

# **Ridge Meadows Swim Club**

## **Policies Handbook**

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# Club Governance

The Ridge Meadows Swim Club (RMSC) is a non-profit swim club, registered under the BC Societies Act. RMSC is a member of Swim BC and Swimming Canada (SNC). Club Bylaws outline RMSC governance and roles and responsibilities of the Board of Directors.

The Head Coach/Executive Director of Swimming leads the technical program and club operations. The Lead Coaches and Assistant Coaches run the swimming program under the leadership of the Head Coach/Executive Director of Swimming.

RMSC employs qualified coaches to provide swimmers with the opportunity to develop their athletic abilities through competitive swim training in a safe, fun, and team oriented environment.

## **BOARD OF DIRECTORS**

A volunteer Board of Directors works with the Head Coach/Executive Director of Swimming to support club activities. Board members take on responsibility for one or more portfolios, including Fundraising, Volunteers (Membership Participation Program), Meet Management(competitions), Officials, Sponsorship, Grant Applications, or Registration.

An Annual General Meeting is held in the fall to elect new board members and to review financials and budgets. Board of Directors meetings are usually held monthly. The year's current board members and their contact information will be made available on the RMSC website.

## **HEAD COACH/EXECUTIVE DIRECTOR OF SWIMMING**

The Head Coach/Executive Director of Swimming is hired to act as the lead in all areas of the club, while working with the Board of Directors to ensure the short and long term success of the club. These roles are held by a single person in order to lead the club in an effective manner. The role of the Head Coach is to ensure the high quality instruction of all groups within the club to allow all swimmers to reach their potential as a swimmer. The role of Director of Swimming is to provide a vision for the club and to use the club's resources to execute that vision, while remaining accountable to the Board of Directors.

## **COMMUNICATIONS**

To optimize efficiency, the club will primarily use electronic forms of communication. This will include finding updated information about the club on our website and communicating with our coaches and staff via email. Staff will be communicating with RMSC families via email regularly about upcoming events, schedule changes, notices and updates. Parents are asked to ensure that they are up-to-date on all of the information that is readily available to them via the website, as well as with consistent communication with the Lead Coach of their group.

## **CLUB CONTACT INFORMATION**

1925 Haney Pl, Maple Ridge, BC V2X 6G2  
[joinus@haneyswim.ca](mailto:joinus@haneyswim.ca) or [www.rmsctitans.ca](http://www.rmsctitans.ca)

### **WHOM SHOULD I CONTACT?**

To avoid miscommunication, it is important for all families to follow an appropriate channel of communication depending on what information they are seeking. For information regarding upcoming meets, schedules and any other part of the training program, parents should all seek that information in the following order:

1. Ensure you are up-to-date on all electronic communication, including emails from Lead Coaches and information found on the RMSC website. As well, check to see if any club communications have been sent to your Spam folder in your email account.
2. Communicate with the swimmer to ensure that any information given to them is relayed to the family.
3. Contact the Lead Coach of the group by email or in person. If trying to connect up with your swimmers coach at the pool, please make sure to approach them before or after practice.

For information regarding your account, and/or registration with the club, parents should all seek that information in the following order:

1. Log-in to your account on the website and ensure that all information is updated and valid.
2. Contact Head Coach, via email at [headcoach@haneyswim.ca](mailto:headcoach@haneyswim.ca).
3. Contact the Finance Director ([finance@haneyswim.ca](mailto:finance@haneyswim.ca)) or Registrar ([registrar@haneyswim.ca](mailto:registrar@haneyswim.ca)) if any financial issues remain unresolved. For any conflicts or disputes that may arise, please consult the RMSC Dispute Resolution Policy.

### **CLUB EVENTS BACKGROUND**

Founded in 1982, formerly Haney Seahorses Swim Club, RMSC is a non-profit organization dedicated to providing an opportunity for athletes to swim competitively. The club's annual operating budget is funded primarily through the collection of training fees and the application for local grants. However, the collection of those funds only covers approximately 60% of the operational costs of the club. In order to deliver a high quality program, the club hosts a number of events throughout the year that ensure the long-term financial stability of the club.

These will include:

**SWIM MEETS** - Competitive events that allow our swimmers, and swimmers in the area, to compete against one another. Revenue is raised through entry fees from other club's swimmers entering the meet, as well as sponsorship opportunities with people and businesses in the area.

**FUNDRAISING EVENTS** - Events that will bring the club together in order to reach its financial goals, while providing a fun opportunity to give back to the community and the club. We currently have the RMSC SWIM-A-THON and Meridian Meats Gift Cards Fundraiser as two of our three key fundraisers throughout the season..

**SOCIAL EVENTS** - Fun events for the club's swimmers and parents to socialize away from the pool with minimal fundraising expectations.

### **SCHEDULE OF EVENTS**

While the specific dates change from year-to-year, the club hosts several events annually at approximately the same time each year. This allows our coaching staff and volunteers to plan appropriately for these events to ensure their success.

Below is a draft schedule for events that the club hosts annually.

**Season Kick-Off Event: Social Event - Beginning of September**

A social event to get swimmers and parents excited about the upcoming swim season. This is also a great place to gather information about the upcoming season, and to complete any outstanding steps in the registration process.

**Hosted Meet #1: Swim Meet - End of November**

RMSC will be hosting two competitions next season, which will bring swimmers from around the LMR to the MRLC. This is also a great opportunity for our families to earn some of their Member Participation Points early in the season. The revenue from this meet serves as one of our primary revenue generators for the year.

**Holiday Banquet: Social/Fundraising Event - Mid-December**

This event serves as the last event prior to a season break. It will be an opportunity to bring the club together and celebrate the holiday season, and spend time together away from the pool.

**Swim-A-Thon: Fundraising Event - Mid - February**

Our Swim-A-Thon event is our biggest fundraiser of the year, and one of our biggest club events of the season! Each swimmer will have an allotted amount of time to complete as many lengths as they can. With the help of our parents and swimmers, this event typically raises \$10,000+ for the club.

**Hosted Meet #2: RMSC Spring Invitational: Swim Meet - Beginning of April**

This will be the second opportunity of the season to host swimmers from across the LMR at our home pool. Like the winter meet, this meet also serves as an important revenue generator for the club.

**End of Season BBQ: Social Event - End of June**

This event serves as one last opportunity to bring the club together to celebrate the end of the season for most swimmers and show support for our provincial and national level swimmers prior to their season ending competitions.

In addition to these events, the club is always open to suggestions and support for fundraising projects and sponsorship. Through these events and competitions, we want to provide the opportunity for swimmers to enjoy their experience as part of the club both in and out of the pool.

# Financial Management Policy

*In this document "Organization" refers to Ridge Meadows Swim Club*

## Definitions

1. Terms in this Policy are defined as follows:
  - a) *Representative* – Individuals employed by, or engaged in activities on behalf of, the Organization including coaches, staff members, convenors, contract personnel, volunteers, managers, administrators, committee members, and Directors and Officers of the Organization

## Purpose

2. The purpose of this Policy is to guide the Organization's financial management practices.

## Budget and Reports

3. The Board of Directors will develop and approve an annual budget which will contain the Organization's total anticipated expenditures and revenues.
4. The Finance/Treasurer (or designate) will, at the Annual Meeting held in October, present Financial Statements as required by applicable legislation and any other report as determined by the Board.

## Fiscal Year

5. The Organization's fiscal year is August 01 to July 31.

## Banking - Revenue

6. Registration fees shall be reviewed annually by the board who will make recommendations for each year prior to the next season.
7. All money received by the Organization will be placed into a general fund with a reputable financial institution and will be used for all necessary and permitted purposes for the operation of the Organization, as determined by the Board of Directors and staff, as applicable.

## Signing Officers

8. All contracts, documents, or any other instrument requiring the signature of the Organization shall be signed by two (2) of the Officers.
9. Any contract, document or any other instrument which has been approved in the Organization's budget that is under \$500.00 is not subject to this section and may be executed by the President or any individual delegated such signing authority by the Board.

## Expenses

10. All expenses will be supported with receipts and must be detailed to budget items, projects, or functions by the President, VP and Finance Director.
11. Approved expenses are to be claimed and reported no later than thirty (30) days following the date of the expense. Expenses submitted beyond the thirty (30) day reporting requirement will be paid only upon the Board's approval.
12. Any expenditure not approved within the annual budget will be approved by the Board prior to any such expenditure. Without the Board's approval, the expenditure will not be paid by the Organization unless determined otherwise by the Board.

## Accounts

13. Accounts payable will be paid within the terms of the supplier invoice. Where no terms are specified, accounts will be paid within thirty (30) days.

## Credit Card

14. With the approval of the Board, the Organization may acquire credit cards for the use of staff members who are required to make purchases on a regular basis for travel, accommodation, and other expenses related to their duties on behalf of the Organization. The Board will determine who receives credit cards and what the credit card limits will be.
15. Credit card holders will be responsible for all charges made on credit cards issued in their name.
16. Credit cards must only be used for authorized payments that include:
  - a) Payment of actual and reasonable expenses incurred on authorized Organization business, including travel and accommodation, where it is not feasible for these costs to have been paid in advance of the expense being incurred or for the costs to be invoiced to the Organization .
  - b) Purchase of goods or budgeted items
17. For the purposes of this Policy, expenses included in the Organization's annual budget as approved by the Board are considered to be authorized. Expenses that fall outside the approved budget must be approved before being charged to an Organization credit card.
18. Credit cards are not to be used for any personal expenses.
19. All expenses charged to a credit card should be supported by a credit card receipt issued by the merchant or a detailed supplier invoice to confirm that the expenses are properly incurred on the Organization's business.
20. Under no circumstances are cash advances to be drawn on the Organization's credit cards.
21. In addition, the following individuals have credit card responsibilities:
  - a) Cardholders must:
    - i. not allow another person to use the card
    - ii. protect the pin number of the card
    - iii. only purchase within the credit limit of the card
    - iv. notify the credit card company if the card is lost or stolen
    - v. keep the card with them at all times, or in a secure location
    - vi. forward to the Finance Director, on a monthly basis, all receipts for expenses charged to the card in the previous month
    - vii. surrender the credit card upon the cardholder ceasing to perform the role for which the card was issued
  - b) The Finance/Treasurer (or designate) must:
    - i. ensure that each credit card issued to an individual is paid in full on a monthly basis
    - ii. review and reconcile each credit card statement on a monthly basis
    - iii. bring to the attention of the Board any credit card expense which does not appear to be authorized under this policy
    - iv. recover from the cardholder any funds owing for unauthorized expenses

### **Expense Claims**

22. Representatives may submit expense claims to the Finance/Treasurer (or designate) for personal expenses incurred in performing their duties for the Organization. Generally, only expenses pre-approved by the Finance/Treasurer (or designate) will be reimbursed - and only within three months of the incurred expense. Expense claims must include:
  - a) The exact amount of each separate expense
  - b) The date on which the expense occurred
  - c) The place and location of the expense
  - d) The purpose of the expense
  - e) A receipt for the expense
23. Representatives may submit expense claims to the Finance/Treasurer (or designate) for travel and/or accommodation expenses for conferences, competitions, provincial or national meetings; provided the expected expense reimbursement amount is pre-approved by the Finance/Treasurer (or designate).
24. Generally, no cash advances will be provided. If there is a need for a cash advance, a request must be made to the Finance/Treasurer (or designate) for approval of the advance.
25. For Expense amounts to be reimbursed to a Coach or Board Member in performing duties for the Organization, please see the RMSC Coaches Handbook, and the RMSC Board of Directors Handbook.
26. The Organization will not reimburse for costs above the specified rates without prior approval of the President (or designate). Where costs above the specified rates are approved, receipts must be provided.

### **Travel and Accommodation Expenses**

27. Air travel is to be booked through the Organization whenever possible. Air travel including fares and itineraries is to be approved in advance by the President (or designate). In no circumstance will fares above the economy fare be reimbursed. Car travel will be reimbursed at the mileage rate specified in the RMSC Coaches and Board of Directors Handbook. Car rentals will be reimbursed where authorized. Advance booking fees will be reimbursed where required by the nature and purpose of the travel.
28. Whenever possible, Representatives who are attending the same event should travel together and stay with friends or event organizers. Only the driver may submit car-related expenses.
29. Accommodation will be reimbursed based on single occupancy for the Board of Directors and coaches. All other accommodation will be reimbursed based on double occupancy.
30. The Organization will not provide reimbursement for parking tickets, speeding tickets or fines for any other violations.
31. A Representative attending an event where meals are not provided may request a per-diem allowance before attending the event. Per-diem rates do not require receipts. Representatives will not be reimbursed where meals are provided as part of an event or where meals are included in the accommodation rate.



# Fees Policy

RMSC tracks all financial payments through online accounts that are created through the Ridge Meadows Swim Club website. Members can access these accounts once they have completed registration and are expected to ensure that all of the information is accurate, including accurate names, address and credit card information. To enhance efficiency and minimize administrative burden, RMSC operates using credit card for account payments for each swimmer and will NOT ACCEPT ANY OTHER FORM OF PAYMENT.

