the lobby of the Aquatic Centre and Sports Centre**. It is a great way to pass the time as you wait for your swimmer to get out of the hot tub and it's also very informative!

# Comox Valley Aquatic Club Code of Conduct

The Comox Valley Aquatic Club has developed a Code of Conduct for its Volunteers, Parents and Swimmers. It is expected that all members of the club familiarize themselves with the Code of Conduct and abide by the Code at all times. If a member of the club is found to be in breach of the Code of Conduct resulting action will be taken in accordance with the club's [Disciplinary Policy](#).

## Volunteer Code of Conduct

Volunteers should adhere at all times to standards of personal behavior that reflect well on the Comox Valley Aquatic Club in particular, and competitive swimming in general.

It is impossible to specify in precise terms all those actions that could be deemed to be prejudicial to volunteerism within the Comox Valley Aquatic Club. The following provides an indication of the standards of behavior that, if ignored, are likely to be considered breaches of this Code of Conduct:

- Volunteers are responsible for treating all other the Comox Valley Aquatic Club members with respect within the context of their activity regardless of gender, place of origin, colour, sexual orientation, religion, political belief, economic status or ability.
- Volunteers should abstain from the use of tobacco products while in the presence of swimmers and discourage their use by swimmers.
- Volunteers should refrain from the use of profane, insulting, harassing or otherwise offensive language in the conduct of their duties.
- Volunteers should abstain from using intoxicants while working at the Comox Valley Aquatic Club, Swim BC or SNC sanctioned events and activities.
- Volunteers should refrain from criticism of coaches, swimmers, parents, and fellow volunteers particularly to and through the media. When public comments are made, volunteers have an obligation to ensure such comments are made judiciously, reflective of the facts, supportable and sensitive to the situation(s). Differences of opinion should be dealt with on a personal or club basis. Serious disputes may be referred to the Board.
- Volunteers should ensure that they do not in any way misrepresent their qualifications, affiliations, or professional competence to any person(s), or any publication, broadcast, lecture or seminar. Misrepresentation, after due consideration by the Comox Valley Aquatic Club, could be regarded as a breach of this Code.

## Swimmer Code of Conduct

This policy applies to all levels of swimmers. Swimmers should adhere at all times to standards of behavior that reflect well on the Comox Valley Aquatic Club in particular, and competitive swimming in general. It is impossible to specify in precise terms all those actions that could be deemed to be prejudicial to swimmers. The following provides an indication of the standards of behavior that, if contravened, are likely to be considered breaches of the Code of Conduct:

- Swimmers are responsible for treating other swimmers, coaches, parents, volunteers and officials with respect within the context of their activity regardless of gender, place of origin, colour, sexual orientation, religion, political belief, economic status or ability.
- Swimmers should refrain from criticism of coaches, fellow swimmers, parents and officials, particularly to and through the media. When public comments are made, swimmers have an obligation to ensure such comments are made judiciously, reflective of the facts, supportable and sensitive to the situation(s). Differences of opinion should be dealt with on a personal or club basis. Serious disputes may be referred to the Board.
- Swimmers should refrain from the use of profane, insulting, harassing or otherwise offensive language.
- Swimmers should not use tobacco, alcohol or other drugs that affect their physical ability, mood or behavior, unless prescribed by a physician for medical purposes. The Comox Valley Aquatic Club and Swim BC have a zero tolerance level regarding alcohol consumption during and around swimming activities and competitions. Swimmers jeopardize membership with Swim BC if found to be abusing alcohol in and around competition.
- Swimmers should strive for excellence according to their ability.
- Swimmers should respect the achievements of opponents.
- Swimmers who represent the Comox Valley Aquatic Club, Swim BC, or SNC should behave in a manner that reflects favorably on those organizations.

The Head Coach has ultimate responsibility and authority to monitor, control and discipline behavior of swimmers while they are participating in club events. Discipline may also be administered by coaching staff as directed by the Head Coach and executive.

The Coach will follow the protocol below should an incident arise:

- a) verbal warning;
- b) sit out the practice or event. The club president and coaches are informed and the parent(s) are notified. Should this behavior persist the coach has the authority to move to

“c”;

- c) one week suspension, repeated behaviour will not be tolerated. Action will then be taken in accordance with the Discipline Policy.

## **Parent Code of Conduct**

Communication is the best way to reduce conflicts within the club. The best way to communicate with your child's coach is to contact them via email or meet them outside of practice. Coaches usually have time after practice to answer questions or provide information. Sending a note to the coach with your swimmer can also be a good way to get information to them as well.

When conflicts between a swimmer or parent and coach arise, please try hard to increase communication between the affected parties. Refrain from discussing disagreements with other parents; not only is the problem never resolved that way, but this approach often creates new problems. Try to keep foremost in your mind that you and the coach have the best interests of your child at heart. If you trust that the coach's goals match yours – even though their approach may be different – you are more likely to enjoy good rapport and a constructive dialogue. Keep in mind that the coach must balance your perspective of what is best for your child with the needs of the entire team or a training group. On occasion, an individual child's interest may need to be subordinate to the interests of the group. In the long run, the benefits of membership in the group may compensate for occasional short-term inconveniences.

If another parent uses you as a sounding board for complaints about a coach's performance or policies, encourage the other parent to speak directly to the coach.

Parent should adhere at all times to standards of personal behavior that reflect well on the Comox Valley Aquatic Club in particular, and competitive swimming in general.

It is impossible to specify in precise terms all those actions that could be deemed to be prejudicial to the Comox Valley Aquatic Club. The following provides an indication of the standards of behavior that, if ignored, are likely to be considered breaches of this Code of Conduct:

- Parents are responsible for treating all other the Comox Valley Aquatic Club members with respect within the context of their activity regardless of gender, place of origin, colour, sexual orientation, religion, political belief, economic status or ability.
- Parents should abstain from the use of intoxicants and tobacco products while in the presence of swimmers and discourage their use by swimmers.

- Parents should refrain from the use of profane, insulting, harassing or otherwise offensive language.
- Parents should refrain from criticism of coaches, swimmers, officials and other parents, particularly to and through the media. When public comments are made, parents have an obligation to ensure such comments are made judiciously, reflective of the facts, supportable and sensitive to the situation(s). Differences of opinion should be dealt with on a personal or club basis. Serious disputes may be referred to the Board.

## **Complaints**

The following procedures regarding questions, concerns or complaints must be followed by families who are members of the Comox Valley Aquatic Club.

### **Training**

Concerns regarding practice, stroke instruction, meets, team rules or any other part of the training program should be discussed with the following individuals, in order, until the situation is resolved:

- a) The swimmer's coach
- b) The head coach, in writing
- c) The President of the Board of Directors, in writing
- d) The Board of Directors at a board meeting

### **Non-training / Club Operations**

Concerns regarding any other area of the team should be discussed with the following individuals, in order, until the situation is resolved:

- a) The board member responsible for the area in question, in writing
- b) The President of the Board of Directors, in writing
- c) The Board of Directors at a board meeting

### **Parent and/or Swimmer**

Concerns regarding other parents or swimmers should be discussed with the following individuals, in order, until the situation is resolved.

