



Guideline updates:

Date	Description of changes	Board review date
January 2016	Current document	
February 2020	Updates: <ul style="list-style-type: none"> <li>- No longer restricted to the first month of the season, or January.</li> <li>- Addition of Modified Training Plan (short term)</li> </ul>	February 12, 2020
November 2020	Updates: <ul style="list-style-type: none"> <li>- Added considerations for group size (capacity) and swimmer skills</li> <li>- Steps to complete for proposed group transfers (long term).</li> </ul>	November, 2020
Feb 2023	Updates: <ul style="list-style-type: none"> <li>- Add time period where swimmer needs to decide to move to performance stream or not</li> <li>- Add criteria for moving to the Performance Stream</li> <li>- Flow Charts Added</li> </ul>	Feb 2023
Aug 2023	Reviewed for gender inclusive wording – no changes	
Feb 29, 2024	Added “Guidelines up for review* - no policy changes	
Aug 9, 2024	Updated to reflect new group structure.	Sept 2024



## **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)**

#### **Age Group Stream (Aqua 1-4) Transfers in Aqua 1, 2, and 3:**

Group transfers from Aqua 1 to 3 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.

#### **Transferring to Aqua 4:**

Athletes in grades 6, 7 or 8 who have 2 or more Aqua 4 qualifying times in 2 different events are eligible to join Aqua 4. Aqua 4 qualifying times are based around East Coast Champs qualifying standards and are subject to change immediately to reflect any updates to those standards.

Athletes with only one Aqua 4 qualifying standard in grades 6 to 8 will be invited to attend switch practices until they achieve a second qualifying standards.



Once a swimmer is qualified and offered a place in Aqua 4 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 spots in Aqua 4 by reaching out over email or in person to both the swimmer and their parent(s) to discuss the change. Topics covered will include:

- 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 Aqua 4 or remain in their current group

When an athlete “ages up” in Aqua 4, should they no longer hold 2 qualifying standards for the group, they will be allowed a minimum of a 90 day grace period to requalify. Further time may be allowed at coaches discretion. If the athlete has not been able to requalify within 90 days, the decision may be made to relocate the athlete to a different group.

### **Senior Stream (Senior, High Performance)**

All athletes in FAST transfer to one of the Senior Stream groups once they enter grade 9.

#### **Transferring to High Performance:**

The High Performance group is invite only at the discretion of the head coach. Parents are highly discouraged from advocating for their kid’s placement in this group to staff or members of the FAST board of directors.

The head coach will take a more formal approach when offering spots in High Performance by reaching out over email or in person to both the swimmer and their parent(s) to discuss the change. Topics covered will include:

- 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 High Performance or remain in their current group

#### **Transferring from High Performance to Senior:**

Should an athlete desire to reduce their commitment level due to academic, extracurricular, or personal reasons, they are always welcome to move to Senior at any time.

Should an athlete be unable to meet the commitment level expected in the High Performance group, the head coach will reach out to the athlete and their parent(s) to outline concerns and expected improvements going forward. A 30 day evaluation period will follow this



communication in which the head coach will evaluate if the athlete is able to meet the expected commitment level moving forward.

In any case where an athlete moves from High Performance to Senior, re-entry to High Performance in the future is solely at the discretion of the head coach.