## TRAINING FEES

It is important for families to understand that all contracts related to running RMSC are established based on our knowledge of membership, registration and anticipated revenue from training fees as early as possible in the season.

The training fee structure is outlined to all members upon registration each season, and is based on your athlete's training group and schedule. Training fees cover expenses such as pool fees, coaching contracts, and the general running of RMSC, all of which need to be established prior to the start of each swim season.

In an effort to be flexible for families, there are two options for paying your training fees:

**Option 1:** Pay the annual group training fee in full at the time of registration. For families that choose to pay in full, you will receive a 5% discount off the annual training fees.

**Option 2:** Divide the annual training fees into eight (8) equal installments, charged on the 15th of each month from September through April.

All other programs fees are due at the time of the registration, or as laid out in the RMSC Registration Package.

Group Name	Yearly Training Fee	OPTION #1 Yearly Training Fee with 5% Discount	OPTION #2 8 Equal Installments (charged on 15th from Sept to April)
National Development	\$2,950.00	\$2,802.50	\$368.75
Provincial Development	\$2,580.00	\$2,451.00	\$322.50
Divisional Development	\$2,025.00	\$1923.75	\$253.13
Regional Development	\$1,920.00	\$1,824.00	\$240.00
Tiny Titans 3	\$1,520.00	\$1,444.00	\$190.00
Tiny Titans 2	\$1,260.00	\$1,197.00	\$157.50
Tiny Titans 1	\$1,035.00	\$983.25	\$129.38
Highschool Fitness	\$1,500.00	\$1,425.00	\$187.50

Masters (1x)*	\$600.00	\$570.00	\$60.00
Masters (2x)*	\$1,100.00	\$1,045.00	\$110.00
Masters (3x)*	\$1,500.00	\$1,425.00	\$150.00

\*Please note that the Masters program will have the option of paying the annual training fees in full at the start of the year with a 5% discount, OR broken up over 10 installments charged on the 15th of the month from September to June.

Please refer to the [withdrawal policy](#) for further information.

#### FAMILY MEMBERSHIP FEE

The family membership fee is determined annually and is due immediately upon registration. The family membership fee is a one-time payment for each family, regardless of the number of children in that family that are registered with the club. This fee covers the cost of the initial registration and administrative costs for each family, as well as provides each individual swimmer with RMSC apparel, **which includes the mandatory Speedo swimsuit. This fee is non refundable.**

#### MEMBER PARTICIPATION POINTS FEE

The MPP fee is to serve as a deposit to encourage all parents and members to volunteer at all events hosted by the club, and get involved in the RMSC community. The fee is calculated to allow all parents the opportunity to earn points through the season, with the number of MPP's determined by the group level. Each MPP has a value of \$10.00. Each family will be charged a single Member Participation Fee, regardless of the number of registered swimmers in the club, and this fee is determined by the swimmer who is in the highest-level group.

1. At the start of the season, RMSC families will commit to completing the MPP's assigned to their account based on their swimmer that is in the highest-level groups.

Group Name	Member Participation Points	Dollar Value
National Development	40	\$400
Provincial Development	30	\$300
Divisional Development	30	\$300
Regional Development	20	\$200
Tiny Titans 3	15	\$150
Tiny Titans 2	10	\$100
Tiny Titans 1	10	\$100
Masters	0	0
Highschool Fitness	0	0

2. RMSC families will have opportunities to earn points towards working off their MPP total for the season by volunteering at club events, hosted competitions, fundraisers, etc. If a family does not finish their point

total for the season, the remaining points will be multiplied by \$10 and charged to the families account by the end of the season.

3. At the time of registration, registered families will agree to authorize the swim club to process any MPP fees owing at the end of the swim season on their credit card on file on or after May 30th of each season.

### FUNDRAISING FEE

Fundraising is a key component to our ability at RMSC to provide the best swimming experience for all our athletes. Not only is it key to the funding of the operations of the club, it also helps us to minimize your swimmers training fees each season. Ridge Meadows Swim Club, as a non-profit organization, that relies on and encourages all of our family members to participate in all fundraising campaigns in order to keep the total cost of operating the Club to a minimum.

Each groups Fundraising Fee each season can be found in the chart below with 50% of fee due at time of enrollment and the remainder due on May 15 if no fundraising was achieved:

Group Name	Fundraising Fee
National Development	\$400
Provincial Development	\$300
Regional	\$300
Regional Development	\$200
Tiny Titans 3	\$150
Tiny Titans 2	\$100
Tiny Titans 1	\$100
Masters	0
Highschool/HS Fitness	0

RMSC is committed to organizing 3 fundraisers throughout the year. For the 2022/23 season:

1. **Fall Fundraiser:** Selling of Meridian Meats gift cards - Meridian Meats offers a generous team fundraising program, whereby they provide 30% of gift cards purchased back to the club. You will receive 30% credit for each gift card you sell towards your fundraising commitment. For example, if you purchase/sell \$200 in gift cards, you will receive \$60 credit towards your fundraising fee.
2. **Winter Fundraiser:** RMSC Swim-A-Thon is our main fundraiser for the season, and is a super fun event for all our Ridge Meadows swimmers. For the Swim-A-Thon, each swimmer will create a fundraising landing page through the Raise-A-Thon website, and collect pledges and support from friends and family. The Fundraising Fee charged each season will act as a goal amount for each swimmer to raise during the RMSC Swim-A-Thon. 90% of funds raised through the Swim-A-Thon will be credited to your fundraising account. For example, if you raise \$300 dollars, you will be credited \$270 dollars.
3. **Spring Fundraiser:** TBD

More information on the Fundraising Fee can be found in the "Fundraising Fee Policy" section.

### **SWIM BC MEMBERSHIP FEE**

RMSC competes under the rules and regulations of Swim BC. Under these guidelines, each swimmer in the club is required to pay a fee to Swim BC as part of registration. This fee is determined by the age of the swimmer upon registration and whether they are in a competitive or non-competitive group. At RMSC, all Titans Academy, Tiny Titans 2 and 3, and High School Fitness groups are considered non-competitive. All other groups in the club are considered competitive. This is a one-time fee that will be charged to all accounts at the beginning of the season or when the swimmer joins the club.

### **MEET FEES**

Swimmers who participate in any meet are subject to the meet fees as outlined in the specific meet packages for each event. These include fees that are specific to competing in the event and may include entry fees, scratch fees, splash fees, and facility fees. It is the responsibility of every member to be aware of all deadlines. If the swimmer withdraws from the meet after the registration deadline, the account will be charged at the discretion of the RMSC Head Coach. Meet Fees will be posted to each swimmer's account within 7 days of the competition, and will be charged to the families account by the 15th of each month.

### **MEET ADMINISTRATION FEE**

For each swim competition, each swimmer will be charged a **\$5 per day Meet Administration Fee**. This fee will be used to cover all associated coaching costs for the event, as well as the cost of competing in club relays throughout the season.

### **INSUFFICIENT FUNDS (NSF)**

Each account will be allowed two (2) declined payments after which they will receive a letter from the Finance Director and Head Coach laying out the next steps. If payment is not made within the timeline laid out in the letter to the family, the swimmer will be asked to stay out of the water until payment is received.

- Full payment of outstanding fees is immediately owed.
- An additional charge of \$45.00 NSF service fee will be invoiced to the families account for each unsuccessful attempt to receive payment.
- All outstanding fees must be paid in full before re-enrolment for any upcoming competitions.
- All outstanding fees must be paid in full before re-enrolment for the following swim season will be accepted.

### **Pool Closures**

Pool Closures, should the swimming pool be closed due to unforeseen circumstances beyond the swim club's control (i.e. pool fouling, inclement weather, the City of Maple Ridge closure), the Ridge Meadows Swim Club will make every effort to inform the membership in a timely manner. The Club will not be held responsible for any missed classes or reimbursement of fees due to circumstances beyond the Club's control.

# Withdraw Policy

## Current Members

1. If a swimmer wishes to withdraw from the program, they must submit their withdrawal, in writing with 30 days notice, to both the Registrar at [registrar@haneyswim.ca](mailto:registrar@haneyswim.ca) and the Head Coach/Executive Director of Swimming at [headcoach@haneyswim.ca](mailto:headcoach@haneyswim.ca). Club fees will be charged to the 15th of the following month in which the club receives the email notice. Swimmers leaving mid-month will be charged next month's fees.
2. Upon receiving the withdrawal, the swimmer will be permitted to swim in the club until the completion of the 30 days notice. The Swim BC Registration Fee, Family Membership Fee, Membership Participation Fee and the Fundraising Fee are all non-refundable. Any outstanding debts on the account will be charged upon completion of the withdrawal. If a Member did raise money from their fundraising obligation prior to withdrawal, we will only charge the remainder of the amount. As an example, if a Regional Member raises \$100.00 towards their fundraising fee, we will only charge the remainder of the amount \$200 for their last fundraising fee owed.
3. If you paid your fees annually or on installments, fees are prorated to length of time in the program based on monthly rate (i.e. no discount). There are no refunds issued after March 15 of the current season.

## New Members

1. If your swimmer withdraws from the program within the first 30 days after registration there will be no refund on the first month's Group Training Fees as well as the Family Registration Fee. Any Fundraising Fees or Member Participation Fees that have been charged to your account will be refunded to your credit card on file.
2. If your swimmer chooses to withdraw from the program after their first 30 days in the program they are considered a "Current Member", and please refer to the Ridge Meadows Withdraw Policy above.

## ILLNESS OR INJURY POLICY

All group fees are determined on an annual program. Therefore, there will be no refunds given for illness or injury if a swimmer needs to end their season early. Credits will be considered for extended absences of 30 days or more, only with the accompaniment of a doctor's note and will require approval of the Board of Directors and RMSC Executive Director/Head Coach. For swimmers who are injured or sick for an extended period of time, but would like to return to the club later in the season, they may have the option of being placed on "Medical Leave" at the discretion of the RMSC Head Coach.

# Fundraising Fee Policy

Fundraising is a key component to our ability at RMSC to provide the best swimming experience for all our athletes. Not only is it key to the funding of the operations of the club, it also helps us to minimize your swimmers training fees each season. Ridge Meadows Swim Club, as a non-profit organization, relies on and encourages all of our family members to participate in all fundraising campaigns in order to keep the total cost of operating the Club to a minimum.

The club is committed to organizing 3 fundraisers throughout the year. For the 2022/23 season, we will be running a Meridian Meats Gift Card Fundraiser in the fall, our RMSC Swim-A-Thon in the spring, as well as another fundraiser to be decided upon in the early summer. Our main fundraiser for the season will be our RMSC Swim-A-Thon, which is also a fun event for all our Ridge Meadows swimmers. For the Swim-A-Thon, each swimmer will create a fundraising landing page through the Raise-A-Thon website, and collect pledges and support from their own community. The Fundraising Fee charged each season will act as a goal amount for each swimmer to raise during the RMSC Swim-A-Thon, but each swimmer will also have a chance to complete their fundraising commitment with the other fundraisers that will be offered through the season.

**Please note the following important information in regards to the RMSC Fundraising Fee:**

1. 50% of the fees listed below will be charged to your family's account at the time of registration.
2. The fundraising fee will be reconciled by May 15th each year, where each family will be charged the remaining fee depending on how much money is raised during the seasons Swim-A-Thon and other fundraisers. If your swimmer raises the full amount of the fee listed below, or goes above and beyond, they will receive a credit on their account for the remaining 50% of the fundraising fee.

**Example 1:** A family with a swimmer in Provincial Development (\$300.00) will be charged \$150.00 at the time of registration. If they raise \$300.00 or more during the RMSC Swim-A-Thon, they will receive a credit of \$150.00 on their account by May 15th.

**Example 2:** A family with a swimmer in Regional Development (\$200.00) raises \$50.00 during the RMSC Swim-A-Thon. They have been charged \$100.00 at the beginning of the season, so will be charged another \$50.00 to their account by May 15th to complete their Fundraising Fee commitment.

3. If your swimmer withdraws from the program before the RMSC Swim-A-Thon or main fundraiser, the Fundraising Fee is prorated and assessed to the length of time your swimmer is in the program, and the amount fundraising that has been completed on your swimmers account.

Each groups Fundraising Fee each season can be found in the chart below:

Group Name	Fundraising Fee
National Development	\$400
Provincial Development	\$300
Regional	\$300
Regional Development	\$200
Tiny Titans 3	\$150
Tiny Titans 2	\$100
Tiny Titans 1	\$100
Masters	0
Highschool/HS Fitness	0

**Another avenue for our families to complete their fundraising obligation each season is to bring in a corporate or community sponsor throughout the season.**

1. If your family is able to help establish a sponsorship donation towards RMSC, the amount that is donated to the club can be used towards your fundraising fee each season.
2. Any amount that is brought in by your family above and beyond your fundraising fee, the club will put a credit of 25% of the total amount (up to \$1,000.00) of the donation on your account.