- a) The swimmer's coach
- b) The head coach, in writing
- c) The President of the Board of Directors, in writing
- d) The Board of Directors at a board meeting

# **The Comox Valley Aquatic Club Privacy Policy**

## **Our Commitment to Privacy**

Comox Valley Aquatic Club respects your privacy and the confidentiality of your personal information. We are committed to keeping the personal information you share with us confidential. Use of such information will only be for the purpose for which it was collected. The Privacy Policy explains how the Comox Valley Aquatic Club and its contracted coaches and affiliates collect, use, disclose and protect the personal information we obtain.

For detailed information, please refer to:

[\*Appendix IV – Swim BC Personal Information Protection & Electronic Document Act\*](#)

## **What is Personal Information?**

Personal information is any information that identifies you as an individual. This includes such information as your name, address, email address, age, gender, transaction records, health and credit card/banking information.

## **Why we Ask for Your Personal Information?**

We request personal information in order to establish and benefit you as a participant. We ask for information based on our responsibilities towards both you and our governing bodies. For example, Swim BC (the Provincial Swim Organisation) requires information such as your name, date of birth, gender, address, telephone number, preferred language, citizenship, dates of participation and competition level in order to complete your registration and insurance.

## **Collecting Your Personal Information**

Comox Valley Aquatic Club obtains personal information through the registrations forms and waivers.

## **We do not sell Participant or Personal Information**

Personal information is only released under the following circumstances:

1. When you give consent.
2. When required or permitted by law.



## **Accuracy of Your Personal Information**

Comox Valley Aquatic Club makes every reasonable effort to keep personal information accurate and up to date. Having accurate information about you enables us to give you the best possible experience within our swim club. If you find any errors in the information held or have any changes, please let us know as soon as possible and we will make the corrections.

## **How we Protect Your Information**

Comox Valley Aquatic Club and its contracted coaches and affiliates store and process your personal information in the Comox Valley and will protect your personal information with appropriate safeguards and security measures.

Comox Valley Aquatic Club retains personal information only as long as it is required for the reasons it was collected or as required by law.

## **Obtaining Access to Your Information**

Comox Valley Aquatic Club will give you access to your information upon receipt of your request.

## **Your Concerns Are Important to Us**

If you have any concerns or questions about privacy and confidentiality you can take the following actions:

1. Contact the President of the Board of Directors. Your concerns will be addressed by the President.
2. If you remain concerned contact the Office of the Information and Privacy Commissioner for British Columbia at:

Information and Privacy Commissioner for British Columbia  
PO Box 9038 Stn Prov Govt  
Victoria BC V8W 9A4  
Tel: 250 387 5629  
Fax: 250 387 1696  
Email: [info@oipc.bc.ca](mailto:info@oipc.bc.ca)  
Web: [www.oipc.bc.ca](http://www.oipc.bc.ca)

## **Comox Valley Aquatic Club Discipline Policy**

1. The Comox Valley Aquatic Club is committed to providing a supportive framework through which its members can achieve excellence in all areas of the sport of swimming.
2. The Comox Valley Aquatic Club is an athlete-centered, coach-driven and administratively supported organization, which is characterized by open, clear communication and honesty, fairness and mutual respect. These ideas are defined in the Swimmer, Coach, Volunteer and Parent Codes of Conduct.
3. The Comox Valley Aquatic Club believes that these values and ideals should guide all of our communications and actions, and that such conduct is in the best interest of all who participate in the sport of swimming.
4. Membership in the Comox Valley Aquatic Club brings with it many benefits and privileges. At the same time, members are expected to fulfill certain responsibilities and obligations, including but not limited to, complying with the policies, rules and regulations of the Comox Valley Aquatic Club.
5. Athletes, coaches, volunteers and parents are encouraged to, at all times, act in accordance with the spirit of the Codes of Conduct, Constitution and By-laws of the Comox Valley Aquatic Club.
6. This policy applies to Comox Valley Aquatic Club members and all participants involved in CVAC activities including directors, volunteers, coaches, athletes and officials.
7. Any member can initiate disciplinary proceedings by way of written complaint to the President or Vice President of the Board of Directors of the Comox Valley Aquatic Club.
8. Upon receipt and review of a complaint the President or Vice President shall, with reference to existing policy guidelines, determine whether the complaint shall go forward. If, for any reason, the President or Vice President cannot carry out his/her duties under the Discipline Policy, the President shall designate another member of the Board to carry out such duties.
9. Should the President or Vice President or his/her designate determine the complaint should go forward, the President or Vice President or his/her designate will appoint three members of the Board to sit as the Discipline Committee. The person appointing the Discipline Committee shall not be a member of the Discipline Committee.
10. The Discipline Committee shall notify the individual who is the subject of the complaint (respondent) of the nature of the complaint and shall give that individual such opportunity as the committee, in the circumstances, considers appropriate to respond to the complaint. In determining its investigation or inquiry procedures, the Discipline Committee will adhere to the basic principles of procedural fairness, recognizing that these principles can be applied in flexible ways depending on the nature of the complaint and the potential consequences of disciplinary action.

11. The Discipline Committee after such investigation or inquiries, as it in its absolute discretion deems appropriate, shall determine whether the conduct in question warrants the taking of disciplinary action and recommend to the Board the appropriate disciplinary sanctions singly or in combination including:
  - a. written reprimand to be placed in the individual's file;
  - b. hand delivered written apology;
  - c. suspension from certain Comox Valley Aquatic Club events which may include suspension; from current competition or from future teams or competitions;
  - d. suspension of all Comox Valley Aquatic Club financial assistance funding;
  - e. suspension from certain Comox Valley Aquatic Club activities (i.e. competitions, coaching, officiating, volunteering) for periods up to 3 years;
  - f. suspension from all Comox Valley Aquatic Club activities for up to 3 years;
  - g. expulsion from the Comox Valley Aquatic Club; and/or
  - h. other sanctions as may be considered appropriate for the offense.
12. The Discipline Committee shall report its findings in writing and forthwith forward a copy to the respondent and the Board. If the Discipline Committee recommends disciplinary sanctions and the respondent wishes to challenge either the determination that the conduct warrants disciplinary action or the proposed penalty, the respondent shall within 15 days, or such extended period that the Board may allow, make a written representation to the Board which the Board shall consider before taking any action on the report of the Discipline Committee.
13. If the respondent does not challenge the determination that the conduct warrants disciplinary action or the proposed penalty, the penalty will take effect 30 days after the date of the Discipline Committee's recommendations and the Board at its next meeting will ratify the sanctions recommended by the Discipline Committee. The Board shall not interfere with decisions of the Discipline Committee unless the respondent as per paragraph 12 challenges those decisions.
14. If the respondent does challenge either the determination that the conduct warrants disciplinary action or the proposed penalty, the Board at its next meeting shall determine if the conduct warrants disciplinary action and shall impose such discipline, as it considers appropriate in the circumstances.
15. If the respondent has challenged either the determination that the conduct warrants disciplinary action or the proposed penalty, the imposition of the penalty, will be stayed until the Board deals with the matter as set out in paragraph 14.
16. Notwithstanding anything herein contained, the Board reserves the right, upon giving 72 hours notice to the respondent, to order the interim suspension of the respondent, pending completion of disciplinary proceedings as set out in this policy.
17. This policy is to be reviewed by the Board of Directors on an annual basis.

