



# Team Handbook



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## Welcome

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The Nanaimo Riptide Swim Team looks forward to your family's participation in the many exciting activities scheduled for the coming year.

**Our team's mandate:**

"Nanaimo Riptide Swim Team (NRST) is a youth organization that fosters and encourages the sport of swimming from recreational to National levels. NRST is dedicated to developing each individual to their full potential physically and mentally through the building of self-esteem, confidence, team spirit and sportsmanship by way of training and competition from the regional to the national level."

The Nanaimo Riptide Swim Team came into being in 1976 with the opening of the Beban Park Pool. Beban Park remained the home of the Riptides for the next twenty-five years and saw the club rise from a small local club to one of the top teams in the country operating out of a 25m pool. During this time the club provided training for the needs of all year-round Nanaimo swimmers, from the four-year-old Tiny Tides to national and international medalists, both within the able-bodied and para swimming ranks.

During the early 1990's, Riptides members and parents campaigned hard for construction of the Nanaimo Aquatic Centre complete with a 50m pool. This would enable Nanaimo swimmers to train for the long course season without having to make frequent training trips to Victoria or Vancouver and allow Nanaimo to host long course swim meets.

In 2001, the long-awaited Nanaimo Aquatic Centre was finally completed. May 2001 marked the move from Beban to NAC, although some junior groups remained at Beban for a while. The 2005-2006 season was the first to see the entire Riptide team swimming at the NAC, with club cohesiveness being a deciding factor in the move.

We are very pleased to have you and your family this season as part of the team.





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## Contact Details

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### 1.1 Club Contact

Nanaimo Riptide Swim Team  
At Nanaimo Aquatic Centre  
741 Third Street, Nanaimo BC, V9R 7B2

Tel: 250-714-1800

Head Coach	<a href="mailto:sflood@nanaimoriptides.com">sflood@nanaimoriptides.com</a>
Assistant Head Coach	<a href="mailto:dirwin@nanaimoriptides.com">dirwin@nanaimoriptides.com</a>
Office Administrator	<a href="mailto:admin@nanaimoriptides.com">admin@nanaimoriptides.com</a>
Registrar	<a href="mailto:registration@nanaimoriptides.com">registration@nanaimoriptides.com</a>

### 1.2 Website Addresses



The team website can be found online at <http://www.nanaimoriptides.com>  
The team registration portal web address is <https://reg.nanaimoriptides.com>



Swim BC website is located at <http://www.swim.bc.ca>



Swimming Canada website is located at <http://www.swimming.ca>





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## Responsibilities and Conduct

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### 2.1 Swimmer Code of Conduct

This policy is inclusive of all level swimmers. Swimmers must adhere at all times to standards of professional behavior that reflect well on Nanaimo Riptide Swim Team (NRST) in particular, and competitive swimming in general. It is impossible to specify in precise terms all those actions that could be deemed to be prejudicial to swimmers. The following provides an indication of the standards of behavior that, if contravened, are likely to be considered breaches of the code.

1. Swimmers are responsible for treating other NRST members and other Swim BC members with respect within the context of their activity regardless of body type, physical characteristics, athletic ability, gender, ancestry, colour, ethnic or racial origin, nationality, national origin, sexual orientation, age, marital status, religion, religious belief, political belief, disability, or economic status.
2. Swimmers will refrain from criticism of coaches, fellow swimmers, parents and officials, particularly to and through the media. When public comments are made, swimmers have an obligation to ensure such comments are made judiciously, reflective of the facts, supportable and sensitive to the situation(s).
3. Differences of opinion will be dealt with on a personal or club basis. Serious disputes may be referred to the NRST Board of Directors.
4. Swimmers will refrain from the use of profane, insulting, harassing or otherwise offensive language while participating in or observing local clubs, Swim BC or SNC sanctioned activities or events.
5. Swimmers will not use tobacco, alcohol or other drugs that affect their physical ability, mood or behavior, unless prescribed by a physician for medical purposes. NRST and Swim BC have a zero tolerance level regarding drug and alcohol consumption during and around swimming competition. Swimmers jeopardize funding eligibility (both current and future) and membership with Swim BC if found to be abusing alcohol in and around competition. Swimmers should strive for excellence (according to their ability).
6. Swimmers will respect the achievements of teammates and opponents. Swimmers will not engage in any behavior that could be construed as hazing. Swimmers who represent NRST, Swim BC, or SNC should behave in a manner that reflects favorably on those organizations.
7. Swimmers will refrain from using social media in any way that may discredit NRST or any individual person such as a coach, teammate, or opponent.
8. Swimmers will not engage in bullying as outlined. Bullying is a conscious, repeated behavior of an individual or group with the intention to harm others or aggressive and intended to gain power.
9. Swimmers will act safely on the pool deck and observe all pool and club rules. Be considerate to your surroundings – abusing aquatic facilities or equipment or any other properties which NRST has contracted is not permitted.



