



Hollyburn Hurricanes Swim Team Handbook 2024-2025

Handbook Includes:

Hurricanes Introduction	page 2
Group Descriptions	pages 3-4
Registration Information	page 5
Team Equipment	page 6
Swim Team Injuries Information	page 6
Swim Meet Basics	pages 7-8
Training Behaviours	page 9
Private Lesson Policy	page 9
Phone/Device Policy	page 9
Hurricanes Swim Meet Racing Suit Policy	page 10
Hurricanes Code of Conduct	pages 11-12
Hurricanes Bullying/Harrassment Policy	page 13
Hurricanes Disciplinary Procedure	page 14

Hurricanes Introduction

Welcome to the Hurricanes Swim Team! Our goal is to make swimming a lifelong sport for your athlete while giving young athletes the benefits of advancing through levels of competition. Athletes who have focused on competitive swimming gain valuable skills that will give them an advantage in their adult life. Commitment, goalsetting, teamwork and how to balance a full schedule are skills that our athletes will develop on the swim team.

Communication

As we go through the season there will be a lot of information that needs to go out to parents. Our website – hst.poolq.net is always updated with full training schedules, events and team information. The website includes a google calendar section for each of our groups that you can easily link to your mobile device. We will send out group emails every 2-3 weeks with upcoming schedule changes, swim meets and other events. As swimmers get older they will become more responsible to be given information and know what is happening with their schedule.

Coaches are available before and after practice to answer questions. Please try to not distract coaches when they are focused on coaching your swimmers during practice. You are always welcome to email Brad at bhutton@hollyburn.org or Annie at awolfe@hollyburn.org. We would much prefer to help you out with any information than to have questions about our program! This handbook will hopefully help with basic information to get you started and we will often send out more specific information as swim meets or activities approach.

Commitment

Nothing is more important for building skills on the swim team than being on deck as often as possible. Swimmers in our Swim Academy programs will advance much quicker if they are attending three times a week. Swimmers should aim to train four or more times a week in our Monsoon program to build the full set of skills needed to compete at a regional level. The Tsunami Group will give athletes who do not have swimming as their focus sport an opportunity to develop competitive swimming skills and stay in the water to enhance their performance in other activities.

Swimmers in Typhoon and Pursuit should be focusing on competing at a Divisional, Provincial and finally National level. To compete at Divisionals swimmers should aim to train at least 4-5 times a week. Swimmers need to train 5-6 times a week to be competing at a Provincial level. All swimmers focused on competing Nationally should be training our full practice schedule of seven times a week. This training also includes all of our dryland sessions which compliment the swimmers work in the pool.

Swim meets and team activities will help motivate swimmers to train and make the most of their training. Swimming is very much a team sport despite all of the individual training that takes place in practices. Team activities help keep swimmers engaged, it is very important to try to attend as many as possible.

Swim Academy 1

Long Term Athlete Development – Fundamentals – 6-9 years

Prerequisite Basic skills of freestyle, backstroke and breaststroke kick (Swimmer 6)

Focus Skills Punctual, prepared for practice, breathe control, comfortable underwater, streamlines, push-offs, dolphin kicks, flutter kicks, breaststroke kick, body position by stroke, introduce dives, basic pace clock awareness, listening skills

Commitment 2 or more practices a week is encouraged, swimming as one of many sports

Competitions Attend Team Development Meets at Hollyburn

Equipment Swim suit, goggles, team cap (team provides kick boards and fins)

Training Schedule

Monday	5:30-6:15pm
Tuesday	5:30-6:15pm
Wednesday	5:30-6:15pm
Thursday	5:30-6:15pm

2023-2024 Fees Fall \$495 Winter \$345 Spring \$495
plus SwimBC Registration/Team Development

Swim Academy 2

Long Term Athlete Development – Fundamentals – 7-10 years

Prerequisite Basic skills of freestyle, backstroke, breaststroke and butterfly

Focus Skills Punctual, prepared for practice, breathe control, streamlines, push-offs, dolphin kicks, flutter kicks, breaststroke kick, body position by stroke, diving off the blocks, introduce turns, pace clock awareness, listening skills