# Comox Valley Aquatic Club Social Policies

## Fair Play

The Comox Valley Aquatic Club is dedicated to the advocacy of Fair Play. It understands that sport helps children learn important life skills such as teamwork and cooperation as well as lifelong values such as integrity, fairness and respect. Therefore, the Comox Valley Aquatic Club promotes to its membership the 5 Principles of Fair Play:

- Respect of rules;
- Respect of officials and their decisions;
- Respect for opponents;
- Equal opportunity for all to participate;
- Maintaining self-control at all times.

## Gender Equity

The Comox Valley Aquatic Club governs itself with the belief and practice that equity is fair and just treatment for all individuals. Gender equity is the principle and practice of a fair and equitable allocation of resources and opportunities for both males and females. To be equitable means to be fair, and to appear to be fair.

The implementation of gender equity eliminates discriminatory practice, which prevent full participation of either gender. Opportunities, resources, and power become equally accessible to all.

The Comox Valley Aquatic Club will work to ensure that gender equity is a key consideration when developing, implementing, updating or delivering programs, policies and projects

## Comox Valley Aquatic Club Travel Policies

On occasion, the team may elect to travel to swim meets or training camps outside of the Comox Valley as a group. This arrangement, known as Team Travel, involves the booking of transportation, accommodations and arranging for chaperones. The **Head Coach** will inform the meet attendees of the trip dates, transportation logistics, food and accommodation details and who the coaches and chaperones are for the meet. The **Head Coach** will prepare a cost estimate for each team travel swim meet and either a full or partial deposit will be payable at the time of sign up for team travel. In the event of withdrawal due to illness or injury, with an accompanying doctor's note, there may be a pro-rated refund. Pro-rated refunds will be assessed on a case by case basis and will depend on cancellation timelines negotiated between CVAC and suppliers. Cancellation procedures will reflect non-refundable expenses incurred by CVAC, and will be posted on the website at the initial time of booking

## **Meet Head Coach Responsibilities**

The designated Meet Head Coach:

- a. Sets all practice and competition times and places;
- b. Determines curfew times. Curfews will be set recognizing the needs of individual swimmers;
- c. Is responsible for swimmers during practice and meets;
- d. Assumes duties of travel organizer and chaperone if they have not been previously designated;
- e. Has final authority over all decisions concerning the athletes and protecting their performance; and
- f. Informs swimmers of CVAC policies regarding use of alcohol, stimulants and other banned and/or illegal items.

## **Travel Organizer Responsibilities**

The Travel Organizer:

- a. Ensures reservations (transportation and accommodation) are made;
- b. Books separate rooms for female and male athletes;
- c. Assists with meal planning including dietary restrictions;
- d. Ensures that when there is billeting that there are two billet-swimmers of the same gender billeted together; and
- e. Prepares the team travel cost estimate and notifies team travel athletes of the estimated price, deposit due date and withdrawal date.

# Comox Valley Aquatic Club Chaperone Policies

## Chaperone Selection and Responsibilities

Chaperones provide a valuable contribution to the well-being of our swimmers and coaches at meets outside of the Comox Valley.

Chaperones will likely not be required for many meets outside of the Comox Valley. Situations that may not require chaperones might be meets where the parents of all the swimmers are at the meet, where the group is small and the coach fulfills this role, or where the swimmers are all adults.

Generally, there is one Chaperone per ten athletes, but it should be understood that there is flexibility depending on the circumstances of the meet, number of athletes attending, billet or hotel arrangements and amount of meal preparation.

The Head Coach will send a note via email to invite people to act as Chaperones for every travel meet requiring such.. Training will be provided, as needed.

In the event that more than one Chaperone is needed, there should be one lead Chaperone on every trip. The lead Chaperone coordinates the chaperones by reviewing the expectations in the Chaperone Guide Book with the group, providing training, discussing food plans and menu ideas, allergies, addressing requests that the coaches may have and leading parent communications.

Any travel meet that needs to have a volunteer chaperone runs the risk of being cancelled if a volunteer is not found.

The chaperone's travel expenses will be covered, however their swimmer(s) will pay the same fees as all other team travel swimmers.

An annual criminal record check is required for all chaperones. A letter from the club will be provided to the volunteer chaperone to obtain the check. This letter waives the associated fee. Also, if the chaperone will be driving the swimmers a copy of the chaperone's driver's license and proof of insurance must be submitted.

Below is a summary of chaperone responsibilities.

- a. Be in possession of any required medications along with signed CVAC medical forms which will provide information about swimmer allergies and other medical conditions.
- b. Be responsible for the safety, well-being, and behavior of swimmers during the times they are not under control of the Team Manager and coaches.

- c. Set times for swimmers to be in their rooms based on the Meet Head Coach's curfew; bed checks may be considered. Rooms should be accessible at all times by male or female Chaperone or Coach. Doors should stay ajar when both sexes are in the same room.
- d. Chaperones will be responsible for arrangement of meal and snack schedules for the duration of the meet in consultation with the coaches.
- e. Report to the Team Manager or coach any athlete, injury or incident likely to discredit the team.
- f. Check the pool area and motel for any damage (prior to room assignment and before check out).
- g. Chaperones should not accept any officiating duties at a swim meet.
- h. Ensure that swimmers do not leave the hotel alone or without the permission of the coach or chaperone and that they check in when leaving and returning.
- i. Retain and submit receipts for food, fare, hotel and incidental expenses upon return to the 'Sharks Box' located at the reception desk of the Comox Valley Aquatic Centre.
- j. Submit a post meet report to the club upon completion of the trip. (Motel and food report, suggestions for the next trip).

Swimmers are not permitted to stay with the coach.

These are guidelines for what to expect as a chaperone. Team Travel is a privilege and something the swimmers really look forward to. Being a chaperone is a very important job and a very fun one too!

## Chaperone Duties Prior to the Meet

The chaperone must:

- a. Liaise with the travel coordinator to obtain and discuss all travel information and arrangements (i.e., contact information of other chaperones, and a list of swimmers attending the meet who will require chaperoning).
- b. Ensure a suite-hotel has been booked when possible. This should include a full kitchen with a large fridge, stove with oven and a sink. A larger suite makes it easier for the team to share meals and to meet, thereby helping to promote a stronger sense of team unity.
- c. Introduce yourself to the other chaperones and coaches prior to the meet.
- d. Pick up the chaperone bag, which contains a binder with the medical forms of all the attending swimmers, a first aid kit and other supplies that may be required at a swim meet.
- e. In the event of an emergency, you, as a chaperone, will be called upon to tend to the swimmer who is attending the meet without a parent. Refer to the swimmer's medical form that has all the parental and emergency contact information, as well as medical information for the swimmer. There is also a parental consent form for administering any medication to a swimmer. Be sure to check this information before administering any medication to a swimmer. All swimmers' medical information is confidential.
- f. If there are any serious food allergies (e.g., peanuts) all meals and snacks prepared by the chaperone must not contain this food item. In addition, all parents and swimmers using team travel must be informed of the allergy to ensure that this food item is not in any snacks that they bring from home or purchase while travelling.
- g. Usually the chaperone will be provided with a projected budget for the activity, from which the chaperone is expected to purchase nutritious foods for meals and snacks. Food intolerances, e.g.: gluten, vegetarian, etc, that incur additional costs will be passed onto the swimmers account, or families can choose to provide their own food.
- h. In coordination with the other chaperones (if any), plan meals ahead of time. Sometimes swimmers will be asked to bring their own money for meals on travel days and otherwise, depending on the meet, meals can be made on site in the hotel or catered in. There is a post meet report binder, which has information from some of the past meets. This resource is intended to help chaperones to see what past chaperones have done in terms of meal preparation.
- i. Help prepare an information email, in coordination with the coaches, to introduce yourself as the chaperone, provide your contact information and communicate anything the swimmers need to bring (water bottle, brown bag lunch, spending money, etc) and also to let the parents know they can contact you with any health concerns that you need to know about.
- j. Chaperones should refer to the chaperone binder.



