

# Dartmouth Crusaders Swim Club: Policies and Procedures *(amended December 2023)*

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# 1. Introduction

The foregoing Policies and Procedures have been adopted by the Directors of the Dartmouth Crusaders Swim Club in accordance and consistent with the Constitution and Bylaws established (pending). Accordingly, the Policies & Procedures are subject to change by the Board of Directors from time to time as provided by the Bylaws of the Dartmouth Crusaders Swim Club.

All Policies set by the Directors are identified by the date the policy was passed. All Policies not specifically identified were set forth by the Directors prior to October 2020.

Definitions:

DCSC – Dartmouth Crusaders Swim Club

NSO – National Sport Organization

SNC – Swimming Natation Canada

PSO – Provincial Swim Organization

SNS – Swim Nova Scotia

MFC – Mandatory Fundraising Commitment

CRA – Canada Revenue Agency

WA – World Aquatics

IOC – International Olympic Committee

AGM – Annual General Meeting

SGM – Special General Meeting

NCCP – National Coaching Certification Program

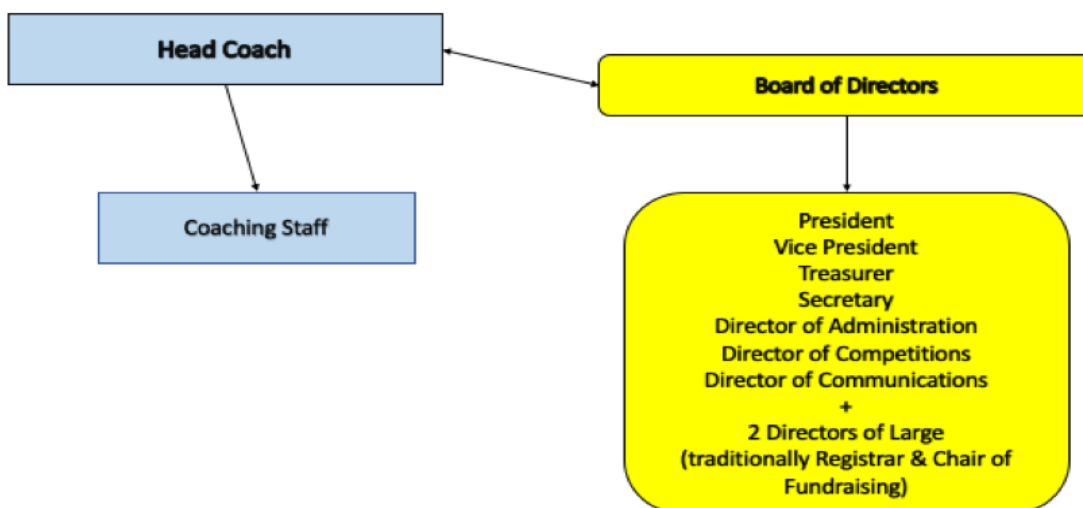
UCCMS – Universal Code of Conduct to Prevent and Address Maltreatment in Sport

CSCA – Canadian Swim Coaches Association

International Swimmer- Means a Swimmer Member of the Club who also happens to be international student currently studying in Nova Scotia.

## 2. Organization and Election of Directors

### 2.1. Organization



### 2.2. Election of Directors

- 2.2.1. Directors are elected by the membership at the annual general meeting.
- 2.2.2. There shall be nine directors on the Board.

- 2.2.3. A minimum of 80% attendance is required by Board members at monthly Board meetings to remain on the Board.

## 2.3 Conflict of Interest Policy

Conflict of interest is a potential when a situation arises in which a Board member, coach, or individual member of DCSC is involved in multiple interests on behalf of the Club, financial or otherwise, and serving one interest has a real or perceived impact against another interest. Resulting decisions or actions will or may result in a real or perceived imbalance of benefits to specific members or member groups.

- 2.3.1 Members will not use their position within DCSC for personal advantage: Board of Directors, Coaching staff, Committee members, or individual members.
- 2.3.2 Members will not use connections or information obtained through their association with DCSC for private purposes.
- 2.3.4 A Member who understands or suspects that a conflict of interest exists will bring that to the attention of the Club President or designate so that corrective actions can be considered.
- 2.3.5 Board member receiving a conflict-of-interest claim will bring it to the attention of the Board and the Board will follow the Issue Resolution policy.
- 2.3.6 Disclosure of Conflict of Interest – Board Members and Lead Coaching staff will complete a disclosure form following the AGM for any real or perceived interests from which a conflict of interest may arise.

# 3. Membership

## 3.1. Qualification

- 3.1.1. The terms of admittance to membership are provided for by the Bylaws of DCSC. Continued membership is subject to compliance with all application formalities, payment of fees, dues and assessments, and compliance with all requirements and Standing Orders as determined by the Directors from time to time.
- 3.1.2. To be eligible to be a member of the Board of Directors, an individual must be a member in good standing.
- 3.1.3. All prospective new Senior-AAA squad level swimmers wishing to transfer from another club must have an interview with the Head Coach and be approved by the Head Coach for entry into DCSC.
  - Where a new Senior-AAA squad swimmer is permitted membership in DCSC, a 30-day probationary period exists where a 'no notice termination policy' is in effect, both for the coach and for the new swimmer.
- 3.1.4. Swimmers Joining After December 15th:
  - Competitive swimmers: shall pay a non-refundable flat sum (total of SNR Registration fee and swim caps in addition to the annual fee chargeable based on the DCSC fee schedule for the remainder of the season).
  - Non-competitive swimmers: where space permits training with the team, non-competitive members shall pay a non-refundable flat sum (such as SNS registration fee and swim cap) in addition to the annual fee chargeable based on the DCSC fee schedule for the remainder of the season.
- 3.1.5. Early Registration - once per year registration in advance of Open Registration will be held for members only. After the Early Registration date for members, registrations will be accepted from either new or returning members from the Fall screening forward until member spaces are filled.
- 3.1.6. All Swimmers are generally expected to fully participate with all practices and will be charged the regular membership fees applicable to their squad, however; in extraordinary circumstances where a swimmer is unable to attend some portion of their training the club may prorate their membership fees proportional to amount they are able to attend practices. Any proration agreement must be documented, signed by both the head coach and the Swimmer, and is subject to Board Approval.

### 3.2. Requirements

- 3.2.1. Membership Refund: Full refund before start of swim season: A swimmer shall be entitled to a full refund of all fees paid, exclusive of administration fee, for a swim season if the Registrar receives written notice of intention to withdraw before the current swim session begins which is held to be September 1st. subject to payment in full of any outstanding fees owing from any previous year, and exclusive of any non-refundable payments already made by DCSC (SNS registration fees, equipment orders, or similar).

**Note:** Administrative fee will be determined based on incurred bank fees.

- 3.2.2. Late Registration Fee: A late registration fee of \$40 will be charged to returning swimmers who do not register before 30<sup>th</sup> September.

**Note:** this is necessary for recruitment and new swimmer registration purposes.

- 3.2.3. Outstanding Fees: Fees owing for any reason from previous years must be paid in full at registration before a swimmer will be allowed to register for the current swim season or receive a refund of any kind as set out herein.
- 3.2.4. Introductory Program Fees: Fees paid for an Introductory Program shall not be refundable under any circumstances. Both the Try 6/8 and the Playground are classified as Introductory Programs.
- 3.2.5. Fees paid to PSO and NSO: Fees paid to SNS and SNC by DCSC on behalf of a swimmer shall not be refundable under any circumstances.

**Note:** Neither SNS nor SNC provide refunds to swim clubs.

- 3.2.6. Swimmer Status Changes in Season:
  - If a swimmer moves to another squad during the swim season, the member will begin paying the fees associated with that squad on the 15<sup>th</sup> of the month (next monthly payment). If the member has paid for the year, they will be required to pay a prorated difference between the squad fees.

**Note:** Movement and method of movement between groups is strictly a coaching decision. Member families will be consulted prior to a final decision.

- With a change of status in SNS or SNC, fees are payable because of movement from noncompetitive to competitive categories and shall be paid by the swimmer before any change of status will be initiated. There shall be no refund for a swimmer changing from competitive to non-competitive status.
- 3.2.7. Equipment purchases must be made online through the Headline and Team Aquatic portals.
- 3.2.8. Delinquent Accounts - A member in arrears for thirty days will be considered in violation of DCSC policy. If the account is not paid within fifteen days of notification the member will no longer be in good standing and all swimming privileges will be suspended until the account is brought up to date.
- 3.2.9. Training as an Official – DCSC is required to provide officials at all swim competitions in which our swimmers compete, exclusive of SNC designated meets. A parent of a competitive swimmer is encouraged to assist whenever their swimmer participates in a swim meet.
  - Recommended officials' development:
    - **Novatech** – complete a timer's clinic and time at meets.
    - **Blue** – complete a timer's clinic and time at meets.
    - **Gold** – complete a timer's clinic, stroke, and turn clinic, and officiate at meets.
    - **Junior-** – complete a timer's clinic, stroke, and turn clinic, complete two additional Level 2 clinics or provide an alternate supporting role for competitions.
    - **Senior** – complete the timers, stroke, and turn, level 2 clinics, and support the succession plan for senior officials by completing Level 3 clinics, or provide alternate supporting role for competitions.