Commitment 3 practices a week is encouraged, swimming as one of many sports

Competitions Attend Team Development Meets at Hollyburn and Team Meets in region

Equipment Swim suit, goggles, team cap (team provides kick boards and fins)

Training Schedule

Monday	5:30-6:30pm
Tuesday	4:15-5:15pm
Wednesday	5:30-6:30pm
Thursday	4:15-5:15pm

2023-2024 Fees Fall \$600 Winter \$415 Spring \$600
plus SwimBC Registration/Team Development

Youth Swim Training

Long Term Athlete Development – Learn to Train – 11-17 years

Prerequisite Basic skills of Freestyle, Backstroke and Breaststroke (Completed Swimmer 9)

Our Youth Swim Training Group is designed for swimmers who are focusing on other sports and activities but want to improve their swimming. Experienced swimmers who have trained with the team can talk to Brad about what schedule will be best for them.

Focus Skills Punctual, prepared for practice, underwater dolphin kicks, develop all kicks, stroke technique, introduce race speed, turn technique, starts technique, develop aerobic training, following pace clock, listening skills, introduce teamwork, attitude, confidence

Commitment 2-3 practices a week is encouraged, swimming as one of many sports

Competitions Attend Team Meets if interested

Equipment Suit, goggles, cap (team provides kick boards and fins)

Training Schedule

Tuesday	6:30-7:30pm
Thursday	6:30-7:30pm
Friday	5:00-6:00pm

2023-2024 Fees Fall \$440 Winter \$370 Spring \$440
plus SwimBC Registration if competing

Monsoon Group

Long Term Athlete Development – Learn to Train – 8-11 years

Prerequisite All four legal strokes and able to complete a 100m Individual Medley

Focus Skills Punctual, prepared for practice, streamlines, push-offs, underwater dolphin kicks, develop all kicks, body position by stroke, turn technique, introduce aerobic training, following pace clock, listening skills

Commitment 4-5 practices a week is necessary, swimmers can move to Tsunami if unable to make the commitment, swimming as one of many sports

Competitions Attend Team Development Meets at Hollyburn and Team Meets in region

Equipment Swim suit, goggles, team cap (team provides kick boards and fins)

Training Schedule

Monday, Friday	4:00-5:30pm
Tuesday, Thursday	5:15-6:45pm
Saturday	8:30-10:00am

2023-2024 Fees Monthly Sept-June \$260 plus SwimBC Registration/Team Development

Typhoon Group

Long Term Athlete Development – Train to Train – 11-14 years

Prerequisite Qualified for SwimBC Divisional Championships

Focus Skills Punctual, prepared for practice, underwater dolphin kicks, increase speed and power of all kicks, stroke technique, turn speed, race starts, increase aerobic training, race speeds in practice, learn to take ownership of training, develop goal setting, teamwork, attitude, introduce ideal performance state, begin to lead

Commitment 4-5 practices a week is required, swimming as a focus sport

Competitions Attend team meets, training meets, focus meets and championship meets

Equipment Suit, goggles, cap, fins, kick board, pull buoy, paddles, snorkel, equip bag

Training Schedule

Monday	4:00-5:30pm (dryland 5:45-6:30pm)
Tuesday	4:00-5:30pm
Wednesday	4:00-5:30pm (pilates 5:45-6:30pm)
Thursday	4:00-5:30pm (dryland 5:45-6:30pm)
Friday	4:00-5:30pm or 5:45-7:30am
Saturday	8:30-10:00am

2023-2024 Fees Monthly Sept-June \$350 plus SwimBC Registration/Team Development

Pursuit Group

Long Term Athlete Development – Train to Compete – 13-18 years

Prerequisite Qualified for SwimBC Provincial Championships

Focus Skills Punctual, prepared for practice, underwater dolphin kicks, kick speed and power, stroke technique, turn speed, race starts, train to race top events, ownership of training, refine goal setting, develop ideal performance state, leadership skills

Commitment 6-7 practices a week is required, swimming as their main sport

Competitions Attend team meets, training meets, focus meets and championship meets

Equipment Suit, goggles, cap, fins, kick board, pull buoy, paddles, snorkel, equip bag