## **Chaperone Duties On Route to the Meet**

The chaperone must:

- a. Make sure that each swimmer and coach on the list is present on the bus/plane/ferry prior to departure and after each “pit stop”.
- b. Learn the names and faces of all the swimmers in the team travel group. The chaperone will be responsible for the swimmers’ safety and well-being throughout the trip.
- c. Make sure that the swimmers maintain reasonable discipline while on the trip.

## **Chaperone Duties at Arrival**

The chaperone must:

- a. Pick up all room keys and a rooming list for each room upon arrival of the team. Rooming lists are determined by the coaches and are not revealed to the swimmers ahead of time in case any swimmers need to be moved around at the last minute.
- b. Distribute room keys to the swimmers and coaches in the lobby.
- c. Check with the coaches on the plan for that night.
- d. Ensure snacks are available when the team arrives as they are likely to be hungry and will likely have to go to the pool for a pre-competition swim practice.

## **Chaperone Duties At the Meet**

The chaperone must:

- a. Know and be aware of the swimmers’ whereabouts at all times. If a problem should arise, the coach should be notified immediately and corrective action taken.
- b. Have all swimmers report in prior to leaving the pool/hotel and when they return to the pool/hotel. Remind the swimmers that they need to report to the chaperone even if their parents are in attendance.
- c. Work with the Meet Head Coach to decide arrival and departure times each day.
- d. Encourage all swimmers to keep their area of the deck clean and tidy.

- e. Do a sweep of the pool, change area and transport to ensure any CVAC items have not been left behind.
- f. Provide all meals and snacks as needed based on the timing of the meet so swimmers have time to rest in between heats and finals.

## **Team Travel**

### **Swimmers' Responsibilities**

Only competitive swimmers aged 11 years old and older are eligible for team travel. (See Definitions Appendix I) Swimmers traveling under the jurisdiction of the Comox Valley Aquatic Club, Swim BC or Swim Natation Canada (SNC) agree:

- a. There will be no possession or use of any illegal substances.
- b. There will be no possession or use of alcohol or tobacco (regardless of age).
- c. When people other than the occupant(s) visit a room, the door must be left ajar for access by the coach or chaperone.
- d. Any physical damage occurring in a room, or cost arising from missing items, is the responsibility of the registered occupant(s), unless some other person(s) are proven responsible;
- e. Any contravention of these rules is sufficient grounds for the swimmer to be sent home at his/her expense.
- f. Any contravention of the above will be dealt with by CVAC and may result in disciplinary action in accordance with the club's [Discipline Policies](#)

### **Swimmer Behavior**

Unacceptable behavior shall include:

- a. Committing any act, which would be considered an offense under Federal or Provincial Law;
- b. Missing training or breaking curfew without authority;
- c. Gross misbehavior; and/or
- d. Unsportsmanlike conduct.

Any swimmer who commits an offense under Federal or Provincial law will be sent home immediately. When this is not possible, an offender will be confined to their hotel room and scratched from further competition. The club's President will be informed immediately.

Punishment for missing training and/or breaking curfew, gross misbehavior and unsportsmanlike conduct, depending on circumstances, could vary from expulsion to a written caution with full or partial restriction of movement or participation. Reports must be submitted on any incident, major or minor, so that the Board may decide if any further action should be taken.

### **Guidelines for Coaches and Chaperones**

- a. Treat all swimmers as you would expect to be treated.
- b. Be prepared to provide a supportive environment.
- c. Be firm but fair.
- d. Apply the code of conduct to all.
- e. Ensure that intoxicants are not consumed when you are responsible for swimmers.
- f. Be prepared to look after money and passports.
- g. Check pool area, motel or hotel area for damage. If necessary, obtain clearance in writing from management.
- h. Evaluate the trip, submit ideas for improvements and update the chaperone binder.

Should a coach or chaperone be personally involved in any behavior problem the Board of Directors shall be notified as soon as possible following the incident.

### **Travel Expenses and Reimbursements**

- a. As required, chaperones and coaches may receive a per diem for meals for out of town swim meets.
- b. Per diems for mileage will not exceed the current Canada Revenue Agency rate.
- c. If an athlete travels one way but not the other, then they will assume the shared vehicle costs for both ways.
- d. Normally, all athletes on team travel will incur the same full costs whether or not their parent(s) chaperone.
- e. SWIMMERS WILL PAY \$5/DAY TO CHAPERONE

## Club Commitment Policy

**\*\*\*Currently in review for 2020/21 to account for COVID-19 changes\*\*\***

The Comox Valley Aquatic Club (Sharks) is a Swim BC sanctioned competitive swim club whose focus is to provide a swim club where student athletes can achieve excellence in all areas of the sport of swimming.

It is expected that all families who are members of the Comox Valley Aquatic Club will fulfill what is referred to as a 'club commitment'. Club Commitment Obligation (CCO) points are assigned to families in effort to distribute the workload inherent in the operations of the club including, but not limited to, the running of hosted swim meets. The Sharks host swim meets for three primary reasons: to provide opportunities for athletes to compete, to reduce member family competition costs by reducing the number of out of town competitions and raise funds to acquire and maintain club equipment and subsidize (i.e. offset) membership fees.

Club Commitment Obligations (CCO) points are assigned based upon the highest squad each family has a swimmer registered in plus the number of additional children registered. The tentative CCO points table for the 2018/2019 season follows:

Squads	Points
1, 2, 3	10
4, 5	6
6, 7	2
8,9	1
Masters	1
Each additional swimmer	1

For example using the above table, a family with one swimmer in Squad 3, one swimmer in Squad 4 and one swimmer in Squad 6 will have to earn 12 CCO points for the season (i.e. 10 for Squad 3 plus 1 for each of the two additional swimmers).

Points may be earned by any qualified family member or a friend of the family.

The point schedule for a given season is based upon the planned number of hosted swim meet sessions, the number of families registered with the Sharks, the distribution of swimmers through the squads and ad hoc projects required to operate the club. **A tentative point schedule will be provided with each annual registration package and be finalized and communicated to the entire club following registration.**

## **Joining or Leaving the Club During the Season**

If a family joins or leaves the club during the season their CCO points will be prorated based on the number of meet sessions during the period they are with the club versus the number of sessions in the season. For example, if there are 2 meet sessions in October, 3 in March and 2 in May for a total of 7 sessions during the year and a family joins the club in January their points will be 5/7 of the amount required based on the swimmers they have registered.

## **Meet Sign-up Process**

Once registration is complete the number of points required by each squad will be determined. Families will be expected to work 1 session at each swim meet that their swimmers are registered. Families who choose not to work a session during the swim meet will be charged \$125 for that session.