For Example: A swimmer from National Development secures a sponsorship donation of \$1,000.00. With their Fundraising Fee being \$400.00, they will receive a credit of \$400.00 on their account, as well as a credit of 25% of \$600.00, the amount of the donation above and beyond their Fundraising Fee.

## Member Participation Program

In order for the RMSC to run efficiently and smoothly and to meet the needs of the community, the club relies on volunteer contribution from its members. The MPP system is designed to communicate to families the expected volunteer requirements. The MPP system requires that each swimmer’s family or guardian(s) earns points through the year by volunteering for various positions and roles in the club, including club events, swim competitions, and board roles. The number of points that must be earned in the year is determined based on the swimmer’s group placement at the start of the season. If a family or guardian has more than one swimmer in the Club, they are only required to earn the points assigned to the highest level swimmer. The number of points required does not change through the year even if the swimmer moves to a higher level.

Volunteer opportunities within the club are assigned a nominal point value. To encourage families to volunteer at the Club, each point is assigned a value of \$10. If families fail to earn all the points required in the year, the difference between the number of points required and actual points earned multiplied by \$10 will be charged to your family account by **June 15th of each season**.

Group Name	Member Participation Points	Dollar Value
National Development	40	\$400
Provincial Development	30	\$300
Regional	30	\$300
Regional Development	20	\$200
Tiny Titans 3	15	\$150
Tiny Titans 2	10	\$100
Tiny Titans 1	10	\$100
Masters	0	0
Highschool/HS Fitness	0	0

### Important information on the Member Participation Program:

1. Credits do not carry over to the following season.
2. Credits will be reconciled in January, and at the end of the swimmer's season. For most swimmers, this will be in June. This reconciliation can take place for all swimmers as opportunities to earn credits will be over by the end of June.
3. Points and role details will be published on the website at the start of every season. The Head Coach and Board of Directors reserves the right to award additional points.



4. For swim families registering after September, the number of Member Participation Points to earn, will be adjusted according to the month of registration and remaining opportunities to volunteer. Volunteer points are to be tracked on the website. It is each family's responsibility to record their volunteer service and to contact MPP Lead in the case of any discrepancies.

Each season RMSC will be hosting 2-3 competitions. These events are a great way to earn some of your MPP points and to support our RMSC athletes and the other swimmers in the LMR. The table below shows the volunteer positions that are required at a competition, as well as how many points are earned for each position.

Officiating Position	Points Earned per Shift
Safety Marshal <i>*Must be done along with a Timekeeper or Stroke and Turn Shift</i>	0.5 points
Timekeeper	2 points
Stroke & Turn	4 points
Chief Timer	3 points
Clerk of Course	6 points
Starter	8 points
Recorder/Scorer (electronics)	8 points
Chief Judge Electronics	8 points
Referee	10 points
Hospitality Coordinator	10 points
Hospitality Helper	2 points
Runner	2 points
Event Photographer	4 points
Meet Manager	20 points
Set-Up and Take Down Crew	3 points
Baking/Food Prep for Hospitality	2 points

There are other positions available throughout the club which are best to have someone engaged in for the entire season. If a Board member resigns or leaves anytime throughout the season, no points will be awarded. Below is a list of our Board of Directors positions available, as well as year round volunteer opportunities within the club:

Board of Directors	Points per Season
President	40 points
Vice President	40 points
Secretary	40 points
Treasurer	40 points
Registrar	40 points
Fundraising Coordinator	40 points
Sponsorship Coordinator	40 points
MPP Coordinator	40 points
Officials Coordinator	40 points
Grants Coordinator	40 points

Other volunteer opportunities that may come up throughout the season are included below. Throughout the course of the year, there may be volunteer opportunities that are not listed above. Points awarded for these additional duties will be given at the discretion of the Head Coach and the MPP Coordinator. For more information on what is currently available please visit our MRSC website:

Volunteer Position	Points Earned
Chaperone on Away Trips	8 points per day
Awards Coordinator	6 points
Attend General Meeting	2 points

# High Performance Fund Policy

The goal of the Fund is to provide support for Ridge Meadows Swim Club high performance athletes by providing subsidies to help with the management costs (RMSC coach and chaperone travel expenses) incurred by our athletes who are traveling to the Western Canadian Championships, Canadian Junior Championships, and the Canadian Swimming Trials.

In order to be eligible to receive a subsidy from the Fund, a swimmer must:

- Be a member of RMSC in good standing, and must have been a fee paying member for at least 11 of the preceding 12 months.
- Have attained an SNC Western/CJC/Trials qualifying time during the previous 18 months;
- Achieve the practice attendance goals prescribed by his/her coach;
- Have participated in the club fundraising projects at least to the level recommended for his/her training group during the previous 12 months;
- Have participated in the volunteer activities prescribed for swimmers in his/her training group during the previous 12 months; and
- Demonstrate exemplary behavior and attitude, and act as a role model and leader for all swimmers in the club.

The amount of subsidy a swimmer may receive is decided at the discretion of the RMSC Head Coach. In determining the amount of subsidy a swimmer will be awarded, the Head Coach will take into account the level of competition the swimmer is attending, the number of swimmers accessing the subsidy and the total subsidy made available for each competition.

*The High Performance Fund will be supported by donations from RMSC families and community members, outside organizations and businesses and the fundraising initiatives organized within the club each season.*

# Athlete Protection Policy

In this document “Organization” refers to Ridge Meadows Swim Club (RMSC)

## Definitions

1. Terms in this Policy are defined as follows:
  - a) **Athlete** – An individual who is an Athlete Participant in the Organization who is subject to the policies of the Organization and to the *Code of Conduct and Ethics*.
  - b) **Minor** – Any Participant who is under the age of 19 years old at the time and in the jurisdiction where the alleged maltreatment has occurred. Adults are responsible for knowing the age of a Minor.
  - c) **Participants** – Refers to all categories of individual members and/or registrants defined in the By-laws of the Organization who are subject to the policies of the Organization, as well as all people employed by, contracted by, or engaged in activities with, the Organization including, but not limited to, employees, contractors, Athletes, coaches, instructors, officials, volunteers, managers, administrators, committee members, parents or guardians, spectators, committee members, and Directors and Officers.
  - d) **Person in Authority** – Any Participant who holds a position of authority within the Organization including, but not limited to, coaches, instructors, officials, managers, support personnel, chaperones, committee members, and Directors and Officers.
  - e) **Vulnerable Participants** – Includes minors and vulnerable adults (people who, because of age, disability or other circumstance, are in a position of dependence on others or are otherwise at a greater risk than the general population of being harmed by Persons in Authority).

## Purpose

2. This *Athlete Protection Policy* describes how Persons in Authority shall maintain a safe sport environment for all Athletes.

## Interactions between Persons in Authority and Athletes – the ‘Rule of Two’

3. The Organization requires that the ‘Rule of Two’ be followed for all Persons in Authority who interact with Athletes, to the maximum extent feasible. The ‘Rule of Two’ is a directive that says that an Athlete must never be alone one-on-one with an unrelated Person in Authority.
4. The Organization recognizes that fully implementing the ‘Rule of Two’ may not always be possible in some instances. Consequently, at a minimum, interactions between Persons in Authority and Athletes must respect the following:
  - a) To the maximum extent possible, the training environment should be visible and accessible so that all interactions between Persons in Authority and Athletes are observable.
  - b) Private and one-on-one situations that are not observable by another adult or Athlete should be avoided to the maximum extent possible.
  - c) A Vulnerable Participant may not be alone under the supervision of a Person in Authority unless prior written permission is obtained from the Vulnerable Participant’s parent or guardian.
  - d) Persons in Authority may not invite or host Vulnerable Participants in their home without the written permission from parents or guardians or without parents or guardians having contemporaneous knowledge of the visit.

### **Competitions and Training Sessions**

5. For competitions and training sessions, the Organization recommends:
  - a) A Person in Authority should never be alone with a Vulnerable Participant prior to or following a competition or training session unless the Person in Authority is the Vulnerable Participant's parent or guardian.
  - b) If the Vulnerable Participant is the first Athlete to arrive, the Athlete's parent should remain until another Athlete or Person in Authority arrives.
  - c) If a Vulnerable Participant would potentially be alone with a Person in Authority following a competition or training session, the Person in Authority should ask another Person in Authority (or a parent or guardian of another Athlete) to stay until all of the Athletes have been picked up. If an adult is unavailable, another Athlete, who is preferably not a Vulnerable Participant, should be present in order to avoid the Person in Authority being alone with a Vulnerable Participant.
  - d) Persons in Authority giving instructions, demonstrating skills, or facilitating drills or lessons to an individual Athlete should always do so within earshot and eyesight of another Person in Authority.
  - e) Persons in Authority and Athletes should take steps to achieve transparency and accountability in their interactions. For example, a Person in Authority and an Athlete who know they will be away from other Participants for a lengthy period of time must inform another Person in Authority where they are going and when they are expected to return. Persons in Authority should always be reachable by phone or text message.

### **Communications**

6. For communication between Persons in Authority and Athletes, the Organization recommends:
  - a) Persons in Authority may only send texts, direct messages on social media or emails to individual Athletes when necessary and only for communicating information related to team issues and activities (e.g., non-personal information). Any such texts, messages or emails shall be professional in tone.
  - b) Electronic communication between Persons in Authority and Athletes that is personal in nature should be avoided. If such personal communication is unavoidable, it must be recorded and available for review by another Person in Authority and/or by the Athlete's parent/guardian (when the Athlete is a Vulnerable Participant).
  - c) Parents/guardians may request that their child not be contacted by a Person in Authority using any form of electronic communication and/or may request that certain information about their child not be distributed in any form of electronic communication.
  - d) All communication between a Person in Authority and Athletes must be between the hours of 7:00am and 9:00pm unless extenuating circumstances justify otherwise.
  - e) Communication concerning drugs or alcohol use (unless regarding its prohibition) is not permitted.
  - f) No sexually explicit language or imagery or sexually oriented conversation may be communicated in any medium.
  - g) Persons in Authority are not permitted to ask Athletes to keep a personal secret for them.

### **Travel**

7. For travel involving Persons in Authority and Athletes, the Organization recommends:
  - a) Teams or groups of Athletes shall always have at least two Persons in Authority with them.
  - b) For mixed gender teams or groups of Athletes, there should be one Person in Authority from each gender.
  - c) If two Persons in Authority cannot be present, reasonable efforts should be made to supplement supervision with screened parents or other volunteers.
  - d) To the maximum extent possible, no Person in Authority may drive a vehicle alone with an Athlete unless the Person in Authority is the Athlete's parent or guardian.
  - e) A Person in Authority may not share a hotel room or be alone with an Athlete unless the Person in Authority is the Athlete's parent/guardian or spouse.

- f) Room or bed checks during overnight stays must be done by two Persons in Authority.
- g) For overnight travel when Athletes must share a hotel room, roommates must be age-appropriate and of the same gender identity.

### **Locker Rooms / Changing Areas**

8. For locker rooms, changing areas and other closed meeting spaces, the Organization recommends:
- a) Interactions between Persons in Authority and Athletes should not occur in any area where there is a reasonable expectation of privacy such as a locker room, washroom or changing area. A second adult should be present for any necessary interaction between an adult and an Athlete in any such area.
  - b) If Persons in Authority are not present in the locker room or changing area, or if they are not permitted to be present, they should still be available outside the locker room or changing area and be able to enter the room or area if required, for reasons including but not limited to team communications and/or emergencies.

### **Photography / Video**

9. For all photography and video of an athlete, the Organization recommends:
- a) Photographs and video should only be taken in public view. Content must observe generally accepted standards of decency and be both appropriate for and in the best interest of the athlete.
  - b) The use of recording devices in areas where there is a reasonable expectation of privacy is strictly prohibited.
  - c) Examples of photos that shall be edited or deleted include:
    - i. Images with misplaced apparel or where undergarments are showing
    - ii. Suggestive or provocative poses
    - iii. Embarrassing images
  - d) If any content featuring an athlete will be used on any form of public media, a **Photo and Video Consent Form (Appendix A)** must be completed before the content is recorded.

### **Physical Contact**

10. Some physical contact between Persons in Authority and athletes may be necessary for various reasons including, but not limited to, teaching a skill or tending to an injury. For physical contact, the Organization recommends:
- a) A Person in Authority must always request permission to make physical contact from the athlete in advance and clearly explain where and why the physical contact will occur. The Person in Authority must make clear that they are requesting to touch the athlete and not requiring physical contact.
  - b) Infrequent, incidental physical contact during a training session is not considered a violation of policy.
  - c) Non-essential physical contact may not be initiated by the Person of Authority. It is recognized that some athletes may initiate non-essential physical contact such as hugging or other physical contact with a Person in Authority for various reasons (e.g., such as celebrating or crying after a poor performance). This physical contact should always occur in an open and observable environment.