- 3.2.10. Accounts Receivable/NSF Cheques or Payments: Cheques or payments returned by, or email notices from, the Bank for insufficient funds shall be subject to the applicable bank fee in addition to the missed payment.
  - The missed payment amount must be replaced within two weeks of the missed payment along with the NSF charge.
  - If payment is not received within 15 days, the swimmer(s) participation will be stopped from all DCSC activities until the account is balanced.
  - If a member provides two (2) NSF cheques to DCSC in one season, then all future payments from that member must be in the form of certified cheques.
  - A member's financial obligation to DCSC continues in the event of non-payment, except in accordance with the terms of this Policy.
- 3.2.11. Annual Fee Returning Varsity Athletes (or other post-secondary institute) - Swimmers competing on varsity, or respective post-secondary teams and who return to train with DCSC at the conclusion of the academic year will have annual fees waived. SNS, SNC and other assessments will be levied as per all other members.

**Note:** Policy implementation subject to annual financial review.

### 3.3. Refund Policy

- 3.3.1. No Refunds for non-attendance at practices. Swim fees are not prorated based on the number of practices attended and are not refundable.
- 3.3.2. Swim practices cancelled by the Head Coach or Directors are not subject for refund.

**Note:** this includes but is not limited to statutory holidays, varying training schedules, swim meets, or weather-related disruptions.

- 3.3.3. Partial Refunds for temporary absences due to extended medical illness or chronic sustained injury may be granted provided that the member submits a written note from a clinician confirming that a medical condition for the affected swimmer exists and confirming the length of the expected absence resulting from it. "Extended" is defined as 30 days continuous. Meet fees only, providing the expense has not been incurred by DCSC, may be reimbursed as part of this policy. Missing singular meets due to illness or coincidental repeated meets due to intermittent illness or injury are not refundable.
- 3.3.4. Resignation Refund Policy Following Start of the Swim Season: Any member in good financial standing intending to resign from DCSC must deliver written notice of that intention to the DCSC Treasurer and the Head Coach no later than December 1 for a December 15th withdrawal and no later than March 1 for a March 15th withdrawal. No refunds shall be granted after March 15th in any year, except under the terms of this policy. Only pro-rated training time, unused meet entry amounts and pro-rated volunteer commitment fund amounts (owing to the dates of December 15 or March 15, depending on the notice date given in any year), shall be subject to a refund.
- 3.3.5. Members leaving DCSC will be provided with a statement of their account within 30 days of receipt of written notice of withdrawal from DCSC.

### 3.4 Fundraising

Fundraising is required by all member families. These funds are used to supplement the annual fees covering general operating expenses of DCSC. A fundraising assessment is incorporated into the annual fee and credits may be earned by participating in fundraising activities. To secure financial stability of DCSC, fundraising initiatives are implemented throughout the season.

- 3.4.1. Each swimmer is assigned a Mandatory Fundraising Commitment (MFC) each swim year.
  - Individual amounts are determined on a per squad basis.
  - MFC commitments are in addition to swim registration fees.
  - MFC shall be set annually by the Board. MFC cannot be changed once set and approved for the swim year.
  - The Board shall facilitate MFC eligible fundraising opportunities.

- MFC shall be divided up and collected monthly during the swim year: at the end of the year, you will receive a refund for your fundraising efforts of no greater than your yearly MFC commitment.
- For families with more than one athlete registered in the competitive program, there is a 15% MFC discount applied to younger siblings.
- 3.4.2. Swim-A-Thon proceeds are partially included as part of your MFC, furthermore due to CRA rules regarding charities, we are not permitted to provide tax receipts for the event. (Nov 2020)
- 3.4.3. Fundraising opportunities:
  - (a) **Team fundraiser** – the Board will designate at the beginning of each swim year activities that are to be team fundraisers (example – support / sponsorships). (Nov 2020)
    - i. Team fundraisers are not applied to a member’s MFC.
    - ii. Any monies that families raise through support from businesses or organizations will be 100% Club unless business or organization is notified that 50% of the money will be used for a swimmer’s personal MFC. In that case 50% would be Club and 50% would go towards the swimmer’s MFC. Letter or email notifying the business or organization must also be sent to the Club President.
    - iii. The Club reserves the right to seek support from business or organizations to directly support the costs of hosting International Swimmers within the club. In the event business or organization wishes to support any International Swimmer, then 100% of the funding will go to the Club.
  - (b) **Individual fundraiser** – the Board will designate at the beginning of each swim year activities that are to be individual fundraisers (example – Sobeys Gift Cards, Citrus Sales, Sport NS raffle, Catalogue sales).
    - i. Funds from an individual fundraiser are first applied to the MFC.
  - (c) **Squad fundraiser** - circumstances may occur in which a squad undertakes a fundraising activity.
    - i. Squad fundraiser is applied to the specific event and is not applied to MFC.
      - Squad fundraisers must be approved by the Board.
    - ii. Squad fundraiser shall not conflict with or impact individual or team fundraising activities.
    - iii. Any monies raised beyond the squad fundraising needs will be retained by DCSC.
- 3.4.4. MFC Administration – swim families will be able to check their MFC account through the Pool Q website throughout the year. Final reconciling of family accounts will be completed by June 15<sup>th</sup> annually.
- 3.4.5. International Swimmers- The MFC contribution will be waived for International Swimmers. All International Swimmers and their billet families are encouraged to participate with all fundraising opportunities; however, the club will retain all proceeds generated by the International Swimmer’s fundraising efforts.
  - The exception to 3.4.5 above, will be if an International Swimmer is participating in an out of province meet and there are specific fundraising opportunities to cover the costs. In this event the International Swimmer will be able to benefit equitably (i.e., in the same manner as any other Swimmer Member) in the fundraising opportunity.

## 4. Standing Rules – Safe Sport - Code of Conduct – Communication Protocols

General - The Standing Rules are to clarify the conduct that is expected of swimmers, coaches, and parents during training, competitions, and travel to provide a safe environment for our swimmers and coaches to enable all participants to achieve their goals. As well, they clarify measures that may be taken by the Head Coach to address or apply consequences for any misconduct. Concerns, objections, or complaints are to be resolved following the issue resolution process (see Appendix H).

Additional resources:

[True Sport Principles](#)

[Universal Code of Conduct to Prevent and Address Maltreatment in Sport](#)

DCSC is a signatory to TRUE SPORT Principles, which are:

- **Go For It** – Rise to the challenge – always strive for excellence. Be persistent and discover how good you can be.
- **Play Fair** – Understand, respect, and follow the rules. Play with integrity – competition is only meaningful when it is fair.
- **Respect Others** – Show respect for everyone involved in creating your sporting experience, both on and off the field of play. Win with dignity and lose with grace.
- **Keep It Fun** – Find the joy in sport and share it with others. Remember what you love about sport and why you play.
- **Stay Healthy** – Always respect and care for your mind and body. Advocate for the health and safety of yourself and those around you.
- **Include Everyone** – Recognize and celebrate strength in diversity. Invite and welcome others into sport.
- **Give Back** – Say thanks and show gratitude. Encourage your sport group to make a difference in the community. and show gratitude. Encourage your sport group to make a difference in the community.

#### 4.1. Rules of Conduct for Swimmers

The following are Rules of Conduct, the breach of which are subject to consequence or disciplinary action by the Head Coach (or designate) as set down in policy 4.2.

- 4.1.1. For safety and liability considerations no swimmer is permitted on the pool deck or in the land training area for training sessions without a coach in attendance.
- 4.1.2. For conditioning and injury prevention considerations swimmers are expected to be on deck 15 minutes prior to the beginning of a pool practice and competition warm-up times for activation.
- 4.1.3. Swimmers are expected to assist coaches when requested with set up or clean-up of any equipment.
- 4.1.4. Swimmers are expected to comply with True Sport Principles and to support an environment free from maltreatment, and to comply with all instructions and training assignments of the coaches ensuring that conduct supports the attainment of individual and team goals. Examples of misconduct subject to corrective or disciplinary action by the coach include:
  - swearing, name calling and /or interference with training of other swimmers
  - disobeying pool regulations
  - disobeying any instruction given by any coach
  - actions demonstrating disrespect toward coaches, swimmers, or officials; toward Hotel staff or guests when traveling.
  - intentional damage to training facility or equipment; to hotel rooms or rental vehicles.
  - intentional injury to another
  - theft from another swimmer, facility, or hotel
  - possession or use of tobacco, cannabis, alcohol, or illegal substances
  - behaviours deemed rude, mean or bullying in nature (Appendix D)
  - any other behaviours or actions as determined from time to time by the Head Coach, but consistent with the above.
- 4.1.5. All International Swimmers are required to volunteer within the club. Each International Swimmer's volunteer commitment will be jointly developed and documented between the head coach (and or delegate) and the swimmer. The coaching team will match the International Swimmer's strengths to opportunities within the club being mindful of the swimmer's availability and time. Both the swimmer and the Head Coach must sign the agreement and a copy provided to the Board Chair.