Schedule

Monday	5:45-7:30am 1:45-5:30pm (dry 4:30-5:30pm) or 3:45-6:30pm (dry 5:45-6:30pm)
Tuesday	1:45-3:30pm at VAC or 4:00-5:30pm at HCC
Wednesday	5:45-7:30am 3:15-6:30pm (pilates 2:30-3:30pm or 5:45-6:30pm)
Thursday	1:45-5:30pm (dry 4:30-5:30pm) or 3:45-6:30pm (dry 5:45-6:30pm)
Friday	5:45-7:30am
Saturday	*make up practice – 8:00-9:30am (Sept/Oct dryland 10:00-11:00am)

2023-2024 Fees Monthly Sept-June \$425 plus SwimBC Registration/Team Development

Registration Information

Swimmers can register on gametime for the group that their swimmer will be training with at the start of each billing period – Fall, Winter and Spring. We will also take care of registration for all swimmers once they are in the water.

**For all monthly programs the monthly charges for the group has been calculated by an annual budgeted amount for each swimmer within the group and spread across 10 months. Therefore, in the months such as December and March when the team takes breaks for holidays families are charged the same monthly rate.*

Swim BC Fees

The money is used for various purposes including: financial support for our athletes (Provincial Team Programs); administrative support for our members; registration fees to our national body (SNC) and insurance for our members.

2024-2025 SwimBC Fees

Non-Competitive Swimmer - \$51.75 (swimmers will pay a upgrade fee when they compete in their second sanctioned swim meet – Hollyburn Invitational, Chena Meet, Whistler Invitational, etc)
Competitive Swimmer - \$163.00 (all swimmers who compete at sanctioned meets)

Swim Meet Surcharge

To support our athletes striving for high performance goals we have included a 25% surcharge on all swim meet entry fees. This money goes directly to pay for coaching costs to in province meets such as Invitationals and SwimBC Championships meets.

Team Development Fees

This fee will be billed based on extra team initiatives such as bringing in specialists for swimming technique, physiotherapy, sports psychology, nutrition and motivation. These initiatives can also include swimmer incentives, team travel for camps and training opportunities. The fee will be decided during the Winter Session of each year once we have each season planned.

Annual Team Development Fees by Group:

Swim Academy Groups – up to \$75.00

Tsunami, Monsoon Groups up to \$150.00

Typhoon, Pursuit Groups – up to \$350.00

Family Discount

For families with 3 or more swimmers, the first two swimmers will pay their full fees and there will be a 20% discount for each swimmer with the least amount of group fees.

Withdrawal from the Team

If a swimmer is to withdraw from a sessional program they will be charged the full amount of the program after the second scheduled week of the program. If a swimmer is to withdraw from a monthly program, families must give one month's notice.

Swim Team Equipment

Team equipment such as shirts, jackets, swim caps and suits can be purchased from the team. All other equipment should be bought at Team Aquatic Supplies. Use our team discount code HOL100 for a 20% discount.

Goggles, Training Swim Suit, Team Shirt, Swim Cap (mandatory if long hair and at meets)

Please be sure to mark all equipment with names in permanent marker

Tsunami/Monsoon/Swim Academy Equipment

We will provide kick boards and fins for all swimmers in these groups. Swimmers need to have their own training swim suit, goggles and swim cap for practices. For swim meets swimmers need to have a team shirt and are encouraged to also have extra team gear such as team hoodies, team track jackets and team backpacks.

Pursuit/Typhoon Specific Equipment

Swimmers in Pursuit/Typhoon should have their own training equipment that they store at the pool in a mesh equipment bag. This equipment includes a kickboard, fins, pull buoy, snorkel and hand paddles. They should also have proper running shoes and athletic wear for dryland. We do have snorkels and some hand paddles at the pool for swimmers to buy.

Goal Books – Swimmers need to have a goal book that they leave at the pool. We will be writing in the goal books each week. The basics are always weekly goals and accomplishments. Goals are for the upcoming week of training and we will work on these goals being specific. Writing down goals helps swimmers to focus and be more accountable to making small improvements in every set. Documenting accomplishments helps swimmers build confidence from their improvements. These accomplishments should be skill oriented and not always focused on times. Being aware of accomplishments helps to develop a training mindset where they are making the most of each set.