### **Enforcement**

11. Any alleged violations of this *Athlete Protection Policy* shall be addressed pursuant to the *Discipline and Complaints Policy*.

# Conflict of Interest Policy

“Organization” refers to: Ridge Meadows Swim Club (RMSC)

## Definitions

1. The following terms have these meanings in this Policy:

- a) *“Conflict of Interest”* – Any situation in which a Representative’s decision-making, which should always be in the best interests of the Organization, is influenced or could be influenced by personal, family, financial, business, or other private interests
- b) *“Pecuniary Interest”* - An interest that an individual may have in a matter because of the reasonable likelihood or expectation of financial gain or loss for that individual, or another person with whom that individual is associated
- c) *“Non-Pecuniary Interest”* - An interest that an individual may have in a matter which may involve family relationships, friendships, volunteer positions or other interests that do not involve the potential for financial gain or loss
- d) *“Representatives”* – Individuals employed by, or engaged in activities on behalf of, the Organization including coaches, staff members, convenors, contract personnel, volunteers, managers, administrators, committee members, and Directors and Officers of the Organization

## Background

2. Individuals who act on behalf of an organization have a duty first to that organization and second to any personal stake they have in the operations of the Organization. For example, in not-for-profit organizations, Directors are required, by law, to act as a trustee (in good faith, or in trust) of the Organization. Directors, and other stakeholders, must not put themselves in positions where making a decision on behalf of the Organization is connected to their own personal interests. That would be a conflict of interest situation.

## Purpose

3. The Organization strives to reduce and eliminate nearly all instances of conflict of interest at the Organization – by being aware, prudent, and forthcoming about the potential conflicts. This Policy describes how Representatives will conduct themselves in matters relating to conflict of interest and will clarify how Representatives shall make decisions in situations where conflict of interest may exist.

4. This Policy applies to all Representatives.

## Obligations

5. Any real or perceived conflict of interest, whether pecuniary or non-pecuniary, between a Representative’s personal interest and the interests of the Organization, shall always be resolved in favor of the Organization.

6. Representatives will not:

- a) Engage in any business or transaction, or have a financial or other personal interest, that is incompatible with their official duties with the Organization, unless such business, transaction, or other interest is properly disclosed to the Organization and approved by the Organization
- b) Knowingly place themselves in a position where they are under obligation to any person who might benefit from special consideration or who might seek preferential treatment
- c) In the performance of their official duties, give preferential treatment to family members, friends, colleagues, or organizations in which their family members, friends, or colleagues have an interest, financial or otherwise

- d) Derive personal benefit from information that they have acquired during the course of fulfilling their official duties with the Organization, if such information is confidential or not generally available to the public
- e) Engage in any outside work, activity, or business or professional undertaking that conflicts or appears to conflict with their official duties as a representative of the Organization, or in which they have an advantage or appear to have an advantage on the basis of their association with the Organization
- f) Without the permission of the Organization, use the Organization's property, equipment, supplies, or services for activities not associated with the performance of their official duties with the Organization
- g) Place themselves in positions where they could, by virtue of being an Organization Representative, influence decisions or contracts from which they could derive any direct or indirect benefit
- h) Accept any gift or favor that could be construed as being given in anticipation of, or in recognition for, any special consideration granted by virtue of being an Organization Representative

#### **Disclosure of Conflict of Interest**

7. On an annual basis, all the Organization's Directors and candidates for election to the Board, Directors, Officers, Employees, and Committee Members will complete a **Declaration Form** disclosing any real or perceived conflicts that they might have. Declaration Forms shall be retained by the Organization.
8. Representatives shall disclose real or perceived conflicts of interest to the Organization's Board immediately upon becoming aware that a conflict of interest may exist.
9. Representatives shall also disclose any and all affiliations with any and all other organizations involved with the same sport. These affiliations include any of the following roles: athlete, coach, manager, official, employee, volunteer, or Director.

#### **Minimizing Conflicts of Interest in Decision-Making**

10. Decisions or transactions that involve a conflict of interest that has been proactively disclosed by an Organization Representative will be considered and decided with the following additional provisions:
  - a) The nature and extent of the Representative's interest has been fully disclosed to the body that is considering or making the decision, and this disclosure is recorded or noted
  - b) The Representative does not participate in discussion on the matter
  - c) The Representative abstains from voting on the decision
  - d) For board-level decisions, the Representative does not count toward quorum
  - e) The decision is confirmed to be in the best interests of the Organization
11. For potential conflicts of interest involving employees, the Organization's Board will determine whether there is a conflict and, if one exists, the employee will resolve the conflict by ceasing the activity giving rise to the conflict. The Organization will not restrict employees from accepting other employment contracts or volunteer appointments provided these activities do not diminish the employee's ability to perform the work described in the employee's job agreement with the Organization or give rise to a conflict of interest.

#### **Conflict of Interest Complaints**

12. Any person who believes that a Representative may be in a conflict of interest situation should report the matter, in writing (or verbally if during a meeting of the Board or any committee), to the Organization's Board who will decide appropriate measures to eliminate the conflict. The Board may apply the following actions singly or in combination for real or perceived conflicts of interest:
  - a) Removal or temporary suspension of certain responsibilities or decision-making authority
  - b) Removal or temporary suspension from a designated position



- c) Removal or temporary suspension from certain teams, events and/or activities
  - d) Expulsion from the Organization
  - e) Other actions as may be considered appropriate for the real or perceived conflict of interest
13. Any person who believes that a Representative has made a decision that was influenced by real or perceived conflict of interest may submit a complaint, in writing, to the Organization to be addressed under the Organization's *Discipline and Complaints Policy*.
14. Failure to comply with an action as determined by the Board will result in automatic suspension from the Organization until compliance occurs.
15. The Board may determine that an alleged real or perceived conflict of interest is of such seriousness as to warrant suspension of designated activities pending a meeting and a decision of the Board.

**Enforcement**

16. Failure to adhere to this Policy may permit discipline in accordance with the Organization's *Discipline and Complaints Policy*.

**Conflict of Interest - Declaration Form**

I have read the Organization's *Conflict of Interest Policy*, I agree to be bound by the obligations contained therein, and I commit to avoid any real or perceived conflict of interest.

I also commit to disclosing the existence of any real or perceived conflict of interest to the Board, as soon as it is known to me.

I declare the following interests which may represent a potential conflicting interest:

---

Name (First and Last), Date of today

**Appendix A – Photo and Video Consent Form**

Name of Participant (print): \_\_\_\_\_

Name of Parent/Guardian (print): \_\_\_\_\_  
(when the Participant is a Minor)

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

1. I, being the Participant or the parent or legal guardian of the minor Participant, hereby grant to the Organization the permission to photograph and/or record the Participant’s image and/or voice in pictures or videos (collectively the “Images”), and to use the Images to promote the sport and/or the Organization through traditional media such as newsletters, websites, television, film, radio, print and/or display form, and through social media such as Instagram, Facebook, YouTube, and Twitter. I understand that I waive any claim to remuneration for use of audio/visual materials used for these purposes. This consent will remain in effect in perpetuity.
2. I, being the Participant or the parent or legal guardian of the Minor Participant, hereby fully release, discharge, and agree to save harmless the Organization, from any and all claims, demands, actions, damages, losses or costs that might arise out of the collection, use or disclosure of the Images or taking, publication, distortion of the Images, negatives, and masters or any other likeness or representation of the Participant that may occur or be produced in the taking of said Images or in any subsequent processing thereof, including without limitation any claims for libel, passing off, misappropriation of personality, or invasion of privacy.
3. I, being the Participant or the parent or legal guardian of the Minor Participant, **UNDERSTAND AND AGREE**, that I have read and understood the terms and conditions of this document. On behalf of myself, my heirs and assigns, I agree that I am signing this document voluntarily and to abide by such terms and conditions.

Signature of Participant: \_\_\_\_\_

**OR**, if the Participant is a Minor

Signature of Parent/Guardian: \_\_\_\_\_

# Travel Policy

RMSC swimmers are expected to commit to the meet schedule as laid out by their groups throughout the year. Depending on the meet and level of competition, some meets may require travel. In regards to travel, meets for our club have the following designations:

*LOCAL MEETS* - A local meet is a meet that is located within a reasonable distance to Maple Ridge/Pitt Meadows and has not been deemed a team travel meet by the coaching staff. Parents are responsible for all travel arrangements.

*TEAM TRAVEL MEETS* - Team travel helps to build strong team relationships, and help with the cost of the many travel meets throughout the season. These events are excellent growth and learning opportunities for our swimmers. Swimmers are strongly encouraged to travel and stay with the team for all designated out-of-town, travel meets. RMSC coaches and staff will be responsible for all travel arrangements. In the case of 10 & under swimmers, they must travel, stay, and dine with their parents although it is encouraged that they stay in the same hotel as the rest of the team.

The club will communicate to the relevant groups information about team travel meets a minimum of 60 days prior to the event. A preliminary budget for the travel event will also be available 60 days prior to the event and parents will be informed of any updates as they occur. The final cost of the travel meet will be calculated and posted to the members account 30 days after the end of the event.

## **FEES AND PENALTIES**

1. Penalties and fees that result from changed or canceled travel arrangements after the meet cancellation deadline will be charged to the swimmer/member's account.
2. All swimmers attending out of town meets are responsible for all management fees. (Coach & chaperones' transportation, accommodation, food, per diem)
3. Swimmers scratched from a swim meet past the meet cancellation deadline due to poor training attendance or discipline reasons will be charged full travel, management fee and/or entry expenses.
4. The estimated cost of participating in a meet (both in-town and out-of-town) will be sent to the family via email one month prior to the meet and two weeks prior to the event cancellation date.
5. Meets over \$1,000.00 will require a 50% deposit and will be charged to the members account two weeks prior to the event.
6. Upon reconciliation of the total costs incurred from a travel swim meet, further expenses or credits may be applied to the member's account. These charges will be applied within four weeks of the meet end date.

## **TEAM TRANSPORTATION**

### *SUPERVISION DURING TRANSPORTATION:*

On arrival at home to the LMR and Maple Ridge/Pitt Meadows area whether at the bus drop off point or at the airport, the chaperone shall stay with swimmers until they are picked up by a parent, guardian, or designated adult as communicated by the parent or guardian to the coaches in advance of the meet.

Swimmers should call their parents for the exact arrival time enroute from the competition. Swimmers that need to make alternate travel arrangements to or from the meet MUST inform the Lead Coach for the competition prior to the trip.

Departure and estimated arrival times for all trips will be provided in the information sheet and posted on the website for each trip and distributed to those swimmers attending.

### *GROUND TRANSPORTATION & RENTAL VEHICLES:*

1. When deemed safe and reasonable the use of taxis, rental vehicles or public transit may be used to transport RMSC swimmers and staff at club sponsored events.
2. RMSC staff and chaperones will need to perform a Drivers Abstract through ICBC prior to driving swimmers at any competition. Non-chaperoning parents who are attending the event shall not drive swimmers attending the competition. RMSC staff and chaperones will drive rental cars only to transport swimmers at competitions.
3. Swimmers families attending the meet can not drive anyone other than their own children in their personal vehicles unless they have volunteer registration and approval forms in place with the club and on their person. In addition, parents through their registration will be deemed to have given written consent for their swimmer to travel in approved parents' vehicles unless they indicate non consent.
4. RMSC swimmers shall not drive rental vehicles or the personal vehicles of coaches or chaperones.

### *AIR TRAVEL:*

1. Each swimmer entered/participating in an out-of-town meet will pay the cost of their own airline ticket. Swimmers may use points for air travel, however if they are on team travel, they need to be on the same flight as the rest of the team. It is important that they ask the coach for the flight dates and times and inform him or her that they are booking their flight separately using points.
2. If traveling on their own and on a different flight than the team, it is the responsibility of the swimmer to meet the team at the pool at the specified time.
3. Penalties and fees that result from changing or canceling travel arrangements will be charged to the individual member's account. This includes swimmers who are pulled or scratched from a meet.
4. RMSC coaches and chaperones shall travel on the same flights with the team unless prior notification has been provided.
5. In the case of multiple team flights, a RMSC chaperone or member of the RMSC coaching staff shall accompany each group of swimmers.

### *FOOD & BEVERAGES DURING MEETS & TEAM TRAVEL:*

All entered/participating swimmers will be able to partake in the team food and beverages offered during the swim meet sessions and while traveling to and from the out-of-town swim meets.

A strong effort will be made to ensure adequate, high quality, healthy foods are prepared and offered at all times to the swimmers throughout the out-of-town meets. A suite, with cooking facilities, will be booked by the club for all team travel meets for the chaperones (when available) or the coaches and chaperones will organize food with local restaurants and markets to feed our athletes.