#### 4.2. Disciplinary Action

- 4.2.1. Disciplinary action which may be taken by the Head Coach (or designate) includes, but is not limited to the following:
  - time out from practice
  - dismissal from practice
  - meeting with swimmer and / or meeting with parents
  - temporary suspension up to one week with suspension greater than 7 days subject to approval by the Executive
  - expulsion from DCSC as set down in
  - the DCSC Bylaws. Expulsion date is considered the written notice of withdrawal date and all refund policies apply.

- travel meet restrictions.
- 4.2.2. The Head Coach (or designate) will provide an incident summary report, within 48 hours of the incident if at home and within 48 hours of returning home if travelling, to the Executive regarding infraction (under 4.1.1), the subsequent disciplinary action (under 4.2.1) and any agreed upon future remediation.
- 4.2.3. In the interest of healthy lifestyle and athlete performance, DCSC does not condone the use of tobacco, cannabis, alcohol, non-medical use of drugs or any performance enhancing substances restricted by WA or the IOC. Therefore:
  - under-age and legal age use of alcohol by swimmer members is prohibited at any team event including but not limited to training, competitions, social events sponsored by DCSC or informal gatherings of team members.
  - use of tobacco, cannabis, use of non-medical drugs, or use of any performance enhancing substance restricted by WA or the IOC is prohibited by all swimmer members of DCSC for the duration of their membership in DCSC.
  - use of alcohol, tobacco, cannabis and/ or non-medical use of prescription drugs by coaches, chaperones, or parents assisting with the team in any capacity
    - is prohibited by chaperones or coaches for the duration of the event at which they are responsible for the transport of swimmers.
  - failure to abide by policies 4.23 (a) and (b) will result in:
    - disciplinary action by the Head Coach (or designate) or member of the Executive.
    - action may include, but is not limited to:
      - Suspension from training privileges
      - Suspension from competition privileges
      - Probationary period
      - Requirement for professional counseling
      - Fines and/or charges
      - Loss of funding (NSO, PSO)
      - Criminal charges to any person providing alcohol or prohibited substances to swimmers.
- 4.2.4. Disciplinary action involving immediate suspension from a competition including, but not limited to threatening the safety of another athlete; damaging accommodation, competition facility, travel vehicle; or activities which break the law, will result in the swimmer(s) being sent home at the parent/guardian(s)' expense.
  - Where direct connections home cannot be secured, the athlete will remain under the supervision of the chaperone, or Head Coach (or designate), but will not be permitted to return to competition.
  - Procedure: In the event a swimmer is sent home the DCSC President (or designate) will be notified as soon as possible by the Head Coach (or designate) or chaperone. Parents/guardians will be notified by the DCSC president (or designated) of the incident, and of the swimmer's departure and arrival time. A meeting with the DCSC President, Head Coach, and the swimmer and parent/guardian will be organized after the return of the team from the competition.
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**Note:** For the purposes of 4.2 above, an International Swimmer's billet family will be an acceptable alternative representative in place of the swimmer's parents. If an International Swimmer's billet family cannot act as a representative for the swimmer, then another representative (e.g. another Member Parent) may step in and support the International Swimmer.

**Note On Funding:** Swimmers violating the DCSC, SNS, or SNC policy regarding tobacco, cannabis, alcohol, or illegal/banned substances may forfeit all funding support for the remainder of the current season; and may be subject to further funding penalties.

- 4.2.5. The Board of Directors adopts the SNC Harassment Policy and Procedures Guide (see Appendix A) [Swim Canada Harassment Policy](#)
- 4.2.6. At SNC Sanctioned meets
  - accredited coaches only may speak on behalf of the DCSC.
  - Problems arising between a parent and an official or an official's decision may be taken to the Referee by the DCSC coach only, at the coach's discretion.
  - should the matter be outside the rules of the Referee's jurisdiction, then the matter may be brought forward by the DCSC coach to the meet Commission for the respective session at the coach's discretion.



- Only accredited coaches, athletes and officials are permitted on deck during the competition, warm-up, or swim recovery periods.

#### **4.3. Parent/Guardian Conduct**

Parents/Guardians are expected to comply with True Sport Principles and to support an environment free from maltreatment for all participants.

- 4.3.1. Parents/Guardians support the DCSC program by assisting their swimmer to get to practice sessions regularly and on time.
- 4.3.2. Parents/Guardians accept the coach's role as the guide of the technical program including all technical, tactical, and strategic matters related to training and competition.
  - Parents/Guardians support the coach's role in creating a healthy training and competition environment, focusing on process not outcome.
- 4.3.3. Volunteer support is integral to the operation of the team training and competitive program. All Parent members are required to assist in aspects of DCSC operations needing volunteer support.
- 4.3.4. Parents/Guardians are required to notify the office if their swimmer cannot attend a meet by the designated scratch date. If illness, injury, or other family emergency occurs after the scratch date or during the competition parents/guardians must inform the coach as soon as possible.
- 4.3.5. Parents/Guardians are advised to ensure notice has been sent to the coach when a swimmer will be absent from training due to illness, injury, or unrelated conflicts.
- 4.3.6. For safety and liability considerations, parents/guardians are not permitted in the training area or on the competition deck (except in a designated volunteer capacity).
- 4.3.7. If a parent/guardian's conduct is deemed to be contrary to the well-being of DCSC, coaches or other swimmers; membership may be dissolved or declined in accordance with DCSC Bylaws Article II Membership.

#### **4.4. Coach Conduct**

Coaches are expected to comply with True Sport Principles and to support an environment free from maltreatment for all participants.

- 4.4.1. Coaches are expected to act within the CSCA Code of Professional Conduct (*August 18, 2023*)  
[CSCA Code of Conduct](#)
- 4.3.2. Refrain from consuming alcohol or tobacco products while participating in Swimming Canada Programs or events and take reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations associated with Swimming Canada or Swim Nova Scotia events.
- 4.4.2. Coaches are expected to ensure a healthy training environment, supporting a focus on process not outcome.

#### **4.5. Communication Protocols**

Guidelines with respect to communication between parents/guardians and coaches are aimed at creating a positive environment to support the goals of our swimmers. Parent/guardian feedback is encouraged to help support positive parent participation in the development of DCSC. These guidelines help manage communication, ensure it is directed through appropriate channels and to make it more efficient and effective.

- 4.5.1. DCSC E-Communication
  - Communication with members is by way of the Pool Q messaging, e-mail, DCSC website, DCSC Facebook page, DCSC Calendar and Splash Newsletter.
  - It is the responsibility of each parent/guardian and/or swimmer to check each of these on a regular basis (recommended weekly) for upcoming meets, events, changes in training session time, cancellation or similar.

- Emergency notification of changes (such as weather-related closures) will be posted on the website, on the Facebook page and emailed whenever possible and at the earliest possible time after official receipt of the information.
- 4.5.2. Annual General Meeting - Annual General Meeting to be held in accordance with Article III – Meetings of Members of the Bylaws, namely at least once in every calendar year and not more than 15 months after the holding of the preceding AGM. Proceedings at the AGM are to be in accordance with the Bylaws.
- 4.5.3. Coach – Parent Communications
  - general inquiries to squad coaches - use the email contact provided on the website.
  - due to safety and liability concerns parents may not approach coaches while on deck or during land sessions.
  - specific concerns – set up a meeting with the coach via email.

**Note:** part time staff may have other commitments (school, other jobs, etc.) so may have some limitations on their availability

- Concerns outside a general nature will be addressed following the Issue Resolution Process (Appendix H)

#### **4.6 Screening**

Coaches and certain volunteers who have direct contact with athletes pose a risk to a safe and secure environment. DCSC therefore supports the SNS Screening Policy, and for our purposes:

- 4.6.1. Coaches in the employ of DCSC who 19 years of age are or older will be required to be screened and cleared by a Police Records Check and Vulnerable Sector screening. DCSC shall reimburse any fees related to applying for these checks.
- 4.6.2 Volunteers acting on behalf of DCSC in a supervisory role and in direct contact with athletes, who are 19 years of age or older, will be required to be screened and cleared by a Police Records Check and Vulnerable Sector Screening. For clarity this would apply to chaperones travelling with the team, and other volunteers designated by the DCSC Board to be in a position that could be a risk to a safe and secure environment. DCSC shall reimburse any fees related to applying for these checks.