Water Bottles – It is necessary for swimmers to have a full water bottle on deck for each practice. They should get used to drinking water throughout practices even when it is not as challenging. This will help make it a habit when practices are pushing them to their limits. It is also very important for swimmers to drink water throughout the day, at school and at home. Make it a habit to be drinking water regularly. It will help with performance in practice and recovery afterwards.

Swim Team Injuries Information

Communication is crucial with injuries. Swimmers/Parents in Swim Academy, Monsoon and Tsunami should let coaches know of any injuries that swimmers are dealing with.

Typhoon and Pursuit swimmers should let their coach know when they are concerned with an injury in practice, training will be adjusted and the goal will be to train without putting any stress on the injury through the rest of practice. If the injury is happening over multiple practices it is best to get a professional to look at it. Swimmers in Typhoon and Pursuit have access to a Hollyburn Physiotherapist every second Monday afternoon. The Physiotherapist is there to help assess athletes and implement proper injury prevention dryland activities.

Ideally swimmers will maintain training when they have an injury. Training can be adjusted to allow the injury to heal, focusing on areas of their training that will continue to develop their skills. This could mean more focus on kick or pull and will always mean a lot of attention on technique. Often this means that swimmers will be working harder and focusing more in practice.

Our dryland training is focused on core strength, stability and injury prevention. This is to complement the work that the swimmers were doing in the pool. It is very important for swimmers to attend these sessions consistently.

Swimmers need to take responsibility for their preparation and recovery from practice as well. Practices are scheduled with time to activate before entering the pool. Proper nutrition and rest are very important factors in preventing injuries as well. Stretching out after practice on deck or at home will also help with recovery. If playing other sports, it is very important to take care of muscles that have been stressed during these activities as well.

Swim Meets Basics

Getting into the world of swim meets can be an overwhelming experience for new parents. Below is a short break down of all the basics around each level of meet, swim meet registration, how to prepare for a meet, parent's role at swim meets and benefits of swim meets.

Development Meets/Team Meets

Development Meets are intended to teach the swimmers how to compete and accomplish correct technique while competing! This is a chance for children to show off what they have learned in workouts!! Please try to have your child attend these meets. It is important that swimmers see their progress and meet other swimmers. Swimmers will be motivated by seeing this progress and consistently challenging themselves. It is important to realize that athletes will make mistakes especially when first learning meet procedures. This may result in missing a race, etc... This is part of the learning process, if swimmers are always dependent on their coach or parents they will never learn how to handle situations in the future when they will be forced to be independent. Allow mistakes to happen- they are learning experiences.

Regional Meets

Our team is in the LMR or Lower Mainland Region. For swimmers to compete in LMR Meets they need to swim the 200m Individual Medley under four minutes. Regional meets need swimmers to legally perform each event for their times to be official. Times from these competitions and higher level meets can be used to qualify for Invitational Meets and Championship Meets.

Invitational Meets

We will often attend Invitational Meets which can be held within our region, the province or across the country. Sometimes these meets will have qualifying time standards so that swimmers must qualify in order to participate. Often our Team Travel Meets will be classified as Invitationals. Invitationals often have heats and finals, where the swimmers will race in the morning and then the top 8 or 16 times will race again in the evening for final places. It is really important for our swimmers to get used to this type of format as this is how top meets are run and it takes practice to learn how to race in the morning and then make adjustments to swim faster again at night.

Team Travel Meets

Team Travel Meets are one of the most exciting part about being on the team. Swimmers will learn to take care of themselves throughout a swim meet on deck and away from the pool. They also get to spend a lot of time with their teammates and get rewarded for all their hard work.

Championship Meets

Once swimmers achieve their LMR time standard the next step will be qualifying for Championship Meets. These meets will give swimmers at each level of competition a top meet to focus on. The first step is Lower Mainland Championships, next swimmers will qualify for SwimBC Divisional Championships and SwimBC Provincial Championships. After the top meets in the province, swimmers will aim to qualify for Canadian Western Championships, Canadian Swimming Championships and Canadian Trials. At Canadian Trials, swimmers will compete to qualify for Canadian National Teams that will travel to international meets to represent our country.