#### *COACH, STAFF AND CHAPERONE TRAVEL & ACCOMMODATION COSTS*

1. All swimmers entered/ participating in a meet, whether on team travel or not, will share equally in the costs incurred by the coaches and chaperones.
2. Coaches and chaperones shall be reimbursed by the Ridge Meadows Swim Club for all approved costs incurred during RMSC travel events.
3. Coaches and chaperones shall submit a RMSC expense reimbursement form within 14 business days of the end of the trip.

#### *CODE OF CONDUCT AND DISCIPLINARY RESPONSIBILITIES:*

1. RMSC coaches shall be responsible for all RMSC swimmers on deck at the competition site during the swim meet sessions, regardless of accommodation choices.
2. No person may participate in RMSC team travel sponsored events if they have not signed the RMSC code of conduct agreement.
3. Discipline issues and code of conduct violations will be dealt with on a case by case basis, based on RMSC policies and procedures as laid out to the membership.
4. Any expenses incurred in sending a swimmer home early due to code of conduct issues shall be the sole responsibility of that member's family.
5. Additional sanctions may be applied in accordance with the VPSC's Code of Conduct & Ethics, and RMSC policies and procedures.
6. Chaperones and coaching staff shall communicate and consult with each other in regards to all discipline issues.
7. Communication with parents, whether they are at home or on location, in regards to swimmer code of conduct violations or discipline issues during team travel events shall be the responsibility of the Lead Coach for the meet and RMSC Head Coach.

#### **TRAVEL MEDICAL INSURANCE AND DOCUMENTATION**

All swimmers are required to have their own travel medical insurance whether traveling to an out of province meet or an out of country meet. The BC Medical Services insurance only covers the swimmers while they are in BC and may not cover all expenses when traveling to another province or outside of Canada. It is the parent's responsibility to ensure that their child has adequate medical insurance. This information needs to be provided to the coaches/chaperones prior to travel. It is the responsibility of the swimmer's family to ensure that all travel documentation required to make the trip such as government issued photo identification.

# Apparel Policy

We are excited to have signed on as a SPEEDO club for the 2022/23 season! In our agreement with Speedo, we have committed to representing the brand with pride at competitions and training sessions. Please see the training gear requirements below for **ALL Ridge Meadows Swim Club swimmers**:

**RMSC SPEEDO TEAM SWIMSUIT** is required for all registered swimmers during training and meets throughout the season. Female swimmers will have the option of two different styles of suits, and our Male swimmers will have the choice to order a Jammer or Speedo style suit. *\*Please note each swimmer will have the chance to order their RMSC Training Suit at the start of the 2022/23 season, which is included in the Family Registration Fee that is paid at the time of registration.*

**RMSC TEAM SWIMCAPS** should be worn by all registered swimmers during training and meets throughout the season. *\*Please note each swimmer will receive a RMSC Team Swim Cap at the beginning of the season, which is included in the Family Registration Fee that is paid at the time of registration.*

**RMSC TEAM T-SHIRTS** should be worn by all registered swimmers during club events and competitions throughout the season. *\*Please note each swimmer will receive a RMSC Team t-shirt at the beginning of the season, which is included in the Family Registration Fee that is paid at the time of registration.*

**The additional RMSC Team Gear listed below is highly recommended for each level in the club. Ordering information for all team gear will be available on the website by the start of the upcoming season:**

**National Development and Provincial Development Group:**

RMSC Team Jacket, RMSC Speedo Backpack, Speedo Equipment Bag and Speedo Racing Suit

**Regional and Regional Development, and Tiny Titan 1 Groups:**

RMSC Speedo Backpack, Speedo Equipment Bag and Speedo Hooded Sweatshirt

**Tiny Titan 2 and Tiny Titan 3 Groups:**

RMSC Speedo Backpack and Speedo Equipment Bag

**Our RMSC athletes will have the chance to order the following items throughout the season through our RMSC website:**

- RMSC Speedo Team Backpack
- RMSC Team Jacket and Pants
- RMSC Speedo Woven Short
  - Speedo Equipment Bag
  - Speedo Racing Suit
- Speedo Hooded Sweatshirt
- Speedo Quarter Zip Pullover
  - RMSC Team T-shirts
  - RMSC Training Suit

-Speedo Locker Slide Sandals

\*Please note that included in our contract with Speedo is a twice yearly “40% off Week” for Ridge Meadows Swim Club, where our members will have the chance to order Speedo Merchandise through our team dealer. More information on the timing of these discount periods and instructions on how to order will be available at the start of the season. There will be an option of purchasing team gear at this point at the discount, but availability will depend on inventory through Team Aquatic Supplies and Speedo.

\*A reminder as well that with our Team Aquatic Supplies Shark card, our RMSC families receive 15% off products purchased at Team Aquatic Supplies through the season. TAS carries all training gear that swimmers require for use throughout the season. Please note that the card below needs to be presented at the time of purchase, so best practice is to save the image to your phone!

# Social Media Policy

In this document “Organization” refers to Ridge Meadows Swim Club (RMSC)

## Definitions

1. Terms in this Policy are defined as follows:
  - a) **Participants** – Refers to all categories of individual members and/or registrants defined in the By-laws of the Organization who are subject to the policies of the Organization, as well as all people employed by, contracted by, or engaged in activities with, the Organization including, but not limited to, employees, contractors, Athletes, coaches, instructors, officials, volunteers, managers, administrators, committee members, parents or guardians, spectators, committee members, and Directors and Officers.
  - b) **Social Media** – The catch-all term that is applied broadly to new computer-mediated communication media such as blogs, YouTube, Facebook, Instagram, Tumblr, TikTok, Snapchat, Twitter, etc.

## Preamble

2. The Organization is aware that Participant interaction and communication occurs frequently on Social Media. The Organization cautions Participants that any conduct falling short of the standard of behavior required by this *Social Media Policy* and the *Code of Conduct and Ethics* may be subject to the disciplinary sanctions identified within the *Discipline and Complaints Policy*.

## Application of this Policy

3. This Policy applies to all Participants.

## Conduct and Behavior

4. All conduct and behavior occurring on Social Media must comply with the *Code of Conduct and Ethics*.
5. Participants may not engage in the following behavior on Social Media:
  - a) Posting a disrespectful, hateful, harmful, disparaging, or insulting comment on a social medium.
  - b) Posting a picture, altered picture, or video on a social medium that is harmful, disrespectful, insulting, embarrassing, suggestive, provocative, or otherwise offensive.
  - c) Creating or contributing to a Facebook group, webpage, Instagram account, Twitter feed, blog, or online forum devoted solely or in part to promoting negative or disparaging remarks or commentary about the Organization or its stakeholders or reputation
  - d) Any instance of cyber-bullying or cyber-harassment where incidents of cyber-bullying and cyber-harassment can include but are not limited to the following conduct on any social medium, via text message, or via email: regular insults, negative comments, vexatious behavior, pranks or jokes, threats, posing as another person, spreading rumors or lies, or other harmful behavior.

## Participants Responsibilities

6. Participants should be aware that their Social Media activity may be viewed by anyone; including the Organization.
7. If the Organization unofficially engages with a Participant in Social Media (such as by retweeting a tweet or sharing a photo on Facebook) the Participant may, at any time, ask the Organization to cease this engagement.
8. When using Social Media, a Participant must model appropriate behavior befitting the Participant’s role and status in connection with the Organization.



9. Removing content from Social Media after it has been posted (either publicly or privately) does not excuse the Participant from being subject to the *Discipline and Complaints Policy*.
10. An individual who believes that a Participant's Social Media activity is inappropriate or may violate policies and procedures should report the matter to the Organization in the manner outlined by the *Discipline and Complaints Policy*.

### **The Organization's Responsibilities**

11. The Organization has a responsibility to understand if and how Persons in Authority and Athletes are using Social Media to communicate with each other. Persons in Authority and Athletes may need to be reminded that behavior in Social Media is still subject to the *Code of Conduct and Ethics* and *Social Media Policy*.
12. Complaints and concerns about the behavior of a Person in Authority or Athlete in Social Media can be addressed under the *Discipline and Complaints Policy*.

### **Guidelines**

13. The Guidelines in this section provide Persons in Authority and Athletes with tips and suggestions for Social Media use. Persons in Authority and Athletes are strongly encouraged to develop their own strategy for Social Media use (either written down or not) and ensure that their strategy for Social Media use is acceptable pursuant to the *Code of Conduct and Ethics*.
14. Given the nature of Social Media as a continually developing communication sphere, the Organization trusts its Persons in Authority and Athletes to use their best judgment when interacting with Social Media. These Guidelines are not hard and fast rules or behavioral laws; but rather recommendations that will inform individuals' best judgment.

### **Social Media Guidelines for Persons in Authority**

15. Persons in Authority should consider the following guidelines to inform their own strategy for Social Media use:
  - a) With Minor Athletes, ensure that parents/guardians are aware if some interactions may take place on Social Media and the context for those interactions, and give parents/guardians the option to prohibit or restrict communication in this space
  - b) Attempt to make communication with Athletes in Social Media as one-sided as possible. Be available for Athletes if they initiate contact – Athletes may wish to have this easy and quick access to you – but avoid imposing yourself into an Athlete's personal Social Media space
  - c) Ensure all Social Media communication is professional, unambiguous, and on-topic. Avoid emojis and unspecific language that can be interpreted in multiple ways
  - d) Choosing not to engage with Social Media is an acceptable strategy. Be prepared to inform Athletes (and/or parents/guardians) why you will not engage in this space and explain which media you will use to communicate with them
  - e) Athletes will search for your Social Media accounts. Be prepared for how you will respond when an Athlete attempts to interact with you on Social Media
  - f) Annually review and update the privacy settings on all your Social Media accounts
  - g) Consider monitoring or being generally aware of Athletes' public Social Media behavior to ensure compliance with *Code of Conduct and Ethics* and this Policy
  - h) Never demand access to an Athlete's private posts on Twitter, Instagram, or Facebook
  - i) Do not send friend requests to Athletes. Never pressure Athletes to send you a friend request or follow your Social Media accounts
  - j) If you accept a friend or follow requests from one Athlete, you should accept these requests from all Athletes. Be careful not to show favoritism on Social Media

- k) Consider managing your Social Media so that Athletes do not have the option to follow you on Twitter or send you a friend request on Facebook
- l) Do not identify Minor Athletes on publicly available Social Media
- m) Seek permission from adult Athletes before identifying them on publicly available Social Media
- n) Avoid adding Athletes to Snapchat and do not send snapchats to Athletes
- o) Do not post pictures or videos of Minor Athletes on your private Social Media accounts
- p) Be aware that you may acquire information about an Athlete that imposes an obligation of disclosure on your part (such as seeing pictures of Minor Athletes drinking during a trip)
- q) If official club business is announced on Social Media, ensure it is also posted on a less-social medium like a website or distributed via email
- r) Never require Athletes to join Facebook, join a Facebook group, subscribe to a Twitter feed, or join a Facebook page about your team or organization
- s) If you create a page on Facebook or Instagram for your team or Athlete, do not make this Social Media site the exclusive location for important information. Duplicate important information in less-social channels (like on a website or via email)
- t) Exercise appropriate discretion when using Social Media for your own personal communications (with friends, colleagues, and other Persons in Authority) with the knowledge that your behavior may be used as a model by Athletes
- u) Avoid association with Facebook groups, Instagram accounts, or Twitter feeds with explicit sexual conduct or viewpoints that might offend or compromise your relationship with an Athlete
- v) Never misrepresent yourself by using a fake name or fake profile

#### **Social Media Guidelines for Athletes**

16. The following tips should be used by Athletes to inform their own strategy for Social Media use:

- a) Set your privacy settings to restrict who can search for you and what private information other people can see.
- b) Coaches, teammates, officials, or opposing competitors may all add you to Facebook or follow you on Instagram or Twitter. You are not required to follow anyone or be Facebook friends with anyone.
- c) Avoid adding Persons in Authority to Snapchat and do not send snapchats to Persons in Authority.
- d) If you feel harassed by someone in a social medium, report it to your coach or another Person in Authority with the Organization.
- e) You do not have to join a fan page on Facebook or follow a Twitter feed or Instagram account.
- f) Content posted on a social medium, relative to your privacy settings, is considered public. In most cases, you do not have a reasonable expectation of privacy for any material that you post.
- g) Content posted to a social medium is almost always permanent – consider that other individuals may take screenshots of your content (even snapchats) before you can delete them.
- h) Avoid posting pictures of, or alluding to, participation in illegal activity such as: speeding, physical assault, harassment, drinking alcohol (if underage), and smoking marijuana (if underage).
- i) Model appropriate behavior in Social Media befitting your status as a) an Athlete, and b) a member of your organization and its governing organizations. As a representative of your organization, you have agreed to the *Code of Conduct and Ethics* and must follow that Code when you post material and interact with other people through Social Media.
- j) Be aware that your public Facebook page, Instagram account, or Twitter feed may be monitored by your organization, coach, or by another organization and content or behavior demonstrated in Social Media may be subject to sanction under the *Discipline and Complaints Policy*.