#### **4.7 Promotion and Social Media**

At times DCSC will use team participant images in promotional material. By promotional material DCSC means posters, web page photographs, team Facebook and Instagram posts, and local news media. By participants DCSC means swimmers, coaches, and volunteers who are present at swim meets or team events.

- 4.7.1. Images to be used for DCSC promotion will be reviewed by designated coaches prior to use. Only coaches designated by DCSC Board will have responsibility for their use in promotional material or for posting to DCSC social media.
- 4.7.2. Use of images will only be in a positive manner, reflecting the values of DCSC, respecting, and supporting a safe sport environment, and acting within the code of conduct of DCSC, CSCA, and Swim NS.
- 4.7.3. Reaction to images will be monitored by designated coaches, and the Director of Communication to ensure all participants are positively supported.

## **5. Swim Meets**

### **5.1. Guidelines**

- 5.1.1. Determination of the annual meet calendar is set by the Head Coach, and reviewed for approval, in consideration of DCSC budget, by the Board of Directors
- 5.1.2. Entries for swimmers will be determined by the Head Coach in consultation with the affected coaching staff and will be posted, whenever possible, 10 days in advance of the scratch date. Timely posting may be limited by the date at which the meet information is posted on the SNC site.
- 5.1.3. Parents/guardians will be asked to DECLARE participation in a swim meet by a coach determined deadline; after which they will be invoiced for the meet fees for the event and (depending on the meet) a coach travel fee; the invoice must be paid PRIOR to attendance at the meet.

- International Swimmers will not be invoiced for the meet fees for any **in province** events they have declared for; however, they are responsible for any supplementary costs associated with attending the meet. For clarity, any out of province swim meet the International Swimmer may wish to attend to be total responsibility of the swimmer.
- 5.1.4. Parents/guardians are responsible for notifying the meet entry person (who will be clearly identified in club communications ahead of each meet).
  - if any swimmer is unable to attend a swim meet in which he/she has been entered. Notification must be made by e-mail. There is no refund of meet fees for swimmers scratching from a meet; swimmers will not be entered in follow up meets if there is an unpaid invoice for a meet.
- 5.1.5. Finals – it is expected that any swimmer accepting entry into a meet will compete in any final they achieve and will be available for DCSC relays. Therefore:
  - Parents/Guardians are responsible for advising the coach if any swimmer is unavailable for relays or for finals sessions in any meet into which the swimmer has been entered.
  - Parents/Guardians are responsible for checking results – online posting, paper posting, including waiting for posting – to verify their swimmer’s qualification or not into finals.
  - Failure to notify the coach in time to scratch the swimmer from a final which then causes the swimmer to be disqualified and a fine imposed for a late scratch in accordance with SNC rules will result in the fine being charged to the Parent/guardian. Notification shall be in writing.
  - Failure to scratch the swimmer from a relay which then causes the relay team to be disqualified from the meet and as a result DCSC incurs the fine for a late finals scratch in accordance with SNC rules will result in the fine being charged to the Parent/guardian. Notification shall be in writing.

**Note:** Exceptions shall be considered in the case of injury to or illness of the swimmer with medical verification.

## 5.2. Time Trials

- 5.2.1. Time trials are limited to the policy of SNC (effective 1 October 2021). At the Head Coach’s discretion, a time trial may be held for development purposes; there are two levels of time trials:
  - Class One Sanctioned Time Trials are reserved for record attempts. There are more stringent guidelines that must be followed in accordance within the SNC policy.
  - Class Two Sanctioned Time Trial are attempts to achieve times for entry to future meets.
- 5.2.2. At the Head Coach’s discretion an un-sanctioned time trial may take place for training purposes of swimmers, officials, or coaches. Times achieved are not official.

# 6. Travel Guidelines and Reimbursements

## 6.1. Travel Guidelines / Reimbursements for coaches, chaperones and DCSC members

- 6.1.1. Coaches shall be reimbursed at the Board approved rate for travel to meets when using their own vehicle. Only one coach vehicle per travel meet will be subsidized.

**Note:** rate for reimbursement subject to annual review

- 6.1.2. Chaperone Policy
  - Chaperones are required to have a current criminal record check and vulnerable sector check. This is to be submitted to DCSC.
  - Generally, it is held that swimmers’ families are responsible for their own travel arrangements for out-of-town meets. Occasionally, group travel arrangements may be coordinated by the DCSC Team Manager to take advantage of group discounts.

- Parents/Guardians not attending the meet are responsible for living expenses of their swimmer, and for making travel and accommodation arrangements. Parents/Guardians not attending are encouraged to make chaperone supervision arrangements with other parents attending the meet and to come to their own cost sharing agreement.
- For some events Team travel arrangements may be coordinated by the Team Manager. For these events chaperones will be required at a ratio of one chaperone per ten athletes 13 years and older. All 12 years and younger swimmers must be accompanied by a supervising adult.
- DCSC chaperone costs will be borne 100% by the families of the chaperoned swimmer(s), prorated to each swimmer requiring a chaperone, inclusive of the chaperone's swimmer(s).
  - The chaperone costs will be limited to:
    - chaperone's travel (including Board approved km rate for own vehicle, ferry fees, road tolls, bus fare, flight, or related transport expenses)
    - lodging – Note: all efforts will be made to economize on room costs.
    - meals – up to Board approved rate per day

**Note:** may be adjusted to the current exchange rate for the country of travel with Board approval.

- Chaperone expenses will be estimated in advance and families of unaccompanied swimmers must submit their payment prior to travel.

**Note:** When a fee per swimmer is applied the fee for the chaperone's swimmer(s), if applicable, should not exceed the cost of the family traveling on their own, not as chaperones.

- Criminal record check and Vulnerable sector check fees

**Commitment** – Parent/Guardians who indicate to the Team Manager that their swimmer(s) requires a chaperone are considered committed to pay a portion of the chaperone costs as of the scheduled deposit dates and/or meet entry scratch date, whichever is earliest, for the specific competition. This expense remains in effect whether the swimmer attends the meet or makes subsequent arrangements to have their swimmer accompanied by another family.

- Chaperone Reimbursement: the chaperone will be required to submit receipts to the club treasurer within one week of the completion of the meet. The treasurer will reimburse the chaperone directly according to the schedule above.
- Waivers - All swimmers travelling without their parents must provide a signed Travel Release Form to the supervising family or DCSC chaperone (Appendix D)
- Requirement for Chaperones – for travel to competition
  - Swimmers 12 years and younger must be accompanied by a parent/guardian.
  - Swimmers 13 and over may travel unaccompanied by a parent/guardian but must have a designated chaperone.
  - Athletes 15 and older travelling to SNC designated competitions may, at the Head Coach's discretion, travel unaccompanied, and may travel without a designated chaperone providing the parent/guardian has signed a Travel Release Form (Appendix D)
- Swimmer groups up to 10 in number require one chaperone; 11 - 20 require 2 chaperones; 21 or more require 3 chaperones. Larger groups will be assessed by the Executive in consultation with the Head Coach for the chaperone needs.
- A coach may not travel alone with athletes without a team chaperone except if shared duties are arranged with a coach from another team.

- 6.1.3. Group Travel - When group travel arrangements are made by DCSC, payment is due by swimmers in advance of the travel.
- 6.1.4. National Level Competition – It is generally expected that swimmers will stay together as a team at all national level competitions that involve travel, regardless of whether parent/guardian (other than the chaperone) travel to the meet, or whether the swimmer has friends or family in the location of the competition.
  - Only swimmers staying with the team will be able to take advantage of any financial support that may be designated for the competition.
  - Swimmers staying outside the team shall be responsible for maintaining contact with the coach, and/or designated chaperone regarding training and competitions sessions, team meetings and other events. The schedule of the team shall not be organized around any individual swimmer's ability to get to or from various activities.
- 6.1.5. Coach Driving Travel
  - For coach operating vehicle

- Journey of 650 km or less – one day travel
- Journey greater than 650km – one day travel for each 500km
- Journey on the final day of competition – discretion to add one day of travel for 400km or more.
- The coach is not expected or advised to transport swimmers. Exceptions are to be reviewed and approved by the Head Coach and President. Exceptions may include but are not limited to SNC designated meets, training camps and team travel meets.
- 6.1.6. Travel Protocol Emergencies
  - Pool – If an alarm requires an evacuation all staff and swimmers are to follow the instructions of the facility staff and meet at a pre-arranged meeting spot.
  - Hotel – If an alarm sounds all staff and unaccompanied swimmers are to leave the premises and meet at a pre-arranged meeting spot.
    - coaches and chaperones will ensure each unaccompanied swimmer has evacuated their room and left the building.
    - Head Coach and Chaperone(s) will take attendance at the meeting spot.
  - Emergencies – from cancelled flights (or similar) to natural disasters impacting participation at, during or leaving a competition - the Head Coach (or designate) in consultation with the Lead Chaperone (or Executive representative) shall determine the course of action based on an assessment of the circumstances at hand.