Swim Meet Registration

Swimmers in Typhoon and Pursuit will automatically be signed up for all LMR and Invitational Meets in our region. Swimmers who do not opt-out by the deadline will be charged meet fees. Swimmers in Swim Academy, Monsoon and Tsunami must sign up on our website by the deadline to attend meets. Swimmers must sign up by the deadline to attend Travel Meets.

At a Swim Meet

Arrive on time, this means on deck in your swim suit with a team shirt. Make sure to have a team cap, extra goggles and extra towels. Swimmers should also have light snacks and a full water bottle. Snacks should be healthy. We encourage swimmers to learn how to manage themselves through a meet which includes staying hydrated and not hungry!

At heats and finals meets, prepare for the meet assuming your swimmer will make finals. If you attend the meet assuming they won't make finals, more often than not they won't! The more experience swimmers have at racing heats and finals the better they will get at the process, this will only help them in the future. Although swimming is often perceived as an individual sport, the team makes a big difference. Heats and finals swim meets are often scored based on performances in finals and those points help our team move up the standings. The more swimmers we have in finals, the more comfortable and excited all of our swimmers which leads to better results! Swimmers can learn a lot by watching finals, seeing the technique and efforts necessary to win races. Often this is an important step for them to start making finals themselves. We will also often have relays at finals and these are a tremendous opportunity for swimmers to race for the team and feel big breakthroughs in their speed!

Parent Role at Swim Meets

At all meets at every level parents who are not volunteering must stay in the designated viewing areas. It will be tempting to try to help your child through the marshalling process or want to be behind the blocks for encouragement or want to be the first one to talk to your child after a great or poor race. You must allow the coach to coach your child, it is important that the coach and athlete communicate directly before and after an event. Often times children are nervous and may be emotional both before and after a race. Quite often they will be more so with a parent present because they know there is unconditional love.

The coach can often say words that can help the athlete to focus and deal with the racing situation. It is also important for the coach to talk to the athlete directly after the race to ensure that the athlete keep the race in proper perspective. In between their events swimmers will be able to go and see their parents in the designated viewing area. The reason for this is so that athletes learn how to deal with competitive experiences independently. The coach will be there to educate and support your children through this learning experience and as always parents should support their children with unconditional love.

At all meets each team is expected to provide volunteers so that the meet can run smoothly. We ask that if parents are at the meet that they be willing to volunteer.

Benefits of Swim Meets

Swim meets are times where athletes can experience a tremendous sense of accomplishment and learn a great deal both about themselves and how they can improve as athletes. Some athletes will be very competitive, other athletes will be not be, that is okay and we understand that, all we ask you to do come to the meets and give 100% effort. Coaches look for three things when at a swim meet: attitude, proper technique and improvement.

Attitude is something that an athlete can take with them to all other areas of their life. If an athlete learns how to approach challenges with a positive attitude, learns how to approach mistakes in a constructive manner and learns how to value the result of an honest effort, they will have a much better chance of succeeding in every area of life. These are the attitudes that are taught at meets. Proper technique is something that coaches are looking at teaching at every practice every day, but sometimes swimmers don't achieve this until they are in a meet environment. This is for many reasons; they may want their parents and friends to see just how much better they have become, they may want to see how much they can improve or it might just click on that day.

Swimmers learn the importance of self improvement. The feeling that an athlete has when they improve on their swims can be seen on the look on their face. The excitement of doing something they have never done before is why we put in all the work.

Training Behaviours

We want swimmers to be on deck on time whenever possible. For younger swimmers it is really helpful to be there for the initial goals of practice and to not miss any of the steps for each skill. Older swimmers need to be there to activate and know what to expect throughout each practice. Practices are designed to be ready mentally and physically for the main focuses throughout the entire session. Swimmers should be taking care of going to the washroom before they are on deck so that there are not disruptions to their own and their teammates training. Swimmers should be ready with all equipment needed at the start of practice. Younger swimmers this will involve a kickboard and fins from our team gear. Older swimmers will need their full set of training equipment ready including having their water bottle filled.

