



**\*\*Please note – this policy is currently under review, to be updated in Spring 2024 to reflect the updated group structures in place. \*\***

## **Group Transfer Guidelines**

### **Purpose**

This policy is to ensure everyone is aware of the reasoning, need for and process for swimmers transferring to another group in the short or long term.

### **Responsibilities in this document**

Head Coach

Coach

Registrar

Parent/Guardian

### **Group Transfers**

It is not the intention of a group transfer to punish or demotivate swimmers. Rather the opposite. These changes are to help pre-empt a negative experience or injury which could have long lasting effects on a swimmer.

At any point during the swim season a coach may deem it necessary for a swimmer to transfer to another group temporarily or permanently in the case of a swimmer needing:

- A Modified Training Program (MTP) - for a limited period of time (short term)
- A Group Transfer - better fit for the swimmer given their physical, mental, social, and/or emotional health and development (long term)

These decisions will be made in collaboration with the Head Coach, the swimmer's coach, the swimmer, the swimmer's parent/guardian, and relevant healthcare professionals.

The following factors that must be considered with any group change (short or long term):

- age and maturity of the swimmer
- behavior and physical control (see registration guidelines)
- time of the swim season/competition schedule
- effect of change on other swimmers and group size
- group criteria (old and new group)
- swimmer's skills
- swimmer's goals must be aligned with new group's criteria



The Head Coach and swimmer's Coach will have the final say on any movement of swimmers between groups (short or long term).

### **Modified Training Plan (Short Term)**

Modified Training Plans (MTP's) are implemented to ensure a swimmer is getting what they need to flourish at any given time. It may be a case that a swimmer is recovering from an injury and technical work or skill development is needed rather than a focus on performance or vice versa. MTP's are intended to be short term in duration (up to 3 months).

1. The Swimmers' Coach and swimmer will discuss the terms of the MTP in consultation with the Head Coach and swimmer's parent/guardian.
2. The swimmer can begin swimming with another group as per the MTP immediately after discussions with their coach and parent/guardian.
3. The swimmer may return to their regular training routine at any time during the term of the MTP.
4. If the MTP is to be extended beyond the 3-month term, the transfer will no longer be considered **modified**. At this point the swimmer's coach will notify the Registrar of the group transfer and administrative and financial changes will be implemented.

### **Group Transfer (Long Term)**

#### Aquanaut Stream

Group transfers are made when a swimmer needs more/less challenge in their swimming program, and/or their physical, mental, social, and/or emotional health and development are better matched with another swimming group for the remainder of the season. The following steps will be followed in this order:

1. Coaches will provide the Head Coach with the names of the swimmers with the accompanying recommendations for group movements. Coaches must outline all criteria both objective and subjective.
2. Once reviewed by the Head Coach, the coach will contact the swimmer's parent/guardian to inform them of the recommendation and ensure the swimmer can meet the new group schedule and requirements. Coaches will ask parents to keep this information confidential until the coach has a chance to talk to the swimmer.
3. After parental review and mutual agreement, the coach will notify the Treasurer and Registrar who will implement any necessary administrative and financial adjustments.
4. The coach will then meet with the swimmer and inform them of the group change.

#### Performance Stream

In addition to the steps above, swimmers must also meet the following criteria to move to a performance stream group:



- Moving to APJ – if a swimmer has at least 2 times that are within 5% of a FPT (LC or SC) may be offered to join the APJ group (some coaches discretion is also warranted due to attitude, dedication, social and emotional maturity). Age range 11-15; middle/HS
- Moving to APS - if a swimmer has at least 2 times that are within 1% of a FPT (LC or SC) may be offered to join the APJ group (some coaches discretion is also warranted due to attitude, dedication, social and emotional maturity). Age range 13-18; HS
- Once a swimmer is qualified and offered a place in a performance group, the swimmer has up to 3 months to accept or decline this group move. Within these 3 months, they can begin or continue switch practices. After 3 months, the offer is no longer valid and the swimmer will only practice with their current group
- coaches will take a more formal approach when offering performance stream spots by arranging a meeting with both the swimmer and their parent to discuss the change.  
Meeting will address:
  - Are they ready for this commitment
  - What their new schedule will be – attendance expectations
  - Review the commitment contract
  - Inform them they have 3 months to make their decision to commit to the performance stream or remain in the aquanauts stream



## Moving Groups

Swimmer achieves qualifying criteria for the group:

- Aqua 1, 2, 3, 4 – meets eligibility criteria for next group
- APJ – aged 11-15 yrs and at least 2 times within 5% of an FPT
- APS – aged 13-18 yrs and at least 2 times within 1% of an FPT

Coach checks the swimmers "age up" date;  
ensures room in the new group to add swimmer, and

Determines if age & social/emotional/behavior development is in line with and will not take away from the experience of other swimmers

YES

**Coach communicates with swimmer and their parent/guardian to prior to officially moving the swimmer to ensure they understand:**

1. an additional pro rated fee will be required
2. the expectations of the group regarding attendance to practices and meets
3. any differences in volunteer hours or gear required for new group

**Additional requirements for moving to either APJ or APS only**

1. a signed Letter of Commitment required
2. if the swimmer is close to losing their qualifying time(s) in the next few months due to ageing up; ensure they are aware they may be given a grace period by which they must achieve the qualifying times according to their new age
3. this offer will only be open for 3 months. After 3 months, they must decide to move fully to the new group or continue with their current group (not participate in switch practices)

NO

Coach will talk to the swimmer and parent to provide explanation for the decision and plan moving forward

Coach may set up a time in the future to revisit

*Once a swimmer qualifies for a Performance group, they must decide to commit to all the expectations of the group as outlined in the Commitment Contract. Three months will give them ample time to make this decision*