## 7. Coaching Employment Guidelines

**7.1. Head Coach** - The Terms and Conditions and Compensation are set down in the Coach's Contract. In the absence of an Automatic Renewal' clause, new Terms and Conditions and Compensation are to be determined by the Board of Directors for each subsequent contract in advance of the 19th of May or 90 days before the end of the existing agreement.

- 7.1.1. The Head Coach shall recommend the compensation for the coaching staff for approval by the Board of Directors, in consideration of coaching education and experience and related training.
- 7.1.2. A coach is considered 'trained' at a certain level of NCCP when they have completed each of the training courses. A coach is considered 'certified' when all course work has been completed and meets NCCP requirements.
- 7.1.3. Coaching Benefits include the following:
  - Head Coach - as per contract
  - All Staff – uniform, as designated by the Head Coach
  - All Staff – training & professional development as designated by the Head Coach
  - All Staff – Membership in Canadian Swim Coaches Association and SNS Registration
  - All Staff – reimbursement for Criminal Records Check and Vulnerable Sector check

**Note:** all benefits will be reviewed annually based on the financial strength of DCSC.

- 7.1.4. All coaches 19 years and older shall provide DCSC with a Criminal Records Check and Vulnerable Sector Check in compliance with SNS and Coaches of Canada policy.

## 8. Finance

### 8.1. Reporting

- 8.1.1. A Budget is to be prepared by the Treasurer on an annual basis for the upcoming year, September 1st to August 31st, and is to be presented at the May Director's meeting for approval. The budget is to include details on coaching salaries, projection of membership/income and expenditures in all other categories with comparison projected year-end figures for the current year.
- 8.1.2. The annual budget is to be broken down on a monthly and year to date basis by the Treasurer with actual figures to be presented at each Director's meeting. Monthly reports are to be completed by the Treasurer and reviewed by the Directors with any concerns regarding income or expenditures appropriately addressed and responsibility of action to be taken clearly defined.

- 8.1.3. DCSC is to have financial statements prepared on an annual basis for the year ended August 31st by the Treasurer or designated and presented for approval by the Directors before the AGM for review of finances, no later than October 31st of each year for the preceding year end.

## 8.2. Expenditures

- 8.2.1. The Treasurer, together with one other officer, has the authority to incur expenses as approved in the annual budget for coaching training equipment, pool and office rental, general administration and office supplies, program awards and reports, and coach travel. All other expenses can be incurred up to \$100.00. However, all expenditures which exceed \$100.00 in categories other than those listed above must be approved by the Directors.

## 8.3. Reserves

- 8.3.1. At the time the annual budget is presented and passed by the Directors, no later than July 31st of every year, an amount equal to three months of the total next fiscal budget for salaried coaching expenses, plus one month's pool rental, plus two weeks' pay for hourly paid coaches, is to be set aside in a 'reserve account' bearing interest at the best possible short term (90 day) investment rate of interest. These funds are not to be accessed by the Treasurer for current expenditures without a motion being passed at a regular monthly Director's meeting. The purpose of this reserve fund is to ensure funds are set aside enabling payment of DCSC financial commitments should DCSC fall into financial difficulty.

# 9. Other

## 9.1. Sponsorship

All Sponsors are to be thanked in a manner deemed appropriate by the Board of Directors, including but not limited to:

- a) Letter of appreciation, and/or
  - b) Recognition in Splash e-newsletter, and/or
  - c) Recognition on DCSC website, and/or
  - d) Recognition on DCSC Facebook page
  - e) Recognition in DCSC hosted meet programs
- 9.1.1. Sponsorship brought in by a member is applicable in the current year only. When the MFC obligation is achieved, any additional sponsorship funds shall not be eligible for personal/individual fundraising reimbursement.
  - 9.1.2. Solicitation by members (and coaches) to public officials (councilors, MLAs, and MPs) MUST be done in coordination with the Chair of Sponsorship.

**NOTE:** All sponsorship brought in by a member needs to be submitted to the Chair of Sponsorship; they will then coordinate with the Chair of Fundraising (if money is to be applied to MFC), Director of Communications, Treasurer and President to ensure that all the correct information is distributed. (Nov. 15, 2020)

**9.2. Credit Cards** – A DCSC credit card may be issued to designated persons associated with the Club at the Board's discretion, including but not limited to:

- head coach
  - Sobey's gift card fundraiser coordinator
- 9.2.1 Each person receiving a DCSC credit card shall sign a Corporate Credit Card Use Agreement prior to receiving the card from the Treasurer.
  - 9.2.2 The Treasurer shall hold a copy of the signed Corporate Credit Card Use Agreement for each user and track use of the card.

- 9.2.3 The Treasurer shall retrieve the card from the user at such time as the recipient no longer holds the position for its use or shall cancel the card if the recipient fails to return it.
- 9.3 Where to find other important club information.

[Board of Directors](#)

[Constitution and Bylaws](#)

**Annual Budget**

Separate document available at AGM or by member request to the Treasurer

[Crusader Team Suit and Other Gear](#)

[Volunteers and Participation Points](#)

## **APPENDIX A - SNC Harassment Policy and Procedures**

### **Board Policy**

#### **Harassment Policy**

- Swimming Canada is committed to providing opportunities for every individual in the sport of swimming to reach his or her potential in fitness and excellence. In keeping with the spirit of this statement, Swimming Canada is committed to providing a sport and work environment that prohibits discriminatory practices. Harassment is unacceptable and will not be tolerated.

- Harassment is a form of discrimination and is prohibited by human rights legislation in each province of Canada. Harassment is offensive, degrading and threatening, and in its most extreme forms, harassment can be an offence under Canada's Criminal Code.
- The Harassment Policy and Harassment Complaint Procedures are in place to protect all categories of members from a hostile sport and working environment by creating a process by which individuals can report incidents of harassment and these incidents can be resolved appropriately Application
- This policy applies to all categories of members in Swimming Canada, as well as to all individuals engaged in activities with or employed by Swimming Canada, including, but not limited to, athletes, coaches, officials, volunteers, directors, officers, team managers, team captains, medical and paramedical personnel, administrators, and employees.
- This policy applies to harassment which may occur during all Swimming Canada business, activities, and events, including but not limited to: swim meets, training camps, exhibitions, meetings, and travel associated with these activities. It also applies to harassment between individuals associated with Swimming Canada but outside of Swimming Canada's business and events when such harassment adversely affects relationships within Swimming Canada's work and sport environment.
- Harassment arising within the business, activities and events of clubs and provincial/ territorial associations, clubs, or affiliated organizations of Swimming Canada shall be dealt with using the policies and mechanisms of such organizations.
- See Harassment Complaint Procedure.

Full Details:

<https://www.swimming.ca/en/harassment-policy-and-procedure/>

## APPENDIX B- Head Trauma

**If an accident occurs that results in an athlete being hit with force on the head:**

**Pool or Land or Competition – if coach witnesses**

1. Remove the swimmer from the water / Field of Play.
2. Ask questions to assess the sequence of events that led to head trauma; assess the need for removal from practice. If in doubt, get them out.
  - Red Flags: When to seek URGENT care (call 911): headaches that are worsening, seizures, severe neck pain, very drowsy, can't be awakened, repeated vomiting, slurred speech, significant irritability, can't



recognize people or places, increasing confusion, weakness/numbness in arms/legs, less responsive than usual.

- If no Red Flags, Check for / ask about: headache, dizziness, feeling or appears dazed or foggy, feeling slowed down, difficulty concentrating, disorientation, seeing stars, sensitivity to light or noise, ringing in ears, fatigue, nausea/vomiting, balance problems and irritability/more emotional.

*Policy - IF ANY of the described signs or symptoms of concussion are present the swimmer shall be removed immediately from the pool or land training session or competition pool.*

3. If the coach believes the athlete displays signs or symptoms of concussion and is removed from practice, efforts will be made to contact a parent or guardian and advise them on the circumstances.

- if parent is at the poolside take swimmer to parent
- if parent is not in the building make a call to the parent and have the swimmer wait on deck until parent arrives
- Head Coach will follow-up with a phone call to the family

*Policy - Once the parent or guardian is contacted, they will be advised that written medical clearance is needed to return to the water.*

4. Coach Completes incident report at earliest opportunity; email to [dartcrusaders@eastlink.ca](mailto:dartcrusaders@eastlink.ca)

5. Head coach will file and send a copy to the parent and club president. Head coach will complete a follow-up call to the family.