# Appeal Policy

“Organization” refers to: Ridge Meadows Swim Club (RMSC)

## Definitions

1. The following terms have these meanings in this Policy:

- a) “*Appellant*” – The Party appealing a decision
- b) “*Respondent*” – The body whose decision is being appealed
- c) “*Parties*” – The Appellant, Respondent, and any other Individuals affected by the appeal
- d) “*Days*” – Days irrespective of weekend and holidays
- e) “*Individuals*” – All categories of membership defined in the Organization’s Bylaws, as well as all individuals employed by, or engaged in activities with, the Organization including, but not limited to, athletes, coaches, convenors, referees, officials, volunteers, managers, administrators, committee members, Directors and Officers of the Organization, spectators at events, and parents/guardians of athletes

## Purpose

2. The Organization is committed to providing an environment in which all Individuals involved with the Organization are treated with respect and fairness. The Organization provides Individuals with this *Appeal Policy* to enable fair, affordable, and expedient appeals of certain decisions made by the Organization. Further, some decisions made by the process outlined in the Organization’s *Discipline and Complaints Policy* may be appealed under this Policy.

## Scope and Application of this Policy

3. This Policy applies to all Individuals. Any Individual who is directly affected by the Organization decision shall have the right to appeal that decision; provided there are sufficient grounds for the appeal under the ‘Grounds for Appeal’ section of this Policy.

4. This Policy **will apply** to decisions relating to:

- a) Eligibility
- b) Selection
- c) Conflict of Interest
- d) Discipline
- e) Membership

5. This Policy **will not apply** to decisions relating to:

- a) Employment
- b) Infractions for doping offenses
- c) The rules of the sport
- d) Selection criteria, quotas, policies, and procedures established by entities other than the Organization
- e) Substance, content and establishment of team selection criteria
- f) Volunteer/coach appointments and the withdrawal or termination of those appointments
- g) Budgeting and budget implementation
- h) The Organization’s operational structure and committee appointments
- i) Decisions or discipline arising within the business, activities, or events organized by entities other than the Organization (appeals of these decisions shall be dealt with pursuant to the policies of those other entities unless requested and accepted by the Organization at its sole discretion)
- j) Commercial matters for which another appeals process exists under a contract or applicable law k)

Decisions made under this Policy

**Timing of Appeal**

6. Individuals who wish to appeal a decision have seven (7) days from the date on which they received notice of the decision to submit, in writing to the Organization, the following:
  - a) Notice of the intention to appeal
  - b) Contact information and status of the appellant
  - c) Name of the respondent and any affected parties, when known to the Appellant
  - d) Date the appellant was advised of the decision being appealed
  - e) A copy of the decision being appealed, or description of decision if written document is not available
  - f) Grounds for the appeal
  - g) Detailed reasons for the appeal
  - h) All evidence that supports these grounds
  - i) Requested remedy or remedies
  - j) An administration fee of one hundred dollars (\$100)
  
7. An Individual who wishes to initiate an appeal beyond the seven (7) day period must provide a written request stating the reasons for an exemption. The decision to allow, or not allow, an appeal outside of the seven (7) day period will be at the sole discretion of the Case Manager and may not be appealed.

**Grounds for Appeal**

8. A decision cannot be appealed on its merits alone. An appeal may only be heard if there are sufficient grounds for appeal. Sufficient grounds include the Respondent:
  - a) Made a decision that it did not have the authority or jurisdiction (as set out in the Respondent's governing documents) to make
  - b) Failed to follow its own procedures (as set out in the Respondent's governing documents)
  - c) Made a decision that was influenced by bias (where bias is defined as a lack of neutrality to such an extent that the decision-maker appears not to have considered other views)
  - d) Failed to consider relevant information or took into account irrelevant information in making the decision
  - e) Made a decision that was grossly unreasonable
  
9. The Appellant must demonstrate, on a balance of probabilities, that the Respondent has made a procedural error as described in the 'Grounds for Appeal' section of this Policy and that this error had, or may reasonably have had, a material effect on the decision or decision-maker.

**Screening of Appeal**

10. Upon receiving the notice of the appeal, the fee, and all other information (outlined in the 'Timing of Appeal' section of this Policy), the Organization and the Appellant may first determine the appeal to be heard under the Organization's *Dispute Resolution Policy*.
  
11. Appeals resolved by mediation under the Organization's *Dispute Resolution Policy* will cause the administration fee to be refunded to the Appellant.
  
12. Should the appeal not be resolved by using the *Dispute Resolution Policy*, the Organization will appoint an independent Case Manager who has the following responsibilities:
  - a) Determine if the appeal falls under the scope of this Policy
  - b) Determine if the appeal was submitted in a timely manner
  - c) Decide whether there are sufficient grounds for the appeal

13. If the appeal is denied on the basis of insufficient ground, because it was not submitted in a timely manner, or because it did not fall under the scope of this Policy, the Appellant will be notified, in writing, of the reasons for this decision. This decision may not be appealed.
14. If the Case Manager is satisfied there are sufficient grounds for an appeal, the Case Manager will appoint an Appeals Panel which shall consist of a single Adjudicator, to hear the appeal. In extraordinary circumstances, and at the discretion of the Case Manager, a Panel of three persons may be appointed to hear the appeal. In this event, the Case Manager will appoint one of the Panel's members to serve as the Chair.

#### **Procedure for Appeal Hearing**

15. The Case Manager shall notify the Parties that the appeal will be heard. The Case Manager shall then decide the format under which the appeal will be heard. This decision is at the sole discretion of the Case Manager and may not be appealed.
16. If a Party chooses not to participate in the hearing, the hearing will proceed in any event.
17. The format of the hearing may involve an oral in-person hearing, an oral hearing by telephone or other electronic means, a hearing based on a review of documentary evidence submitted in advance of the hearing, or a combination of these methods. The hearing will be governed by the procedures that the Case Manager and the Panel deem appropriate in the circumstances, provided that:
  - a) The hearing will be held within a timeline determined by the Case Manager
  - b) The Parties will be given reasonable notice of the day, time and place of the hearing
  - c) Copies of any written documents which the parties wish to have the Panel consider will be provided to all Parties in advance of the hearing
  - d) The Parties may be accompanied by a representative, advisor, or legal counsel at their own expense
  - e) The Panel may request that any other individual participate and give evidence at the hearing
  - f) The Panel may allow as evidence at the hearing any oral evidence and document or thing relevant to the subject matter of the appeal, but may exclude such evidence that is unduly repetitious and shall place such weight on the evidence as it deems appropriate
  - g) If a decision in the appeal may affect another party to the extent that the other party would have recourse to an appeal in its own right under this Policy, that party will become a party to the appeal in question and will be bound by its outcome
  - h) The decision to uphold or reject the appeal will be by a majority vote of Panel members
18. In fulfilling its duties, the Panel may obtain independent advice.

#### **Appeal Decision**

19. The Panel shall issue its decision, in writing and with reasons, within fourteen (14) days after the hearing's conclusion. In making its decision, the Panel will have no greater authority than that of the original decision maker. The Panel may decide to:
  - a) Reject the appeal and confirm the decision being appealed
  - b) Uphold the appeal and refer the matter back to the initial decision-maker for a new decision
  - c) Uphold the appeal and vary the decision
20. The Panel's written decision, with reasons, will be distributed to all Parties, the Case Manager, and the Organization. In extraordinary circumstances, the Panel may first issue a verbal or summary decision soon after the hearing's conclusion, with the full written decision to be issued thereafter. The decision will be considered a matter of public record unless decided otherwise by the Panel.

**Timelines**

21. If the circumstances of the appeal are such that adhering to the timelines outlined by this Policy will not allow a timely resolution to the appeal, the Case Manager and/or Panel may direct that these timelines be revised.

**Confidentiality**

22. The appeals process is confidential and involves only the Parties, the Case Manager, the Panel, and any independent advisors to the Panel. Once initiated and until a decision is released, none of the Parties will disclose confidential information to any person not involved in the proceedings.

**Final and Binding**

23. The decision of the Panel will be binding on the Parties and on all the Organization's Individuals; subject to the right of any Party to seek a review of the Panel's decision pursuant to the rules of Swim BC, Swimming Canada or the Sport Dispute Resolution Center of Canada (SDRCC).
24. No action or legal proceeding will be commenced against the Organization or Individuals in respect of a dispute, unless the Organization has refused or failed to provide or abide by the dispute resolution process and/or appeal process as set out in the Organization's governing documents.

# Alternate Dispute Resolution Policy

“Organization” refers to: Ridge Meadows Swim Club (RMSC)

## Definitions

1. The following term has this meaning in this Policy:

- a) “*Individuals*” – All categories of membership defined in the Organization’s Bylaws, as well as all individuals employed by, or engaged in activities with, the Organization including, but not limited to, athletes, coaches, convenors, referees, officials, volunteers, managers, administrators, committee members, and Directors and Officers of the Organization

## Purpose

2. The Organization supports the principles of Alternate Dispute Resolution (ADR) and is committed to the techniques of negotiation, facilitation, and mediation as effective ways to resolve disputes. Alternate Dispute Resolution also avoids the uncertainty, costs, and other negative effects associated with lengthy appeals or complaints, or with litigation.
3. The Organization encourages all Individuals to communicate openly, collaborate, and use problem-solving and negotiation techniques to resolve their differences. The Organization believes that negotiated settlements are usually preferable to outcomes resolved through other dispute resolution techniques. Negotiated resolutions to disputes with and among Individuals are strongly encouraged.

## Application of this Policy

4. This Policy applies to all Individuals.
5. Opportunities for Alternate Dispute Resolution may be pursued at any point in a dispute when all parties to the dispute agree that such a course of action would be mutually beneficial.

## Filing a Dispute

6. Any Individual may file a dispute with the Organization. The dispute must be in writing and signed and must be filed within fourteen (14) days of the alleged incident or decision. Anonymous disputes may be accepted at the sole discretion of the Organization.
7. A dispute filed outside of the fourteen (14) day period must provide a written statement giving reasons for an exemption to this limitation. The decision to accept, or not accept, the dispute outside of the fourteen (14) day period will be at the sole discretion of the Organization. This decision may not be appealed.

## Facilitation and Mediation

8. The dispute will first be referred to the Organization’s President (or designate) for review, with the objective of resolving the dispute via Alternate Dispute Resolution and/or mediation.
9. If all parties to a dispute agree to Alternate Dispute Resolution, a mediator or facilitator, acceptable to all parties, shall be appointed to mediate or facilitate the dispute.
10. The mediator or facilitator shall decide the format under which the dispute shall be mediated or facilitated and shall specify a deadline before which the parties must reach a negotiated decision.
11. Should a negotiated decision be reached, the decision shall be reported to, and approved by, the Organization. Any actions that are to take place as a result of the decision shall be enacted on the timelines specified by the

negotiated decision, pending the Organization's approval.

12. Should a negotiated decision not be reached by the deadline specified by the mediator or facilitator at the start of the process, or if the parties to the dispute do not agree to Alternate Dispute Resolution, the dispute shall be considered under the appropriate section of the Organization's *Discipline and Complaints Policy*.

13. The costs of mediation and facilitation will be shared equally by the parties.

**Final and Binding**

14. Any negotiated decision will be binding on the parties. Negotiated decisions may not be appealed.

15. No action or legal proceeding will be commenced against the Organization or its Individuals in respect of a dispute, unless the Organization has refused or failed to provide or abide by the dispute resolution processes set out in its governing documents.



# Code of Conduct and Ethics

“Organization” refers to: Ridge Meadows Swim Club (RMSC)

## Definitions

1. The following terms have these meanings in this Code:
  - a) “*Individuals*” – Individuals employed by, or engaged in activities with, the Organization including, but not limited to, athletes, coaches, convenors, referees, officials, volunteers, managers, administrators, committee members, and Directors and Officers of the Organization
  - b) “*Workplace*” - Any place where business or work-related activities are conducted. Workplaces include but are not limited to, the Organization’s office, work-related social functions, work assignments outside the Organization’s offices, work-related travel, and work-related conferences or training sessions

## Purpose

2. The purpose of this Code is to ensure a safe and positive environment (within the Organization’s programs, activities, and events) by making Individuals aware that there is an expectation, at all times, of appropriate behavior consistent with the Organization’s core values. The Organization supports equal opportunity, prohibits discriminatory practices, and is committed to providing an environment in which all individuals are treated with respect and fairness.