Private Lesson Policy

Private lessons may be valuable to swimmers in our introductory groups. If swimmers are attending their full training schedule they should be developing all the skills necessary to advance through our swim team and improve their performances at competitions. Swimmers in Swim Academy or Monsoon can use private lessons to supplement training or focus on specific skills to help their advancement in the swim club. Swimmers in Tsunami, Typhoon or Pursuit should follow their full training program and should not need private lessons unless under special circumstances.

We strongly recommend that all private lessons should be discussed with the coach of your swimmer and arranged with one of our coaches on staff. It can be detrimental to a swimmer's development to have lessons that are not focusing on the same skills that we are trying to develop at each level in the club. It is also very important to have a strong line of communication between the group coach and the private lesson instructor to make sure that the swimmers are carrying skills from lessons into practice and the other way around.

Lessons can be booked outside of our normal training time when lane space allows. Please contact Brad to assist with booking private lessons.

Phone/Device Policy

At swim team events (on deck during practice time, swim meets and team socials) swimmers should not be on their phone unless they are communicating with parents or listening to music. This means no videos, games or any form of social media. This has been a rule in the past but it has not been followed enough. There will be a \$10 phone charge for when swimmers are not following the rule. The charge will go into our team account. Swimmers will be warned and parents will be notified that the charge is coming on their account, I would recommend that parents have their swimmers pay this fee back whenever it is issued.

HURRICANES SWIM MEET RACING SUIT POLICY

Once a swimmer is in Typhoon or Pursuit they should have 4 levels of racing suits that they bring to swim meets. Swimmers in Tsunami will only need a Basic Racing Suit and a Training Meet Racing Suit.

1. High Performance Racing Suit
2. Performance Racing Suit
3. Basic Racing Suit
4. Training Meet Racing Suit

4. Training Meet Racing Suit

This is a suit that swimmers can put on at a full training meet. These suits can be training suits but should be newer training suits. These suits can not have tie backs as swimmers can get disqualified for having tie backs when they race. Training meets are basically meets when the swimmers are working on swim meet skills and just starting off the season. This would include meets in October and sometimes January/April depending on the level of your swimmer and if they are going for a time standard or not at the meet.

3. Basic Racing Suit

This suit should be used for competitions when swimmers are focused on racing but maybe not going for a time standard in an event. This suit can be a suit that will eventually become a training suit or an everyday training suit but one that is only worn at competitions. This can also be a well used Performance Racing Suit. This is the basic requirement at any competition that is not fully communicated to be a training meet.

2. Performance Racing Suit

When swimmers start going for time standards, they need a Performance Racing Suit. Again, this suit can range from a very tight suit that will eventually be used for training, a low end racing suit to a previously used high end High Performance Racing Suit. This is a racing suit that swimmers will put on when they are really trying to perform at a swim meet. Swimmers should be wearing this suit when they are going for time standards (provincial or national meets). Swimmers should also be wearing this suit at any of our performance meets (heats and finals in December, Championship swim meets, travel meets, etc). Swimmers should be in at least a Performance Racing Suit every time they race in finals and every time they are on a relay. When you are on a relay you are not only racing for yourself but your teammates and it is a very important to race to your best time whenever you have the chance for your teammates.

1. High Performance Racing Suit

Every swimmer who starts qualifying for Provincial Championship Meets or a higher level should have at least one High Performance Racing Suit. This is a suit that they will wear at 3-4 of their most important competitions of the year. This suit can be a low level racing suit to the fanciest racing suit available. Swimmers should save this suit for their main swims at top meets, whether those swims are in finals or in heats so that they can make finals. The suits should also be used for major efforts to qualify for the next level at times in the season when they are prepared to go fast. They should not sit around in the suit through an entire session of a swim meet but try to preserve the high performance feel but putting it on before their race and taking it off afterwards. So these suits might only be used for 6-12 races in a season! High Performance Racing Suits will eventually become Performance Racing Suits as they get worn through enough races.