Prior to June 1st, family commitment sign-ups will be assessed by the club's Director of Officials. **Those identified as failing to sign up for enough positions to meet their CCO points requirement will have financial penalties (CCO-FP) charged to their accounts in the amount of \$125 per CCO point unfulfilled.**

Unfilled meet positions may be opened for paid sign-up positions by any families that wish to earn 'above and beyond' CCO credits towards reducing their swim fees. A special sign up will be created for these positions and only positions filled within these special sign ups will be eligible for payment. CCO-FP collected will be credited to the accounts of families at the rate of \$75 per point (eg: i.e. a 3 point job earns \$225 per session). CCO credits cannot be earned in excess of any amounts owing to the club (eg: training dues, meet fees, team travel).

Please refer to the '*Club Commitment Fulfillment Procedures*' as defined in the Club Handbook to resolve any issues relating to the fulfillment of CCO points..

## **Requirement to Advance Officiating Capabilities – Squad 1-4 Families**

For the club to maintain sufficient officials within its ranks, as swimming families gain more experience it is expected that they too will assume higher level officiating roles at swim meets. In an effort to encourage families to continue to acquire the skills and knowledge required by the club, Squads 1-4 will be required to have at least 4 of their club commitment points come from positions awarding 2 or more points.

## **Club Commitment Fulfillment Procedures**

If, for any reason you find that your family or a friend are unable to fulfill your commitment, the issue must be addressed without delay. No later notice may be given than the Monday preceding the meet to be affected. Failure to provide sufficient notice as required, will constitute a ‘no show’ circumstance and the associated financial penalty will be applied.

In an effort to resolve the issue, members are to undertake the following steps:

1. Swap jobs with another member. This is the easiest resolution for all and is highly encouraged. The individual member that cannot fulfill their club commitment will seek out agreement with another member to exchange positions/roles.
2. Notify the Director of officials if they are unable to find another member to fill their position and that a replacement should be organized
3. **No shows** for an assigned session places the club in a very difficult position and will be immediately penalized a \$300 no show fine in addition to the CCO-FP (eg: failing to show up for a 3 point job will result in a \$675 penalty). In the event that the no show position is filled by someone from a visiting club, the CCO-FP will be retained by the Sharks.

## **Mini-Meets – Expanding The Opportunity**

The mini-meets offered for Squads 6 through 9 are a valuable experience for beginner swimmers as they introduce these swimmers to the thrill of competitions and prepare them for what lies ahead. These meets are also an opportunity to begin to prepare the parents of these swimmers for the Club Commitment Obligation expectations that will be ever increasing as their swimmer(s) advance through the squads.

Utilizing the mini-meets as a low/no pressure opportunity to introduce parents to the various roles that need to be fulfilled at swim meets will not only help new swim parents to gain an

appreciation for these roles, but will work towards reducing the intimidation factor that can often prevent individuals from fulfilling these roles at our meets. Families with swimmers attending the mini meets will be expected to assist with the running of the meet.

By incorporating touch pads, timers, Chief Timer, Starter, Chief Finish Judge and Chief of Electronics (Stroke and Turn Officials not required), parents, often new to the sport, can be exposed to many of the meet positions. To encourage sign-up for these ‘Shadow/Trial’ positions, each position will carry with it 0.5 point value. At least 2 of the mini-meets will be computerized for training purposes.

### Points Per Position

The following is a list of the points that will be awarded for each position. Jobs may be added by the board as required for the operation of the club. <b>Position</b>	<b>Points</b>	<b>Position</b>	<b>Points</b>
Starter	3	Chief Timer	2
Chief of Electronics	3	Chief Finish Judge	3
Clerk of Course	3	Stroke & Turn Judge	2
Timer	1	Hospitality	1
Heat Sheet & 50/50 Sales	0.5	Awards	0.5
Set Up & Take Down	0.5	Mini-meet Official	0.5
Organizing a Fundraiser	0.5	Attending the AGM	0.5
Co-Hospitality Lead	6 per year	Team Photographer	Max

The Team Photographer is to take photographs of the Sharks swimmers at the meet, edit the photos and upload them to the team website.

The Co-Hospitality Lead is jointly responsible, with one other person, to organize food for swim meets and team potlucks. Anyone who would like to take the full lead is eligible for their maximum number of points required.

Board members will receive their maximum number of points.

Information regarding certification for the swim meet officiating positions is available at <https://www.swimming.ca/en/certification/>

## **Officials Training Bond Policy**

Families with swimmers in squads 1 through 4 are required to increase their officiating skills. Each year one person from each family must take an official's clinic that they have not previously taken and volunteer in that position at least once. To meet this commitment the individual may volunteer at either a Club hosted meet or an away meet. If the individual would like to volunteer at an away meet the Director of Officials should be contacted to make arrangements.

More information about certification can be found at:  
<https://www.swimming.ca/en/certification/>

Clinics are offered prior to a swim meet so newly qualified officials can immediately practice their skills and knowledge. We also ensure that more seasoned officials are available to work alongside rookie officials to provide support and answer questions.

Once a family is certified in three level two positions the Officials Training Bond will not apply. Level two positions are:

- Stroke and Turn Judge
- Clerk of Course
- Chief Timekeeper
- Meet Manager
- Chief Finish Judge
- Chief Judge Electronics
- Starter

**Families failing to upgrade their qualifications will be charged the \$500 Officials Training Bond on June 1.**



## Fundraising Policy

Fundraising activities are critical to small clubs like ours in order to keep program costs as low as possible and allow the widest participation in the sport from the community. We raise funds through a wide range of sources including provincial government grants, corporate sponsorships, hosting swim meets and personal and club sponsored fundraising activities. Please note that fundraisers are **not** a drop and go activity – parental involvement in the various fundraisers is required to make them successful.

### CLUB FUNDRAISING

**All families will be given an amount that is to be raised for the 2020/21 season.**

<b>Squad 1-6 families</b>	<b>\$260 per swimmer</b>
<b>Squad 7-9 &amp; shark fit families</b>	<b>\$160 per swimmer</b>

Families will only be assessed for their oldest two swimmers. Half of assessment will occur January 1 and the other half June 1. Accounts will also be reconciled on those two dates for families that have earned their fundraising credits back.

Club fundraising activities include events such as:

- Panago pizza vouchers
- Poinsettia sales
- Other food/item sales
- Thrifty Food Smile cards
- Other commercial card programs
- Bottle Returns/Drives
- Swim-A-Thon
  - This is our largest and most public event for raising money
- Plus any other opportunities that may arise

Once families have raised their assessed amount they may continue to fundraise and 75% of all funds raised will be credited to their account to use towards swimming expenses.

## **PERSONAL FUNDRAISING**

Opportunities may also come up where families can fundraise towards specific events to help offset costs. These can include

- Grocery bagging
- Car Wash
- Event specific sale/raffle opportunities
- Club support services (board position/travel chaperone)

# **The Comox Valley Aquatic Club Vacation, Illness and Withdrawal Policy**

## **Vacation and Illness Policy**

Group fees are based on an annual or sessional program. Therefore, refunds will not be given for vacation or illness. Account credits for extended illness (30 days or more) will only be considered with a doctor's note and the approval of the club Treasurer.