6. Once a medical release has been received, the swimmer may return to land or pool training or competition session.

**Pool or Land or Competition – If the Coach does not observe the head trauma, if the swimmer comes to the coach, or if the coach is advised by another swimmer, or any other person.**

1. remove swimmer from water/ field of play
2. proceed as in 2-6 above

## **ACE POST CONCUSSION INSTRUCTIONS – from National Children’s Medical Center WHEN TO SEEK CARE URGENTLY**

> Seek care quickly if symptoms worsen or if there are any behavioral changes. Also, watch for any of the following:

### **DANGER SIGNS:**

Headaches worsen	Very drowsy; can't be awakened	Can't recognize people or places
Seizures	Repeated vomiting	Weakness or numbness in arms/legs
Neck pain	Slurred speech	Increasing confusion
Unusual behaviour	Significant irritability	Less responsive than usual

- **Call your doctor or return to the emergency department immediately**

## **COMMON SIGNS AND SYMPTOMS**

**It is common to have one or many concussion symptoms. There are four types of symptoms: physical, cognitive, emotional, and sleep. Keep track of them and record them.**

PHYSICAL	COGNITIVE	EMOTIONAL	SLEEP
Headache Visual problems Nausea/vomiting	Feeling mentally foggy Feeling slowed down. Difficulty remembering	Irritability Sadness More emotional	Drowsiness Sleeping less than normal

Fatigue/feeling tired. Dizziness Sensitivity to light & noise Balance problems Numbness/tingling	Difficulty concentration	Nervousness	Sleeping more than normal Trouble falling asleep
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## RETURNING TO DAILY ACTIVITIES

The key to recovery is sleeping, resting physically and mentally, avoiding activities that might cause another head injury.

- **Avoid**
  - Physical activities that produce concussion symptoms, as this might increase recovery time
  - Lengthy mental activities requiring concentration (ie. Homework, schoolwork, job-related work, and extended video game playing); these activities worsen concussion symptoms and prolong recovery.
- **Sleep**
  - Get good sleep and take naps if tired. No late nights or sleepovers.
  - It is NOT necessary to wake up periodically
- The injured person should not participate in ANY high-risk activities that might result in head injury until examined and cleared by a qualified health care professional. High risk activities include sports, physical education (PE), climbing, or riding a bike.
- It is hard to change from the normal routine. The injured person will need help from parents, teachers, coaches, and athletic trainers to help manage their activity level.

## DO'S AND DON'TS

It's ok to take prescribed pain medication and sleep. You don't need to wake up every hour. Don't play sports or exercise!

### It is OK to:

Take pain medication as presented

Use an ice pack in your head. or neck for comfort

### There is NO need to:

Stay in bed

Wake up every hour

### DO NOT:

Drive while you have symptoms

Exercise or lift weights.  
Drink alcohol  
Participate in sports or high-risk activities

## Returning to School

If symptoms are severe (cannot concentrate for more than 30-45 minutes without symptoms worsening), staying home may be indicated until symptoms improve. If symptoms are less severe, rest breaks during school can help recovery.

- Inform the teacher(s), school nurse, school psychologist or counselor, and administrator(s) about your child/teenager's injury and symptoms. Accommodations should be put in place immediately.

- Students who experience symptoms of concussion need periodic rest breaks and extra help to perform school activities. They may not perform at their best on classroom or standardized tests.
- As symptoms decrease, the extra supports (rest breaks during school) can be removed slowly

### **SCHOOL PERSONNEL:**

School personnel should watch for indications of worsening symptoms, specifically: • Worsening headaches and increased fatigue.

- Increased problems paying attention, concentrating, remembering, or learning new information
- Needing longer time to complete a task
- Increased irritability or less of an ability to cope with stress
- These are important signs that the brain is doing too much for the current state of recovery. The student should only do school tasks that do NOT worsen their symptoms.

### **RETURNING TO SPORTS AND RECREATION**

The injured person should NEVER return to sports or active recreation with ANY symptoms unless directed by a qualified health care professional. NO PE CLASS, PHYSICAL ACTIVITY AT RECESS, OR SPORTS PRACTICES OR GAMES.

- Tell the Physical Education teacher and all coaches of the injury and symptoms.
- When appropriate, have the student check in with a qualified healthcare professional on the first day he/she returns.
- It is normal for the child/teenager to feel frustrated, sad, and even angry because they cannot return to sports or recreation right away. With an injury, a full recovery will lower the chances of getting hurt again. It is better to miss one game than the whole season.

### **STEPWISE RETURN TO ACTIVITY/ PLAY**

- Once the injured person's symptoms resolve at rest and a qualified health care professional clears the injured person to return to activity, increase physical/ cognitive activity SLOWLY.
- Pay attention to symptoms. If symptoms return with increased activity, reduce the level of activity.
- The injured person should be evaluated and cleared by a qualified healthcare professional with training/ experience in concussion management before returning to contact sports

### **FOLLOW UP:**

A follow up appointment should be scheduled with your primary care doctor.

- If the injured person is an athlete, has had significant or recurrent head injuries, or the symptoms above persist beyond 5-7 days, evaluation by a concussion specialist is recommended.
- Neuropsychological testing can be helpful to assist with return to academic and physical activity

Safe Concussion Outcome, Recovery & Education (SCORE) Program Children's National Medical Center [www.childrensnational.org/score](http://www.childrensnational.org/score) Adapted by Gerard Gioia, PhD; Micky Collins, PhD; Shireen Atabaki, MD, MPH; Noel Zuckerbraun, MD, MPH

Work supported by CDC Grant 1U49CE001385-01.

## **APPENDIX C- Anti-Bullying Policy**

**The Dartmouth Crusaders Swim Club is committed to providing a caring, friendly, and safe environment for all our members so they can swim in a relaxed and secure atmosphere.**

Bullying of any kind is unacceptable within our club. If bullying does occur all swimmers or parents should be able to tell and know that incidents will be dealt with promptly and effectively. Bullying can happen in any squad within the Club, at all age and skill levels. This means that anyone who knows that bullying is happening is expected to tell a coach or any Board member.

**What is Bullying?**

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim. The degree of interaction is different from being rude – a single comment made thoughtlessly; or being mean – comments or gestures repeated 2 or 3 times or occasions.

Bullying can be:

- Emotional: being unfriendly, excluding others (emotionally and physically), sending hurtful text messages and/or Facebook messages, or tormenting (eg. hiding goggles, or other team gear, threatening gestures)
- Verbal: name-calling, sarcasm, spreading rumors, teasing
- Physical: pushing, kicking, hitting, punching or any use of violence
- Racist: racial taunts, graffiti, gestures
- Sexual: unwanted physical contact or sexually abusive comments
- Homophobic: because of, or focusing on the issue of sexuality

### **Why is it important to respond to bullying?**

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Swimmers who are bullying need to learn different ways of behaving.

### **Objectives of the Policy – Bullying will not be tolerated.**

- All Board members and coaches, swimmers and parents should understand what bullying is. All Board members and coaches should know what the DCSC policy is on bullying and what they should do if bullying arises.
- The DCSC takes bullying seriously. Swimmers and parents should be assured that they will be supported when bullying is reported. Bullying will not be tolerated.
- Signs and Symptoms
  - A child may indicate signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and recognize that they should investigate if a child:
  - Says he or she is being bullied
  - Is unwilling to go to Club sessions
  - Becomes withdrawn, anxious, or lacking in confidence
  - Feels ill before training sessions
  - Comes home with clothes torn or swimming equipment damaged
  - Has possessions go “missing”
  - Asks for money or starts stealing money (to pay bully)
  - Has unexplained cuts or bruises
  - Is frightened to say what’s wrong. Gives improbable excuses for any of the above
- In more extreme cases:
  - Starts stuttering
  - Cries themselves to sleep at night or has nightmares
  - Becomes aggressive, disruptive, or unreasonable
  - Is bullying other children or siblings
  - Stops eating
  - Attempts or threatens suicide, or runs away

### **Procedures**

- Report bullying incidents to a coach or a member of the Board
- Parents will be informed and will be asked to come into a meeting to discuss the problem If necessary and appropriate the police will be consulted

- The bullying behaviour or threats of bullying must be investigated, and bullying stopped quickly. An attempt will be made to help the bully (bullies) change their behaviour.
- If mediation fails and the bullying is seen to continue the Club will initiate disciplinary action which may include removal of the bully or bullies from the Club.

## **APPENDIX D - Travel Release Form**

Activity including Competition and / or training involving travel.  
RELEASE AND INDEMNITY

I, the undersigned, being parent/guardian of \_\_\_\_\_ (the swimmer) appreciate the risks and hazards connected with the athlete's participation in the sport of swimming and activities of Dartmouth Crusaders Swim Club and I assume all risks of injury, loss and damage arising therefrom. I have read in full the duties and responsibilities of designated personnel and acknowledge their authority with respect to the following activity.

I HEREBY AUTHORIZE AND CONSENT to the athlete traveling to, attending at, and participating in \_\_\_\_\_ (event) (location) (date)

In consideration of the athlete being permitted to participate in the program and activities of Dartmouth Crusaders Swim Club.