So we are not asking swimmers to go out and spend hundreds of dollars on racing suits. We are asking swimmers to have racing suits that make them feel different than the suits they show up for training in. We want swimmers to put on racing suits to focus their mindset on racing and feel that little bit of difference between getting on the blocks to perform and getting on the blocks in practice. High Performance Racing Suits can become Performance Racing Suits, Performance Racing Suits can become Basic Racing Suits and Basic Racing Suits can become Training Meet Suits which can eventually be training suits. There are lots of racing suits available, often at meets there will be a discount bin of old racing suits. Get your swimmer in suits that help them perform at swim meets.

HOLLYBURN HURRICANES POLICY & PROCEDURES

The Hollyburn Swim Team is committed to providing a safe, fun, supportive and competitive environment for our swimmers, coaches, assistants, Club volunteers and parents. We believe it is a privilege for our swimmers to be able to represent Hollyburn in pools across the world, however, with such privileges come behavioural expectations. This Code of Conduct, for our Hollyburn Hurricanes Athletes, will ensure that swimmers, coaches and parents are aware of what these expectations are.

HOLLYBURN HURRICANES CODE OF CONDUCT

SWIM TEAM ATHLETES HAVE THE RESPONSIBILITY TO:

1. Treat everyone fairly within the context of their activity, regardless of gender, place of origin, colour, sexual orientation, religion, political belief or economic status. Favoritism of swimmers/coaches will not be tolerated. We are a TEAM. Everyone is entitled to the same respect as the next athlete.
2. Consistently display high personal standards and project a favourable image of their sport.
3. Refrain from engaging in any sort of public criticism of other athletes, coaches or officials.
4. Uphold the rules of the sport, spirit of such rules and encourage other athletes to do the same.
5. Treat other swimmers, coaches and officials with due respect both in victory and defeat. Encourage other athletes to do the same.
6. To take care of their own personal belongings.
7. Report any suspected misconduct by swimmers, coaches, assistants, Club volunteers and parents to Club management as soon as possible.
8. Represent Hollyburn Country Club in a professional and respectful manner when travelling to swim meets, events, etc.

SWIM TEAM ATHLETES MUST:

1. Participate in a manner that ensures the safety of fans, athletes, coaches and officials on deck, at travel meets or at other swimming events.
2. Respect the dignity of other athletes: verbal or physical behaviour that constitutes harassment or abuse is unacceptable and appropriate disciplinary action will be taken should this not be follows.
3. Immediately report any bullying or inappropriate behavior (verbal, physical, sexual) to the coach.
4. Avoid involvement in issues (verbal or physical) on deck or at events and attempt to diffuse or involve a coach, official or chaperone immediately.
5. Work together as a team to ensure the safety and support of all swim team athletes at all times.

UNACCEPTABLE BEHAVIOR:

The following are some examples of unacceptable behaviour that could involve disciplinary action or suspension from the Hurricanes Swim Team or Club premises overall. Please be aware that these are merely examples and other forms of unacceptable behaviour not on this list could be subject to disciplinary action.

- **IN PERSON:** Any vulgarity, profanity, physical altercations, negative communication or intimidation directed to fellow swimmers, other swimmers, coaches, officials, or others.
- **VIA TECHNOLOGY (TEXT MESSAGE/EMAIL/SOCIAL MEDIA):** Any vulgarity, profanity, negative messages/photos, or intimidation directed to fellow swimmers, other swimmers, coaches, officials, or others.
- Exclusion of one another in groups or individually will not be tolerated.
- Any unacceptable behaviour while being transported to and from the events (not picking up garbage, swearing, disobedience to a coach or bus driver, disrespect to other athletes).
- Any unacceptable behaviour in a motel/hotel and/or restaurant while on a trip (unnecessary mess, theft, etc.).
- Any vandalism or theft when visiting another pool/facility (includes leaving showers plugged or water running, theft of any item belonging to another or the pool/facility).
- The consumption or possession of any illegal substances, including but not limited to drugs and/or alcohol. Any prescribed drugs must be communicated to the coach via a doctor's note prior to consumption.
- Negative cheering or yelling during practice or at competitions (instead of calling the other team down, boost your team up!).
- Any form of hazing or other initiation activities will not be tolerated.
- Any action or behaviour which would bring discredit to your team or your Club.