## **Withdrawal Policy**

If your swimmer is withdrawing from the Comox Valley Aquatic Club, please notify your coach immediately and you must provide written notification (email is preferred) to:

[cvsharksregistrar@gmail.com](mailto:cvsharksregistrar@gmail.com)

Your withdrawal will occur at the end of the month following the month in which the Registrar is notified. (i.e. if notification is given on December 15 the withdrawal will be effective January 31). Any outstanding family accounts must be paid in full before withdrawal is complete.

The final date to notify the Registrar of the intent to withdraw and receive a reduction in the annual dues is April 30. Any swimmer who notifies the Registrar of their intent to withdraw after April 30 will be charged the entire annual dues amount.

## **Comox Valley Aquatic Club Account Financial/Payment Policy**

Account statements showing charges are issued every month. Statements will be available on the website when you log in with your ID and password. Upon request, the statement can be mailed using standard mail service at an additional fee.

Accounts for which credit card information has been supplied will be charged on the first of the month. If a family has elected to use another form of payment, the balance is due within 15 days of the statement date.

## **Regular Club Fees**

- Training Fees are charged on an annual basis. For member's convenience, fees are paid in 10 equal installments. For families who wish to pay by cheque rather than credit card post-dated cheques must be provided for the first of each month starting October 1 and ending June 1.
- Swimmers who move training groups throughout the season must adjust their payment accordingly. New swimmers can join at any time during the season, provided there is space, and the fees will be pro-rated.
- Accounts are due and payable within 15 days of the statement's date.

## **Terms and Conditions**

- Accounts overdue by greater than 15 days from the date of the statement are subject to an interest rate of 3% per month (36% annually).
- If an account is overdue by greater than 30 days from the date of the statement, the family will be reminded and the coach will be notified. If the account is not paid within a further 14 days, the swimmer will not be allowed in the water for either training or competition. Swimmers may return to both of these activities when their account balance is paid in full.
- If an account is overdue by 30 days from the statement date, the Team Manager will also be notified and equipment cannot be purchased unless paid for in advance for the duration of the swim year.
- No swimmer shall incur any additional charges on account if their account is not current.
- Accounts from a previous year must be cleared before a swimmer can register for a new year.
- The charge for NSF cheques will be \$25.00.
- The terms of this policy will be reviewed annually.

## **Financial Assistance Policy**

The Comox Valley Aquatic Club understands that the cost of competitive swimming is prohibitive for some families and we want to give as many kids as possible the opportunity to experience the sport. If a family has qualified for assistance from an organization such as Kidsport, Jumpstart or Athletics 4 Kids and is still unable to afford the cost of swimming, they should contact the President to discuss ways that swimming fees may be reduced.

## **Appendix**

## Appendix I: Definitions

Competitive Swimmer:	Swimmers in Squads 1-9. Competitive Swimmers are registered with Swim BC in the competitive category and compete at sanctioned Club, Regional, Provincial and National swim meets depending on the swimmer's program group and performance.
Sanctioned Meet:	Swim competitions that have been sanctioned by Swim BC to ensure that rules, regulations and policies are adhered to. Only a time achieved at a sanctioned swim meet or time trial can be used for entry purposes into a SNC/FINA sanctioned competition.
Club Commitment:	A minimum number of points are assigned to a family based on the highest squad level swimmer. Points are earned by participating in the running of club hosted meets and activities.
Hosted Meet:	<p>A Swim meet that is hosted by the Comox Valley Aquatic Club, typically at the Comox Valley Aquatic Centre. Hosted meets are an important a form of fundraising for Comox Valley Aquatic Club. As all members benefit from fundraising, Hosted Meets require the participation of all families regardless of whether their swimmer is in the meet or not. Typically, the club will host 3 or 4 sanctioned meets per year.</p> <p>Additionally, on a scheduled rotation, our club will host the Vancouver Island Regional Short Course Competition, a three-day meet with both morning preliminaries and afternoon finals sessions.</p>
Team Travel:	An option that the Comox Valley Aquatic Club offers when practical. Team travel is a privilege offered to competitive swimmers, aged 11 years old or older, and provides the opportunity to travel together with coach(es) and chaperone(s) as a group. Team travel greatly reduces the cost of travel to meets outside the Comox Valley and thus provides the opportunity for more members to participate.

## **Appendix II – Frequently Asked Questions**

### **What is a swim meet, and how many are there?**

A swim meet is an organized and regulated competition between swim teams. The swimming season starts in September each year and swimmers can expect to compete beginning in October. At the start of the season the "Meet Schedule/Calendar" is set and published. This can be found on the club's website and it is recommended that it be referred to often to assist with family scheduling and planning as the season progresses.

### **What can I do to help prepare my child for a meet?**

Have your swimmer eat a healthy diet, get plenty of sleep, bring a water bottle and a variety of snacks to the meet, and get them to the meet on time. Also, bring an extra towel and a sweatshirt/hoodie and track pants to keep muscles warm between events. As a general rule, swimmers must be on deck 15 minutes before warm-ups begin. Also, advise them to listen to the coach and to have fun! Cheer them on, too!

### **How much does it cost to enter a meet?**

There are additional costs set by the host club for swimmers to attend a swim meet. Note that fees associated with individual events and relay events are paid by the team (club) in advance. The appropriate meet fees are added in the swimmer's monthly billing statement.

### **If my swimmer misses the meet can the club get reimbursed the meet fees?**

The Coach has a deadline to turn entries in to the hosting team. If the deadline for registering is not past you may withdraw from the meet without paying the meet fee. However, if the Head Coach has submitted all entries to the meet host team it may not be possible to refund any entry fees to the club. At this point our team pays for all entries as listed on the meet invite. Therefore, if a swimmer is entered in a meet they will be charged for the events they are entered in, whether they swim or not.

### **When should we be there on the day of a swim meet?**

The Head Coach will inform swimmers when they are expected on deck (usually 15 minutes before warm ups begin). Shortly thereafter, the teams will swim warm up laps, and the meet will begin approximately an hour later.

### **How long are we expected to stay at a swim meet?**

You are not required to stay past any of the races that your swimmer is committed to. However, sticking around helps build team spirit and friendships, as you cheer on your teammates. At a meet with preliminary / final format, swimmers are expected to attend warm up for finals even if they are not competing. This will allow the coaches to have all swimmers available for relays if needed.

Additionally, for hosted meets, everything that was set up in the morning, must be taken down and stored in the appropriate places at the end of the meet. It is greatly appreciated when parents stick around (or return) to lighten the load of clean-up.

**I see that there are different age groups for the swimmers. How does that work?**

The age groups vary depending on the different meets. Examples include 8 & under, 10 & under, 9-10, 11-12, 13-14, 15 and over, and open (where there are no age restrictions). Even if the event is listed 12 & under, awards may still be given out within the previous age groups listed (i.e. 8 & under, 9-10, 11-12). Swimmers are "aged" on the first day of the meet and put in their appropriate age group.

**What events will my child swim in?**

Events for all age groups may have two relays and possibly 4-8 individual races (free, back, breast, butterfly, and individual medley or IM). Typically, children may swim in 3 or 4 of the individual races in a day and the Head Coach may sign a swimmer up to 2 relays. Your child will generally swim in races with other children of the same gender, in the same age group. Your child's coach will determine which events your swimmer should enter.