I HEREBY RELEASE AND DISCHARGE AND AGREE TO SAVE HARMLESS AND KEEP INDEMNIFIED the Dartmouth Crusaders Swim Club, its officers, directors, coaches, agents, and employees, and any Member or Volunteer acting as Chaperone, and each of them, from and against all claims, actions, demands, costs and expenses in respect to any injury to the athlete, howsoever caused, and all damages arising therefrom, and for all loss or damage to personal property, arising out of or in connection with or while the athlete is attending, participating in, or being transported to and from the programs and activities of the Dartmouth Crusaders Swim Club, notwithstanding that the same may have contributed to or occasioned by the negligence of the said Club, its officers, directors, coaches, agents, representatives or employee, or any Member or Volunteer acting as Chaperone.

In the event of injury or any other emergency, I authorize the Dartmouth Crusaders Swim Club or any of its officers, directors, coaching staff or employees or any Member or Volunteer acting as Chaperone to secure such medical advice and services as they may deem necessary for the health and safety of the athlete. I accept responsibility for all such actions taken on the athlete's behalf including financial responsibility more than the benefits provided for the said athlete by any medical plan.

Signed \_\_\_\_\_ Print \_\_\_\_\_

Witness \_\_\_\_\_ Print \_\_\_\_\_

Date \_\_\_\_\_

I, the undersigned, athlete \_\_\_\_\_ (the swimmer) appreciate that I am participating in the following activity as a member of and representative of Dartmouth Crusaders Swim Club and I accept full responsibility for my actions. I have read in full the duties and responsibilities of designated personnel and acknowledge their authority with respect to the following activity.

I HEREBY ACCEPT MY RESPONSIBILITY as an athlete traveling to, attending at, and participating in \_\_\_\_\_

(event) (location) (date)

Signed \_\_\_\_\_ Print \_\_\_\_\_

Witness \_\_\_\_\_ Print \_\_\_\_\_

Date \_\_\_\_\_

## **APPENDIX E – Dartmouth Crusaders Swim Club Confidentiality Policy**

**Definitions**

1. These terms will have these meanings in this policy:

- a) "Member"- All categories of membership defined in the DCSC Bylaws, as well as all individuals engaged in activities with DCSC, including but not limited to, directors, officers, committee members, coaches, officials, volunteers, and administrators.
- b) "DCSC" – Dartmouth Crusaders Swim Club

**Purpose**

2. The purpose of this policy is to ensure the protection of Confidential Information that is proprietary to DCSC by making all Members aware that there is an expectation to always act appropriately and consistently with this policy.

**Application of this Policy**

3. This policy applies to all Members as defined in the definitions section. It will also apply to any Committee Member that is representing an external agency.

**Responsibilities**

4. Members shall not, either during the period of their involvement/employment or any time, thereafter, disclose to any person or organization any Confidential Information acquired during their period of involvement/employment, unless expressly authorized to do so.

5. Members shall not publish, communicate, divulge, or disclose to any unauthorized person, firm, corporation, third party or parties any Confidential Information, without the express written consent of DCSC.

6. Members shall not use, reproduce, or distribute such Confidential Information or any part thereof, without the express written consent of DCSC.

7. All files and written materials relating to Confidential Information will remain the property of DCSC and upon termination of involvement/employment with DCSC or upon request of DCSC, the Member will return all Confidential Information received in written or tangible form, including copies, or reproductions or other media containing such Confidential Information, immediately upon such request.

8. The term "Confidential Information" includes, but it not limited to the following: a) Personal Information of DCSC Members, including but not limited to, name, address, e-mail, telephone number, cell phone number, date of birth and financial information.

b) DCSC intellectual property and proprietary information related to the programs, fundraisers, business or affairs of DCSC and any of its divisions, including, but not limited to, procedures, business methods, forms, policies, business, marketing and development plans, advertising programs, creative materials, trade secrets, knowledge, techniques, data, products, technology, computer programs, manuals, software, financial information and information that is not generally or publicly known.

**Intellectual Property**

9. Copyright and any other intellectual property rights in all written material (including material in electronic format) and other works produced in connection with involvement with DCSC will be owned solely by DCSC, who will have the right to use, reproduce or distribute such material and DCSC Policies and Procedures September 2023 works, or any part thereof, for any purpose it wishes. DCSC may grant permission for others to use such written material or other works, subject to such terms and conditions as DCSC may prescribe.

**Enforcement**

10. A breach of any provision in this policy may give rise to discipline in accordance with the DCSC's Code of Conduct policy or legal recourse.

**Declaration regarding confidentiality**

I have read the Dartmouth Crusaders Swim Club's Confidentiality Policy, I agree to be bound by the obligations contained therein, and I commit to protect all confidential information as outlined in the above policy.

Name: \_\_\_\_\_ Date \_\_\_\_\_

Witness: \_\_\_\_\_ Date \_\_\_\_\_

# Appendix F – Emergency Procedures



DCSC will review its operations for every competition with a view to:

1. Identify the necessary measures to be put into place to better prepare DCSC for an emergency or disaster situation.
2. Develop a response plan upon which coaches and meet parent/chaperone would rely in the event of an emergency that could affect the well-being, safety, and security of DCSC members at the competition.

To coordinate decision making and response strategies specific to emergency and disaster situations, DCSC has developed this Emergency Preparedness and Response Plan (EPRP). An EPRP is a dynamic action platform that will be modified as more information becomes available through the local authorities where the event is being held, and with the local organizing committee's security and other official agencies in the area.

The EPRP has two purposes with corresponding action phases:

1. Preparedness: to plan and secure the necessary resources required by DCSC to respond to any potential threat to safety, wellbeing, and security. Actions include plans to supplement/compliment the safety and security measures put in place by hotel security (if relevant) and/or by the meet organizing committee wherever needed.
2. Response: to minimize the impact of any emergency condition that impacts and or threatens the well-being and safety of members of DCSC. This is the execution phase of immediate and coordinated actions of DCSC during, or immediately following, an emergency. In the event of an incident involving a DCSC member the head coach and meet parent/chaperone have responsibility for overseeing the situation.

#### PREPARATORY PLAN

The EPRP focuses on emergency situations that may occur at competitions. Accordingly, this EPRP:

1. Assigns responsibilities to various individuals for the implementation of specific actions at projected times and places
2. Establishes lines of authority and organizational relationships.

#### Assumptions and Fundamental Strategies

There is little or no time in an emergency to discuss who will be responsible for managing the emergency during a crisis. The coordination and interoperability are key components of an effective response. This requires a clear prior understanding of responsibilities and procedures to minimize confusion should a crisis occur. It is assumed that the level of coordination required will increase depending on the nature and complexity of the emergency.

#### RESPONSE PLAN - General Procedures

- i. Breach of Code of Conduct is defined within DCSC Discipline Policy and will be handled by the procedures laid out in that document.
  - Breach of Code of Conduct Procedure – information is brought forward to the Head Coach and meet parent/chaperone who will make the assessment and choose the course of action according to DCSC policy.
- ii. Minor Medical Issue where there is no threat to life or permanent injury – after assessment by the Head Coach incident is referred to meet parent/chaperone for action. Where a physician is contacted the meet parent/chaperone debriefs the head coach upon returning the swimmer to the team.
- iii. Major Events – The following issues are described as major events:
  - Major Medical Emergencies-critical or life threatening
  - Personal Emergencies – e.g., life or home issues that arise while away
  - Personal security issues – e.g., physical assault, kidnapping, police intervention, loss of personal identification, etc.
  - Natural Disasters- e.g., earthquake, forest fires, extreme lightning storms
  - Terrorism

In such cases, the Head Coach and meet parent/chaperone must convene as quickly as possible exercising discretion around safety, privacy, and availability. It is incumbent on them to review the situation and empower a strategic direction to provide the best possible outcome for the team. They will determine communication and mobilization strategies relevant to the issue and location.

#### COMMUNICATION CAPABILITIES

Team members will be provided with contact information through the meet parent/chaperone. All team members are expected to provide at least two forms of preferred contact (i.e., phone number, WhatsApp, Skype, email, etc.) - need to consider what makes sense for us.

#### Cell Phones

For team travel meets with a chaperone, swimmers should ensure they move around the locale in groups and have a cell phone, with sufficient battery charge, with them in case of emergency.

#### Phonebook Listings:

Swimmer cell phones should be programmed with the contact numbers for the chaperone and the local emergency phone number(s). Each Team member should be provided with a contact list that includes emergency contacts.

Natural Disasters and Climate (staging) - In case of an earthquake, forest fire, major storm or other natural occurrence stay calm, get to a safe place with other DCSC Team members and contact the chaperone to advise of your location and the names of those you are with. It may be impossible to make contact since electricity and communication towers may not be operational. Stay where you are and follow the instructions of the local Civil Protection. If you or another DCSC member incurred injuries, your priority will be to seek first aid assistance.