I have read and understand the statements in the Code of Conduct for Hollyburn Hurricanes Swim Team Athletes and agree to conduct myself in a manner that demonstrates the established standards established in the Code. I was also in attendance at the meeting at which the code of conduct was reviewed. I have read and understand the expectations and agree to adhere to the policies laid out in this document.

Name of Athlete (print) _____

Signature of Athlete _____

Date _____

It is understood that I _____ (parent name) share equal responsibility to ensure the Code of Conduct is upheld by my child. I will bring fourth any issues or concerns directly to the Head Coach or AD or CEO of Hollyburn Country Club for guidance prior to other parties involved.

Name of Parent (print) _____

Signature of Parent _____

Date _____

HOLLYBURN BULLYING, HARASSMENT AND VIOLENCE POLICY

What is Bullying and Harassment?

Bullying and harassment includes any unsolicited, unwelcome, harmful, disrespectful, or offensive behaviour, words or actions. Harassment is reasonably expected to have a negative effect, such as intimidation, insult, awkwardness, embarrassment, insecurity, discomfort, degradation, offense or humiliation to another person.

Examples of conduct or comments that might constitute bullying and harassment include verbal aggression or insults, calling someone derogatory names, harmful hazing or initiation practices, vandalizing personal belongings, and spreading malicious rumours.

Sexual harassment is any form of verbal, visual or physical conduct, comment, gesture or contact of a sexual nature causing offense. It is also a form which can be perceived as placing a sexual condition on employment, training or promotion, or the rejection of such conduct as the denial of employment, training or promotion. Sexual harassment conduct can be made implicitly or explicitly, is one-sided, and everyone can be a victim of it.

What is Violence?

Violence could include, but is not limited to:

- Physical acts (e.g., hitting, shoving, pushing, kicking, sexual assault).
- Any threat, behaviour or action which is interpreted to carry the potential to harm or endanger the safety of others, result in an act of aggression, or destroy or damage property.
- Disruptive behaviour that is not appropriate to the work environment (e.g., yelling, swearing).

Other Behavioural Issues

The offenses listed below are not exclusive, but are typical of unacceptable conduct, which may lead to immediate suspension and review by the House Committee.

- Possession or use of alcoholic beverages, cigarettes, e-cigarettes or narcotics
- Violence in any form including, but not limited to; threat of bodily harm, fighting, physical altercation or disorderly conduct
- Theft of property belonging to members, guests or fellow employees at HCC
- Damage to Club property due to negligence
- Use of abusive, profane or obscene language
- Discourtesy or rudeness towards teammates, other players, coaches or staff
- Insubordination or failure to adhere to the policies/procedures set forth by the Club

COACHES/MANAGEMENT REPORTING AND DISCIPLINARY PROCEDURE

For any incidents that occur within the Hollyburn Hurricanes Swim Team program, we have guidelines and resources for those involved to follow. At any point, should the severity of the issue warrant by- passing these steps, Hollyburn should be made aware as soon as possible in order to support/review the incident and coaches' decisions.

The following individuals should be contacted immediately via email and informed of any serious situations:

Brad Hutton, Head Swim Coach

bhutton@hollyburn.org

James Holloway, AD

jholloway@hollyburn.org

Kathryn Cowden, CEO

kcowdenl@hollyburn.org

Documentation of Issues

STEP 1: VERBAL WARNING

Coach(es) involved must fill out "Record of Discussion" and submit to Brad Hutton via email or hard copy to the Hollyburn Administration Office.

STEP 2: WRITTEN WARNING

Should further action need to be taken, or should this issue repeat, the Coach(es) will have a formal meeting with the swimmer in question and/or family. Potential action steps for further issues are outlined.

STEP 3: WRITTEN WARNING WITH DISCIPLINARY ACTION

This step may follow the preceding steps or be actioned immediately depending on the severity of the situation.

If at any point the coach(es), managers or volunteers feel that there needs to be involvement by Hollyburn to review the suspension or disciplinary decision, Hollyburn Management (above) should be included on all correspondence to review the situation.