**What is a "heat", and what is a heat sheet?**

An event may be divided into multiple "heats" or separate races. As an example a certain event may have 14 swimmers signed up, but the pool only has eight lanes. As a result, there will be 2 heats to accommodate all the swimmers and all heat times will be used to determine the outcome of the event. A heat sheet is a schedule of all the events and their heats for a given day of the swim meet. Heat sheets can be obtained for a few dollars shortly before the meet begins.

**Where do my swimmer's seed times come from that are on the meet entry sheets?**

The team keeps a database of all times swum by each swimmer. When the events you're going to swim for a meet are entered into the computer, it selects your best time for that stroke and distance to use as your seed time.

**What is a relay? And what stroke(s) do the swimmers use?**

Relays consist of four "legs" with a different child swimming each leg. The distance varies with the age group from 100 metres (four lengths/legs of the pool) for the younger age groups to 200, 400, and 800 metres for the older age groups. You can review a heat sheet to get a feel for where the relays occur in the meet. There are two types of relays: medley and freestyle. In the medley relay four swimmers each swim a different stroke: backstroke, breaststroke, butterfly and freestyle. In the freestyle relays, the four swimmers each swim the freestyle.

**Why isn't my child swimming in a relay?**



This is probably best explained by an example. Take the freestyle relay, for instance, in which four swimmers participate. If there are only three swimmers in your child's age/gender group, then there are not enough to make a relay team. If there are more than four swimmers, but less than eight, then there are only enough swimmers to make one relay team. In the latter case, the swimmers with the top four individual freestyle times are chosen for the relay team. It is the Head Coach's prerogative to form relay teams based on a variety of reasons, which may include such reasons as: best heat times, to encourage team harmony, or encourage a swimmer on their first relay entry. The coach does not need to justify her decision and has the final word in the matter. Sometimes we are able to have two relay teams for a given event. Relays are only offered at certain swim meets and it is the coaching staff's prerogative to select the swimmers and the order/stroke.

**If I notice that my child is in the wrong lane, what do I do?**

Often there are changes at the last minute that may affect heat and lane for a child's race. Sometimes, meet management has to combine heats whenever possible to make the meets run faster, and there may be substitutions because of absent swimmers. If you think your child is in the wrong heat or lane for his/her race, chances are they are not. The timers (volunteer parents) have a list of names that need to be in their lane for each event and heat. Swimmers are encouraged to double check with the timer to see if they are in the correct lane. The Clerk of Course, timers and coaches have the most current list of where the swimmer should be.

**My child has missed practice all week. Doesn't the coach know that we won't be at the meet?**

**No.** While the coaches do keep a roster to record attendance, you will be registered for all meets your swimmer is able to attend. Often swimmers are involved in outside activities that make them miss practices off and on, but they still make it back to the meets. If you signed up for the meet, please let the coach know as soon as possible by email in the event your child cannot swim. Your child may be on a relay that might not swim if your child is not at the meet. This is particularly disappointing to the other relay swimmers if they are planning to swim and are told at the last minute that they do not have enough swimmers to make a relay team. Also, at hosted meets, if you have signed up for a volunteer position and are unable to attend, please try to find a substitute, or at the very least, contact the volunteer coordinators as soon as possible to let them know that the position needs to be filled.

**What does DQ mean?**

Disqualification - this can happen for a variety of reasons including starting early (false start), leaving the diving block early in a relay, performing an illegal stroke, performing an illegal turn, not touching the wall with two hands during a breaststroke turn, etc.

**Are these DQs necessary? Can't we just have the swim meets be about having fun?**

The DQs and the Meet Officials are a very important aspect of swim meets. Swimming Canada, through FINA, has rules that must be followed for each stroke. These rules are

enforced by the Meet Officials and allow all swimmers an equal chance to succeed and qualify for outside meets, regional camps, Junior Olympics, Nationals and, even, Olympic Trials. These rules are also important for swimmers to show their competitiveness when applying for swimming scholarships.

### **Are kids DQ'd a lot?**

No. The younger swimmers, especially the 8 & under age group tend to have more problems early in the season, but you'll see a DQ from time to time in every age group. When a swimmer is disqualified, the official will discuss their decision with the Referee. The Referee will discuss the disqualification with the coach and your coach will discuss the disqualification with your child in hopes of teaching them what error was made. If your child is disqualified, try not to get upset about it. Your swimmer will be unhappy enough about it without having your emotions adding to the situation. If you think there was an error made, then discuss it calmly with the coach. An appeal is possible through the Head Coach; however, **do NOT discuss it with the officials.** Let the coach do that if it is appropriate.

### **Why do younger swimmers have to go to the other end of the pool for some events?**

The 8 & under and 9-10 groups often have some 25 metre events. They start from the wall and swim one length of the pool. The timers have to see them touch the wall so they are located at the opposite end of the pool from the starting positions. By the way, it is legal to start from the side edge of the pool instead of a starting block. You may see this with some of the younger swimmers who are not comfortable diving yet. The 11-12 year- olds and older have all 50 or 100 meter events. They start and end on the same edge of the pool by the starting blocks.

### **Will my child swim with others his/her own age? What will they do during the season?**

Your child will compete against his/her own aged swimmers. At practice sessions, swimmers will be coached to improve their swimming skills and endurance. Your child will practice with other swimmers of similar ability. At meets, there is the opportunity to compete against swimmers from local and other area swim teams. The emphasis is on each swimmer's improvement. In meets, girls compete against girls and boys compete against boys, although they may be combined in a particular heat based on seed times.

### **Does it matter what order the medley relay or the IM go in?**

Yes. For the medley relay the order is backstroke, breaststroke, butterfly then free style. For individual medley it is fly, back, breast then free

### **How can I tell what event we are on?**

There is a scoreboard or event board that will indicate the current event and heat.

**Lots of parents have papers when sitting in the viewing area. What exactly are they doing and how does this help their swimmer?**

Many parents record their swimmer's times directly on their heat sheet. They may use this to monitor their child's progress. Some parents will also make note of other swimmer's times to give their child a basis for comparison and/or motivation.

**My 6 year old is swimming against kids that have already turned 8. Why?**

On the first day of a meet, the swimmers are placed into their age groups based on how old they are on that day. Every age group has at least 2 years of kids, so the younger kids in each age group are at a disadvantage. Reinforce to them that they should work on their personal best times and not worry about their place in the race.

**What about good sportsmanship?**

This is a great place for parents to help. Talk with your children about this issue. Be proud of our kids not only when they win, but also when they don't and shake hands with the other team's swimmer, telling the winner, "good race". Please help make this important to our kids. Also, during the meets, be friendly to the other team's parents and complimentary whenever possible. It creates a positive environment for everyone. Our most fun meets have been with teams that have this same attitude.

**What about food? When should I feed my child at the meet?**

That is a little tricky. There is always junk food around the meet no matter how much we try to avoid it. Try to feed your children a healthy protein snack (bananas and yogurt or something like that) right before the meet and bring or buy them something to eat during the meet. If you are taking your child off the deck to buy them food, please make sure they will not miss their events by checking the meet schedule.

**What if I have an important message to tell the coach during a swim meet?**

Wait until the coaching staff is not busy and then briefly tell them your message. The coaching staff is focused on supporting the swimmers during the meet so please leave them free to do that as much as possible.