#### IN AN EMERGENCY:

The following step-by-step guide will help you in an emergency.

##### Safety First

The priority, if possible, is to remove yourself from the emergency or developing emergency location. Look around, see where the emergency is occurring, or about to occur, and go the other way. If there is any indication of an airborne agent, move at an angle away from the area and into the wind.

##### Make the First Call

Call local emergency services if indicated. Then use your cell phone to call the chaperone as your first contact after calling local emergency services. The chaperone's cell phone number should be pre-programmed into your cell phone. Tell the chaperone the nature of the emergency, or developing emergency, where you are and where you intend to go. Also say who may be with you at the time and if any of you are physically injured. Get to a safe place and await further instructions. Keep calls to a minimum; the system depends on brief informed communications. If you cannot contact the chaperone, try to contact your coach. Give the alternate the same information you would have given to your primary contact.

##### Receiving the First Call

For the chaperone: Upon receiving a call from one of the team members, the chaperone will carefully record notes during an emergency. These notes will help to order tasks when a situation becomes potentially busy and chaotic. Record the following information: - who is calling,

- what is the emergency
  - is anyone injured
  - are other team members with the caller
  - what is the location
  - where is the caller moving to to get away from the emergency (if relevant) - tell caller to keep the phone on for informational callback, and to limit other outgoing calls
- The chaperone's first contact after contacting emergency services if indicated, will be to the head coach to give the information and then assess situation for next action or contact local authorities await further instructions.

##### Assessing the situation

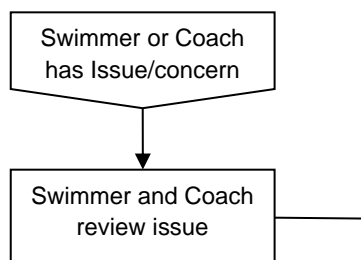
##### Roll Call

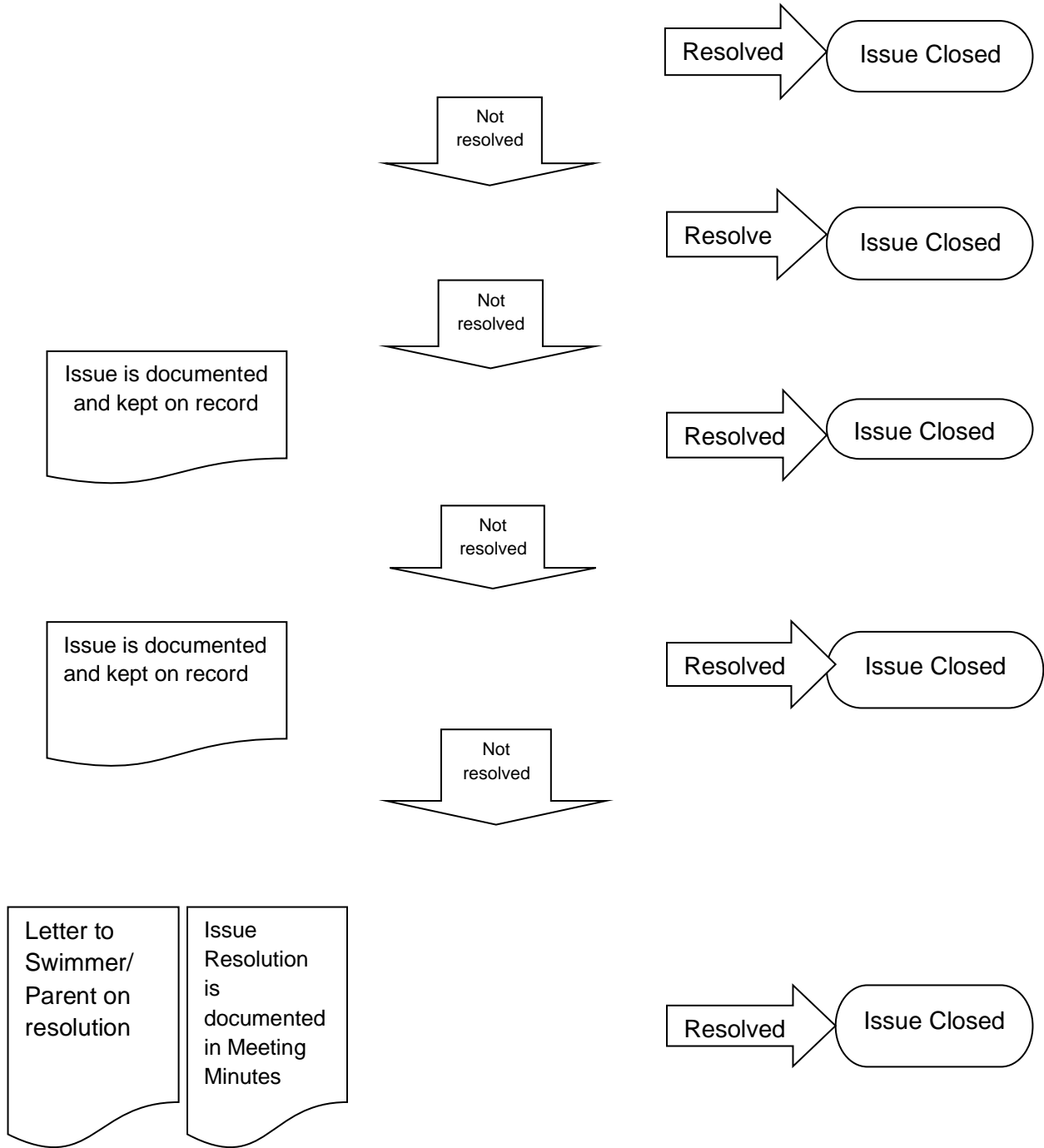
Should a large-scale emergency arise, contact will be established with all swimmers. By means of a call-in response to the chaperone all swimmers will check in for roll call to determine their location, their safety status and who they're with. Once checked in, individuals are to wait for further instructions. No response after 15 minutes will require the chaperone's immediate attention.

#### IMPORTANT NUMBERS and CONTACT INFORMATION

Parents should provide cell phone contact numbers for themselves (or the person that is looking after their child during the meet) as well as for their swimmer, if their swimmer has a cell phone with them during the meet. If a parent will not be at a meet, their child's medical information and emergency contact needs to be given to the meet chaperone in case emergency medical care is required.

## Appendix G- Issue Resolution Flow Chart





**Appendix H - COVID 19 Policy**

**Covid 19 is a unique situation that requires constant adaptation as the protocols mandated by the Government of NS, Swim NS and Zatzman Sportsplex change. The policy has been put together in the hopes of maintaining a safe training environment for both swimmers and coaches.**

#### PRACTICE ATTENDANCE

A Swimmer should refrain from attending a swim practice if they have:

- Travelled internationally during the last 14 days.
- Travelled outside the Atlantic provinces, region during the last 14 days.
- Is experiencing known symptoms of COVID-19, such as (but not limited to) fever, cough, or shortness of breath.
- In the past 14 days, have knowingly meet someone who has COVID-19, who has known symptoms of COVID-19, or is self-quarantining after returning to Canada.
- Have been in a location announced by the NS Health Authority as a potential exposure site and have been directed to self-isolate.

Swimmers will follow government recommended guidelines for COVID-19, including practicing physical distancing, and will do so to the best of their ability during practices/time trials.

#### PRACTICE PROTOCOLS

- All Swimmers are encouraged to practice good hygiene by:
- Bring their own towel for personal use.
- Use their own water bottles for hydration.
- NO sharing equipment.
- Using Hand Sanitizer before packing up and touching other belongings.
- Washing hands regularly.

Entering the Zatzman Sportsplex:

- Enter using the designated doors
- Face masks are required upon entering the building and need to remain on except during swimming activities
- Sanitize your hands upon entering the building
- Follow the arrows to your destination
- Physical distance when possible and avoid mixing between groups.

#### LAND TRAINING PROTOCOLS:

As per NSHA current restrictions, gatherings are limited to five (5) outdoors.

During activation:

- Avoid facing each other and attempt to social distance as much as possible.
- Keep your mask on.

#### AFTER PRACTICE:

- Safely exit the pool deck and do not linger in the change room.
- Physical Distance and follow instructions exiting the building.

If you are waiting for another swimmer, please wait outside the building. Stay physically distanced from others who are in the group.

All swimmers must follow the current COVID - 19 protocols for the Club which adhere to the up-to-date NS Government/Swim NS/Zatzman Sportsplex. Refusing to follow these protocols could result in being told to leave practice and exit the facility.

For more information, please refer to the following websites:

Swim NS

<http://swimnovascotia.com/covid-19-updates/>

NS Health

<https://novascotia.ca/coronavirus/>