## Application of this Code

3. This Code applies to Individuals’ conduct during the Organization’s business, activities, and events including, but not limited to, competitions, practices, tryouts, training camps, travel associated with the Organization’s activities, the Organization’s office environment, and any meetings.
4. An Individual who violates this Code may be subject to sanctions pursuant to the Organization’s *Discipline and Complaints Policy*. In addition to facing possible sanction pursuant to the Organization’s *Discipline and Complaints Policy*, an Individual who violates this Code during a competition may be ejected from the competition or the competition area, an official may delay the competition until the Individual complies with the ejection, and the Individual may be subject to any additional discipline associated with the particular competition.
5. An employee of the Organization found to have engaged in acts of violence or harassment against any other employee, worker, contractor, member, volunteer, customer, supplier, client or other third party during business hours, or at any Organization event, will be subject to appropriate disciplinary action subject to the terms of the Organization’s *Human Resources Policy* as well as the employee’s Employment Agreement (if applicable).
6. A volunteer of the Organization found to have engaged in acts of violence or harassment against any other employee, worker, contractor, member, volunteer, customer, supplier, client or other third party during business hours, or at any Organization event, will be subject to appropriate disciplinary action subject to the terms of the Organization’s *Volunteer Agreement*.
7. This Code also applies to Individuals’ conduct outside of the Organization’s business, activities, and events when such conduct adversely affects relationships within the Organization (and its work and sport environment) and is detrimental to the image and reputation of the Organization. Such applicability will be determined by the Organization at its sole discretion.

## Responsibilities

8. Individuals have a responsibility to:

- a) Maintain and enhance the dignity and self-esteem of the Organization members and other individuals by:
  - i. Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, age, ancestry, colour, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status, gender identity, gender expression, sex, and sexual orientation
  - ii. Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees, or members
  - iii. Consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct
  - iv. Acting, when appropriate, to correct or prevent practices that are unjustly discriminatory
  - v. Consistently treating individuals fairly and reasonably
  - vi. Ensuring adherence to the rules of the sport and the spirit of those rules
- b) Refrain from any behavior that constitutes **harassment**, where harassment is defined as comment or conduct directed towards an individual or group, which is offensive, abusive, racist, sexist, degrading, or malicious. Types of behavior that constitute harassment include, but are not limited to:
  - i. Written or verbal abuse, threats, or outbursts
  - ii. Persistent unwelcome remarks, jokes, comments, innuendo, or taunts
  - iii. Leering or other suggestive or obscene gestures
  - iv. Condescending or patronizing behavior, which is intended to undermine self-esteem, diminish performance or adversely affect working conditions
  - v. Practical jokes which endanger a person's safety, or negatively affect performance
  - vi. Any form of hazing where hazing is defined as *"Any potentially humiliating, degrading, abusive, or dangerous activity expected of a junior-ranking athlete by a more senior teammate, which does not contribute to either athlete's positive development, but is required to be accepted as part of a team, regardless of the junior-ranking athlete's willingness to participate. This includes, but is not limited to, any activity, no matter how traditional or seemingly benign, that sets apart or alienates any teammate based on class, number of years on the team, or athletic ability."*
  - vii. Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing
  - viii. Unwelcome sexual flirtations, advances, requests, or invitations
  - ix. Physical or sexual assault
    - x. Behaviours such as those described above that are not directed towards a specific individual or group but have the same effect of creating a negative or hostile environment
  - xi. Retaliation or threats of retaliation against an individual who reports harassment to the Organization
- c) Refrain from any behaviour that constitutes **workplace harassment**, where workplace harassment is defined as vexatious comment or conduct against a worker in a workplace – a comment or conduct that is known or ought reasonably to be known to be unwelcome. Workplace harassment should not be confused with legitimate, reasonable management actions that are part of the normal work function, including measures to correct performance deficiencies, such as placing someone on a performance improvement plan, or imposing discipline for workplace infractions. Types of behaviour that constitute workplace harassment include, but are not limited to:
  - i. Bullying
  - ii. Repeated offensive or intimidating phone calls or emails
  - iii. Inappropriate sexual touching, advances, suggestions or requests
  - iv. Displaying or circulating offensive pictures, photographs or materials in printed or electronic

- form
  - v. Psychological abuse
  - vi. Personal harassment
  - vii. Discrimination
  - viii. Intimidating words or conduct (offensive jokes or innuendos)
  - ix. Words or actions which are known or should reasonably be known to be offensive, embarrassing, humiliating, or demeaning
- d) Refrain from any behaviour that constitutes **workplace violence**, where workplace violence is defined as the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker; an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker; or a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker. Types of behaviour that constitute workplace harassment include, but are not limited to:
- i. Verbal threats to attack a worker
  - ii. Sending to or leaving threatening notes or emails for a worker
  - iii. Making threatening physical gestures to a worker
  - iv. Wielding a weapon in a workplace
  - v. Hitting, pinching or unwanted touching of a worker which is not accidental
  - vi. Throwing an object at a worker
  - vii. Blocking normal movement or physical interference of a worker, with or without the use of equipment
  - viii. Sexual violence against a worker
  - ix. Any attempt to engage in the type of conduct outlined above
- e) Refrain from any behaviour that constitutes **sexual harassment**, where sexual harassment is defined as unwelcome sexual comments and sexual advances, requests for sexual favours, or conduct of a sexual nature. Types of behaviour that constitute sexual harassment include, but are not limited to:
- i. Sexist jokes
  - ii. Display of sexually offensive material
  - iii. Sexually degrading words used to describe a person
  - iv. Inquiries or comments about a person's sex life
  - v. Unwelcome sexual flirtations, advances, or propositions
  - vi. Persistent unwanted contact
- f) Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods. More specifically, the Organization adopts and adheres to the Canadian Anti-Doping Program. Any infraction under this Program shall be considered an infraction of this Code and may be subject to further disciplinary action, and possible sanction, pursuant to the Organization's *Discipline and Complaints Policy*. the Organization will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by the Organization or any other sport organization
- g) Refrain from associating with any person for the purpose of coaching, training, competition, instruction, administration, management, athletic development, or supervision of the sport, who has incurred an anti-doping rule violation and is serving a sanction involving a period of ineligibility imposed pursuant to the Canadian Anti-Doping Program and/or the World Anti-Doping Code and recognized by the Canadian Centre for Ethics in Sport (CCES)
- h) Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities
- i) Refrain from consuming tobacco products, or recreational drugs while participating in the Organization's programs, activities, competitions, or events
- j) In the case of adults, avoid consuming alcohol in competitions and situations where minors are present and take reasonable steps to manage the responsible consumption of alcohol in adult

- oriented social situations associated with the Organization's events
- k) Respect the property of others and not wilfully cause damage
- l) Promote the sport in the most constructive and positive manner possible
- m) When driving a vehicle with an Individual:
  - i. Not have his or her license suspended;
  - ii. Not be under the influence of alcohol, cannabis or illegal drugs or substances; and
  - iii. Have valid car insurance
- n) Adhere to all federal, provincial, municipal and host country laws
- o) Refrain from engaging in deliberate cheating which is intended to manipulate the outcome of a competition and/or not offer or receive any bribe which is intended to manipulate the outcome of a competition
- p) Comply, at all times, with the Organization's bylaws, policies, procedures, and rules and regulations, as adopted and amended from time to time

### **Directors, Committee Members, and Staff**

9. In addition to section 7 (above), the Organization's Directors, Committee Members, and Staff will have additional responsibilities to:

- a) Function primarily as a Director or Committee Member of the Organization; not as a member of any other particular member or constituency
- b) Act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities of the Organization's business and the maintenance of Individuals' confidence
- c) Ensure that the Organization's financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities
- d) Conduct themselves openly, professionally, lawfully and in good faith in the best interests of the Organization
- e) Be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism
- f) Behave with decorum appropriate to both circumstance and position
- g) Keep informed about the Organization's activities, the provincial sport community, and general trends in the sectors in which they operate
- h) Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to the laws under which the Organization is incorporated
- i) Respect the confidentiality appropriate to issues of a sensitive nature
- j) Respect the decisions of the majority and resign if unable to do so
- k) Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings
- l) Have a thorough knowledge and understanding of all the Organization governance documents
- m) Conform to the bylaws and policies approved by the Organization

### **Coaches**

10. In addition to section 7 (above), coaches have many additional responsibilities. The coach-athlete relationship is a privileged one and plays a critical role in the personal, sport, and athletic development of the athlete. Coaches must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it, consciously or unconsciously. Coaches will:

- a) Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability, and fitness level of the involved athletes
- b) Prepare athletes systematically and progressively, using appropriate time frames and monitoring physical and psychological adjustments while refraining from using training methods or techniques that may harm athletes

- c) Avoid compromising the present and future health of athletes by communicating and cooperating with sport medicine professionals in the diagnosis, treatment, and management of athletes' medical and psychological treatments
- d) Support the coaching staff of a training camp, provincial team, or national team; should an athlete qualify for participation with one of these programs
- e) Provide athletes (and the parents/guardians of minor athletes) with the information necessary to be involved in the decisions that affect the athlete
- f) Act in the best interest of the athlete's development as a whole person
- g) Comply with the Organization's *Screening Policy*, if applicable
- h) Report to the Organization any ongoing criminal investigation, conviction, or existing bail conditions, including those for violence, child pornography, or possession, use, or sale of any illegal substance i) Under no circumstances provide, promote, or condone the use of drugs (other than properly prescribed medications) or performance-enhancing substances and, in the case of minors, alcohol and/or tobacco j) Respect athletes playing with other teams and, in dealings with them, not encroach upon topics or actions which are deemed to be within the realm of 'coaching', unless after first receiving approval from the coaches who are responsible for the athletes
- k) Not engage in a sexual relationship with an athlete under 18 years old, or an intimate or sexual relationship with an athlete over the age of 18 if the coach is in a position of power, trust, or authority over the athlete
- l) Recognize the power inherent in the position of coach and respect and promote the rights of all participants in sport. This is accomplished by establishing and following procedures for confidentiality (right to privacy), informed participation, and fair and reasonable treatment. Coaches have a special responsibility to respect and promote the rights of participants who are in a vulnerable or dependent position and less able to protect their own rights
- m) Dress professionally, neatly, and inoffensively
- n) Use inoffensive language, taking into account the audience being addressed

### **Athletes**

11. In addition to section 7 (above), athletes will have additional responsibilities to:

- a) Report any medical problems in a timely fashion, when such problems may limit their ability to travel, practice, or compete; or in the case of carded athletes, interfere with the athlete's ability to fulfill requirements under the Athlete Assistance Program
- b) Participate and appear on-time and prepared to participate to their best abilities in all competitions, practices, training sessions, tryouts, tournaments, and events
- c) Properly represent themselves and not attempt to participate in a competition for which they are not eligible by reason of age, classification, or other reason
- d) Adhere to the Organization's rules and requirements regarding clothing and equipment
- e) Never ridicule a participant for a poor performance or practice
- f) Act in a sportsmanlike manner and not display appearances of violence, foul language, or gestures to other athletes, officials, coaches, or spectators
- g) Dress to represent the sport and themselves well and with professionalism
- h) Act in accordance with the Organization's policies and procedures and, when applicable, additional rules as outlined by coaches or managers

### **Officials**

12. In addition to section 7 (above), officials will have additional responsibilities to:

- a) Maintain and update their knowledge of the rules and rules changes
- b) Work within the boundaries of their position's description while supporting the work of other officials
- c) Act as an ambassador of the Organization by agreeing to enforce and abide by national and provincial rules and regulations

- d) Take ownership of actions and decisions made while officiating
- e) Respect the rights, dignity, and worth of all individuals
- f) Not publicly criticize other officials or any club or association
- g) Assist with the development of less-experienced referees and minor officials
- h) Conduct themselves openly, impartially, professionally, lawfully, and in good faith in the best interests of the Organization, athletes, coaches, other officials, and parents
  - i) Be fair, equitable, considerate, independent, honest, and impartial in all dealings with others
  - j) Respect the confidentiality required by issues of a sensitive nature, which may include ejections, defaults, forfeits, discipline processes, appeals, and specific information or data about Individuals
- k) Honour all assignments unless unable to do so by virtue of illness or personal emergency, and in these cases inform the assignor or association at the earliest possible time
- l) When writing reports, set out the true facts and not attempt to justify any decisions
- m) Dress in proper attire for officiating

### **Parents/Guardians and Spectators**

13. In addition to paragraph 7 above, Parents/Guardians and Spectators at events will:

- a) Encourage athletes to compete within the rules and to resolve conflicts without resorting to hostility or violence.
- b) Condemn the use of violence in any form.
- c) Never ridicule a participant for making a mistake during a performance or practice
  - 1) Provide positive comments that motivate and encourage participants' continued effort
  - 2) Respect the decisions and judgments of officials, and encourage athletes to do the same
  - 3) Support all efforts to remove verbal and physical abuse, coercion, intimidation, and sarcasm
  - 4) Respect and show appreciation to all competitors, and to the coaches, officials and other volunteers
  - 5) Not harass competitors, coaches, officials, parents/guardians, or other spectators

# Discipline and Complaints Policy

“Organization” refers to: Ridge Meadows Swim Club (RMSC)F

## Definitions

1. The following terms have these meanings in this Policy:

- a) “*Case Manager*” – An individual appointed by the Organization to administer this *Discipline and Complaints Policy*. The Case Manager does not need to be a member of, or affiliated with, the Organization
- b) “*Complainant*” – The Party alleging an infraction
- c) “*Respondent*” – The alleged infracting Party
- d) “*Days*” – Days including weekends and holidays
- e) “*Individuals*” – All categories of membership defined in the Organization’s Bylaws, as well as all individuals employed by, or engaged in activities with, the Organization including, but not limited to, athletes, coaches, convenors, referees, officials, volunteers, managers, administrators, committee members, Directors and Officers of the Organization, spectators at events, and parents/guardians of athletes

## Purpose

2. Individuals are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with the Organization’s policies, Bylaws, rules and regulations, and *Code of Conduct and Ethics*. Non-compliance may result in sanctions pursuant to this Policy.