**The time on my child's ribbon is not right. What do I do?**

During the process of timing, transcribing, and inputting data into the computer, there are many places where mistakes can be made. All precautions are taken to try and get accurate times on the ribbons, but sometimes there are errors. Sometimes we can go back to the original timer sheets and find the mistakes. Sometimes, however, these are timer errors that we cannot figure out later. If you think there is an error, write down your child's name, meet, event number and the approximate time you think should have been and give this to the coach. We will look up the race and correct the time if at all possible.

## **Appendix III - Coach Code of Conduct;**

It is impossible to specify in precise terms all those actions that could be deemed to be prejudicial to the practice of coaching swimming and the best interests of the Comox Valley Aquatic Club. The following provides an indication of the types of incidents that are likely to be considered breaches of this section of the Code:

### **Public Criticism of Colleagues;**

Coaches should refrain from criticism of fellow coaches, swimmers, parents and officials, particularly to and through the media. When public comments are made, coaches have an obligation to ensure such comments are made judiciously, reflective of the facts, supportable and sensitive to the situation(s). Differences of opinion should be dealt with on a personal or club basis.

### **Misrepresentation;**

Coaches should ensure that they do not, in any way, misrepresent their qualifications, affiliations, or professional competence to any current or prospective person(s) or organization(s), or in any publication, broadcast, lecture or seminar.

### **Commitment;**

When a coach enters into a commitment with an employer, with a team, or with an individual swimmer, the nature of that commitment should be specifically agreed to. Any such contract or terms of reference should be set out in writing and include fees (if any), and a method of payment, the time commitment involved, and an indication of expected outcome of the coaching.

### **Confidentiality;**

Coaches should not divulge confidential information relating to a swimmer except to persons who can be judged to have a “right to know” under the following circumstances:

- evaluation of the swimmer within the sport for competitive selection purposes;
- recommendations concerning swimmers for professional purposes;
- pursuit of disciplinary action involving swimmers for professional purposes; and, matters pertaining to the health and/or safety of the swimmer.

### **Coach/Swimmer Interaction;**

Coaches should refrain from the use of profane, insulting, harassing or offensive language in the conduct of their duties.

### **Criminal Conviction**

Any conviction of a coach by a court of law may reflect adversely on the profession and the Comox Valley Aquatic Club. Criminal or summary conviction charges relating to the Comox Valley Aquatic Club activities are likely to be regarded as breaches of the Code.

### **Disciplinary Proceedings by an Employer**

Disciplinary proceedings by the Comox Valley Aquatic Club leading to dismissal from employment connected with coaching could be regarded as a breach of this Code. Other

Disciplinary proceedings by the Comox Valley Aquatic Club (e.g. reprimand) will not normally be considered as a breach of this Code unless the circumstances are sufficient to be found under another section.

### **Personal Misconduct**

Personal misconduct could give rise to Disciplinary action by the Comox Valley Aquatic Club. Examples of such personal misconduct could include, but may not be limited to, willful damage to property or equipment; theft; falsification of reports or accounts; breach of confidentiality; violence; misuse of alcohol or drugs; dishonesty; or indecency.

### **Reciprocal Suspensions**

Suspensions imposed by the Fédération Internationale de Natation Amateur (FINA), the Aquatic Federation of Canada (AFC), Swimming/Natation Canada (SNC), Canadian Swim Coaches and Teachers Association (CSCTA), Coaching Association of Canada (CAC) and Swim BC will be recognized, honoured and upheld by the Comox Valley Aquatic Club and by all members of the Comox Valley Aquatic Club.

## Appendix IV: Swim BC Personal Information Protection & Electronic Document ACT

Club Name: \_\_\_\_\_ Comox Valley Aquatic Club \_\_\_\_\_

Swimmer Name: \_\_\_\_\_

A Parent or Legal Guardian must sign for those swimmers under the age of 18.

The Federal *Personal Information Protection & Electronic Documents Act* (and equivalent provincial legislation) requires that consent be obtained prior to the collection and use of all personal information.

The personal information you provide to the Club from this registration will be used for the purposes reasonably associated with the swimming activities conducted by the Club. These purposes include national, provincial and event registration, insurance coverage, training and competition participation and competition result publication. Some of the information you provide will be passed on to Swimming/Natation Canada (“SNC”) and Swim BC, for purposes including association registration, insurance coverage and:

- a) Ensuring swimmers train and compete in an age appropriate environment;
- b) Establishing athlete eligibility for selection to swim teams;
- c) Establishing pertinent medical records
- d) Reporting non-identifying, demographic and participation statistics to funders, sponsors and other authorized 3rd parties;
- e) Publishing athletes’ names, genders, ages, club affiliations on our web page or in results, news releases and ranking reports; and
- f) Making direct contact with swimmers as necessary for the operation of the Club, Swim BC and SNC.

SNC complies with the obligation and responsibility to the World Anti Doping Agency (WADA) or its agents to provide information upon their request. Additional personal information may be collected from time to time. Consent for the use of this personal information may be inferred where its uses are obvious and it has been voluntarily provided. When not obvious, the purposes for collection will be provided prior to, or at the time of collection; either orally or in writing.

Complete texts of the Privacy/Personal Information Policies (variously the “Policy” or “Policies”) may be found at: for SNC at: [www.swimming.ca](http://www.swimming.ca) and for Swim BC at: [www.swim.bc.ca](http://www.swim.bc.ca)

Should a swimmer wish to review their personal information held by either the Club, Swim BC or SNC they must make a request to the appropriate organization pursuant to that organization’s Policy. Further, swimmers may withdraw consent to use their personal information pursuant to the Policies. Such a withdrawal however, may require the cancellation of your registration with and suspension of your activities with the Club, Swim BC and SNC.

**All swimmers or their legal guardian must sign a copy of this form.**

## Appendix V: Medical & Liability Release Waiver

I certify that I am the parent or legal guardian for my child(ren). I hereby give my permission for any supervisor, coach or other team administrator associated with the **Comox Valley Aquatic Club** to seek and give appropriate medical attention for our child(ren) in the event of accident, injury, illness. I will be responsible for any and all costs associated with any necessary medical attention and/or treatment.

I hereby waive, release and forever discharge **Comox Valley Aquatic Club** and associated supervisor, coach or other team administrator from all rights and claims for damages, injury, loss to person or property which may be sustained or occur during participation in **Comox Valley Aquatic Club** activities, whether or not damages or loss is due to negligence. I hereby acknowledge that my children is (are) physically fit and capable of participation in all Swim Team activities.

By registering my child(ren) with the **Comox Valley Aquatic Club**, I agree to participate (or allow my child(ren) and family members to participate) in the **Comox Valley Aquatic Club**, and hereby release **Comox Valley Aquatic Club**, its directors, officers, agents, coaches, and employees from liability for any injury that might occur to myself (or to my child(ren) and family members) while participating in the **Comox Valley Aquatic Club** program, including travel to and from training sessions, swim meets or other scheduled team activities.

I agree to indemnify and hold harmless the above mentioned organizations and/or individuals, their agents and/or employees, against any and all liability for personal injury, including injuries resulting in death to me, my child(ren) and/or other family members, or damage to my property, the property to my child(ren) and/or other family members, or both, while I (or my child(ren) or family members) participating in the **Comox Valley Aquatic Club** program.

**All Parents or legal Guardians of Swimmers must sign this form agreeing to the above policies**