## Application of this Policy

3. This Policy applies to all Individuals.

4. This Policy applies to matters that may arise during the course of Organization’s business, activities, and events including, but not limited to, competitions, practices, tryouts, training camps, travel associated with Organization activities, and any meetings.

5. This Policy also applies to Individuals’ conduct outside of the Organization’s business, activities, and events when such conduct adversely affects relationships within the Organization (and its work and sport environment) and is detrimental to the image and reputation of the Organization. Such applicability will be determined by the Organization at its sole discretion.

6. This Policy does not prevent immediate discipline or sanction from being applied as reasonably required. Further discipline may be applied according to this Policy. Any infractions or complaints occurring within competition will be dealt with by the procedures specific to the competition, if applicable. In such situations, disciplinary sanctions will be for the duration of the competition, training, activity, or event only.

7. An employee of the Organization who is a Respondent will be subject to appropriate disciplinary action per the Organization’s *Human Resources Policy*, as well as the employee’s Employment Agreement, if applicable. Violations may result in a warning, reprimand, restrictions, suspension, or other disciplinary actions up to and including termination of employment.

## Reporting a Complaint

8. Any Individual may report any complaint to the Organization. A complaint must be In Writing and must be filed within fourteen (14) days of the alleged incident.

9. A Complainant wishing to file a complaint outside of the fourteen (14) day period must provide a written statement giving reasons for an exemption to this limitation. The decision to accept, or not accept, the complaint outside of the fourteen (14) day period will be at the sole discretion of the Organization. This decision may not be appealed.
10. At the Organization's discretion, the Organization may act as the Complainant and initiate the complaint process under the terms of this Policy. In such cases, the Organization will identify an individual to represent the Organization.
11. Resignation or lapsing of membership after a complaint is filed does not preclude discipline being pursued under this Policy.

#### **Case Manager**

12. Upon the receipt of a complaint, the Organization will appoint a Case Manager to oversee management and administration of complaints submitted in accordance with this Policy. Such an appointment is not appealing.
13. The Case Manager has a responsibility to:
  - a) Determine whether the complaint is frivolous and/or within the jurisdiction of this Policy
  - b) Propose the use of the Organization's *Dispute Resolution Policy*
  - c) Appoint the Discipline Panel, if necessary
  - d) Coordinate all administrative aspects and set timelines
  - e) Provide administrative assistance and logistical support to the Discipline Panel as required
  - f) Provide any other service or support that may be necessary to ensure a fair and timely proceeding

#### **Procedures**

14. If the Case Manager determines the complaint is:
  - a) Frivolous or outside the jurisdiction of this Policy, the complaint will be dismissed immediately
  - b) Not frivolous and within the jurisdiction of this Policy, the Case Manager will notify the Parties that the complaint is accepted and of the applicable next steps
15. The Case Manager's decision to accept or dismiss the complaint may not be appealed.
16. The Case Manager will establish and adhere to timelines that ensure procedural fairness and that the matter is heard in a timely fashion.
17. After notifying the Parties that the complaint has been accepted, the Case Manager will first propose using the Organization's *Dispute Resolution Policy* with the objective of resolving the dispute. If the dispute is not resolved or if the parties refuse to use the *Dispute Resolution Policy*, the Case Manager will appoint a Discipline Panel, which shall consist of a single Adjudicator, to hear the complaint. In extraordinary circumstances, and at the discretion of the Case Manager, a Discipline Panel of three persons may be appointed to hear the complaint. In this event, the Case Manager will appoint one of the Discipline Panel's members to serve as the Chair.
18. The Case Manager, in cooperation with the Discipline Panel, will then decide the format under which the complaint will be heard. This decision may not be appealed. The format of the hearing, which may involve direct communication with the Parties, an oral in-person hearing, an oral hearing by telephone or other communication medium, a hearing based on a review of documentary evidence submitted in advance of the hearing, or a combination of these methods. The hearing will be governed by the procedures that the Case



Manager and the Discipline Panel deem appropriate in the circumstances, provided that:

- a) The Parties will be given appropriate notice of the day, time, and place of the hearing, in the case of an oral in-person hearing or an oral hearing by telephone or other communication medium
  - b) Copies of any written documents which the parties wish to have the Discipline Panel consider will be provided to all Parties, through the Case Manager, in advance of the hearing
  - c) The Parties may be accompanied by a representative, advisor, or legal counsel at their own expense
  - d) The Discipline Panel may request that any other individual participate and give evidence at the hearing
  - e) The Discipline Panel may allow as evidence at the hearing any oral evidence and document or thing relevant to the subject matter of the complaint, but may exclude such evidence that is unduly repetitious, and shall place such weight on the evidence as it deems appropriate
  - f) The decision will be by a majority vote of the Discipline Panel
19. If the Respondent acknowledges the facts of the incident, the Respondent may waive the hearing, in which case the Discipline Panel will determine the appropriate sanction. The Discipline Panel may still hold a hearing for the purpose of determining an appropriate sanction.
20. The hearing will proceed in any event, even if a Party chooses not to participate in the hearing.
21. If a decision may affect another party to the extent that the other party would have recourse to a complaint or an appeal in its own right, that party will become a Party to the current complaint and will be bound by the decision.
22. In fulfilling its duties, the Discipline Panel may obtain independent advice.

### **Decision**

23. After hearing and/or reviewing the matter, the Discipline Panel will determine whether an infraction has occurred and, if so, the sanctions to be imposed. Within fourteen (14) days of the hearing's conclusion, the Discipline Panel's written decision, with reasons, will be distributed to all Parties, the Case Manager, and the Organization. In extraordinary circumstances, the Discipline Panel may first issue a verbal or summary decision soon after the hearing's conclusion, with the full written decision to be issued before the end of the fourteen (14) day period. The decision will be considered a matter of public record unless decided otherwise by the Discipline Panel.

### **Sanctions**

24. The Discipline Panel may apply the following disciplinary sanctions, singularly or in combination:
- a) Verbal or written reprimand
  - b) Verbal or written apology
  - c) Service or other contribution to the Organization
  - d) Removal of certain privileges
  - e) Suspension from certain teams, events, and/or activities
  - f) Suspension from all Organization activities for a designated period of time
  - g) Withholding of prize money or awards
  - h) Payment of the cost of repairs for property damage
  - i) Suspension of funding from the Organization or from other sources
  - j) Expulsion from the Organization
  - k) Any other sanction considered appropriate for the offense
25. Unless the Discipline Panel decides otherwise, any disciplinary sanctions will begin immediately, notwithstanding an appeal. Failure to comply with a sanction as determined by the Discipline Panel will result in an automatic suspension until such time as compliance occurs.

26. Infractions that result in discipline will be recorded and records will be maintained by the Organization.

#### **Suspension Pending a Hearing**

27. The Organization may determine that an alleged incident is of such seriousness as to warrant suspension of an Individual pending completion of a criminal process, the hearing, or a decision of the Discipline Panel.

#### **Criminal Convictions**

28. An Individual's conviction for a *Criminal Code* offense, as determined by the Organization, will be deemed an infraction under this Policy and will result in expulsion from the Organization. *Criminal Code* offences may include, but are not limited to:

- a) Any child pornography offences
- b) Any sexual offences
- c) Any offence of physical violence
- d) Any offence of assault
- e) Any offence involving trafficking of illegal drugs

#### **Confidentiality**

29. The discipline and complaints process are confidential and involves only the Parties, the Case Manager, the Discipline Panel, and any independent advisors to the Discipline Panel. Once initiated and until a decision is released, none of the Parties will disclose confidential information relating to the discipline or complaint to any person not involved in the proceedings.

#### **Timelines**

30. If the circumstances of the complaint are such that adhering to the timelines outlined by this Policy will not allow a timely resolution to the complaint, the Discipline Panel may direct that these timelines be revised.

#### **Records and Distribution of Decisions**

31. Other individuals or organizations, including but not limited to, national sport organizations, provincial sport organizations, sport clubs, etc., may be advised of any decisions rendered in accordance with this Policy.

#### **Appeals Procedure**

32. The decision of the Discipline Panel may be appealed in accordance with the Organization's *Appeal Policy*.

## Officials Recruitment Policy

Swim meets and competitions are a vital part of providing a great competitive swimming experience to our members. Hosting competitions allows for our swimmers to showcase their swimming skills in the water while also providing the club with an additional revenue source during the year.

To host a successful meet, the club requires dozens of volunteers in order to provide a high-quality competitive opportunity to our swimmers and our community. Below is a list of various volunteer officials that are needed to host a meet at our pools:

Maple Ridge Leisure Center - 6 lane pool

Official	Needed per session
Timer	12
Safety Marshall	2-4
Judge of Stroke/Inspector of Turns	6-8
Clerk of Course	2
Chief Timekeeper	1
Chief Judge Electronics	1
Recorder Scorer (Electronics)	1
Starter	1
Meet Manager	1
Referee	1

The club’s goal is to ensure that every parent/guardian reaches a minimum standard of officiating education so that they can contribute to the club as effectively as possible. The following shows the expected officiating levels we highly encourage our parent/guardian to achieve within each group:

GROUPS	OFFICIATING COURSES COMPLETED
Tiny Titans 1, 2 and 3	Level 1 - Red Pin  A. Complete the Introduction to Swimming Officiating clinic B. Complete the Safety Marshal clinic . C. Complete registration in the Swimming Canada Officials Registration System.
Regional Development and Regional	Level 2 - White Pin  A. Certify in Level I by obtaining two successful deck evaluations in the role of Timekeeper. B. Complete the Judge of Stroke/Inspector of Turns clinic and obtain two successful deck evaluations. C. Complete one other Level II clinic listed below and obtain two successful deck evaluations: <ul style="list-style-type: none"> <li>i. Chief Timekeeper;</li> <li>ii. Clerk of Course;</li> <li>iii. Chief Finish Judge (CFJ) / Chief Judge Electronics (CJE);</li> <li>iv. Meet Manager;</li> <li>v. Starter.</li> </ul>
National Development and Provincial Development	Level 3 - Orange Pin  A. Complete all of the clinics listed under Level II; B. Complete the Recorder-Scorer clinic; C. Certify in three additional positions listed under Level II by obtaining two successful deck evaluations in each position; D. Conduct the Level I – Introduction to Swimming Officiating clinic under the supervision of a Level IV or V official.

As we prepare for the 2022-23 season, our goal is to have one parent/guardian from each RMSC family to be Level 1 certified by December 31, 2022. The courses required to achieve this certification can be done online through Swim Canada and the club will assist in facilitating this. We will also offer in-person or zoom courses as we prepare for our hosted meets in November 2022 and May 2023.

To help motivate our members to start along the officials pathway the club would like to incentivize our families to not just be active volunteers at our competitions, but to continually progress through the officiating pathway throughout the course of the year. To encourage this, we are offering the following incentives to accelerate the number of qualified officials we can develop within the club:

OFFICIATING LEVEL	CREDIT EARNED
Become a Level 1 Certified Official	Receive a personalized Swim BC name tag, as well as your own RMSC Red Officials shirt.
Become a Level 2 Certified Official	\$100 credit to your account
Become a Level 3 Certified Official	\$200 credit to your account
Become a Level 4 Certified Official	\$300 credit to your account

With these expectations, and the incentives the club is providing, we hope that we can quickly build up the volunteer base required for our meet hosting and continue to provide high quality, exciting racing opportunities for our RMSC swimmers and visiting clubs through the course of the year.

**OFFICIALS PROGRESSION**

Ridge Meadows Swim Club expects members to progress in their officiating experience every year. RMSC is committed to providing the following for all of our members:

- In-house clinics at least twice a year
- Invitations from other clubs to attend their clinics
- Online training resources
- Shadowing and mentoring opportunities within RMSC and with other clubs and higher level officials in the LMR.
- Opportunities to sign up for roles at RMSC competitions and information on how to officiate at other club meets.
- Record keeping of Officials Pathway with Swim BC and Swimming Canada
- Personalized support from Officials Coordinator to progress to level 3 roles and beyond
- Fast Track to Referee for interested members

We encourage all members to volunteer at meets hosted by other clubs. These meets are not part of the RMSC MPP program; however, the on-deck experience can be used towards your officiating progress. Tell the Officials Coordinator in advance and they will coordinate with the partner club to ensure your experience is counted.