## 2.2 Parent/Volunteer Code of Conduct

Parents and volunteers should adhere at all times to standards of personal behavior that reflect well on Nanaimo Riptides Swim Team (NRST) in particular, and competitive swimming in general. It is impossible to specify in precise terms all those actions that could be deemed to be prejudicial to parents and volunteerism within NRST. The following provides an indication of the standards of behavior that, if ignored, are likely to be considered breaches of this code.

1. Parents and volunteers are responsible for treating all other NRST members with respect within the context of their activity regardless of body type, physical characteristics, athletic ability, gender, ancestry, colour, ethnic or racial origin, nationality, national origin, sexual orientation, age, marital status, religion, religious belief, political belief, disability, or economic status
2. Parents and volunteers will refrain from the use of profane, insulting, harassing or otherwise offensive language while participating in or observing NRST, Swim BC or SNC sanctioned activities or events.
3. Parents and volunteers will abstain from using intoxicants while attending NRST, Swim BC or SNC sanctioned events and activities.
4. Parents and volunteers will refrain from criticism of coaches, swimmers, parents, and fellow officials particularly to and through the media. When public comments are made, volunteers have an obligation to ensure such comments are made judiciously, reflective of the facts, supportable and sensitive to the situation(s). Differences of opinion should be dealt with on a personal or club basis. Serious disputes may be referred to the NRST Board of Directors.
5. Parents and volunteers will ensure that they do not in any way misrepresent their qualifications, affiliations, or professional competence to any member or prospective member, or any publication, broadcast, lecture or seminar. Misrepresentation, after due consideration by NRST, could be regarded as a breach of this code.
6. Parents and volunteers will respect the achievements of NRST, Swim BC and SNC swimmers.
7. Parents and volunteers will refrain from using social media in any way that may discredit NRST or any individual person such as a coach, teammate, or opponent
8. Parents and volunteers will not engage in bullying as outlined. Bullying is a conscious, repeated behavior of an individual or group with the intention to harm others or aggressive and intended to gain power.

## 2.3 Communication

Communication is the best way to reduce conflicts within the club. The best way to communicate with your child's coach is to meet them outside of practice. Coaches usually have time after practice to answer questions or provide information. Sending a note to the coach with your swimmer is a good way to get information to them as well.

When conflicts between a swimmer or parent and coach arise, please try hard to increase communication between the affected parties. Refrain from discussing disagreements with other parents; not only is the problem never resolved that way, but this approach often creates new problems. Try to keep foremost in your mind that you and the coach have the best interests of your



child at heart. If you trust that the coach's goals match yours – even though their approach may be different – you are more likely to enjoy good rapport and a constructive dialogue. Keep in mind that the coach must balance your perspective of what is best for your child with the needs of the team or a training group. On occasion, an individual child's interest may need to be subordinate to the interests of the group. In the long run, the benefits of membership in the group may compensate for occasional short-term inconveniences. If another parent uses you as a sounding board for complaints about a coach's performance or policies, encourage the other parent to speak directly to the coach. Meetings with coaches can be arranged after the coach is finished his or her “on deck” coaching duties. Please note that coaches do not make any financial decisions regarding your swimmer. Financial concerns should be directed to office administrator or the Treasurer.

**The following procedures regarding problems, questions, or complaints must be followed by families who elect to become part of the Nanaimo Riptide Swim Team.**

A. Problems, questions, or complaints regarding practice, stroke instruction, meets, team rules or any other part of the TRAINING Program should be discussed with the following individuals, in order, until the situation is resolved:

1. The swimmer's coach
2. The head coach, in writing
3. The President of the Board of Directors, in writing
4. The Board of Directors at a board meeting

B. Problems, questions, or complaints regarding any OTHER AREAS of the team should be discussed with the following individuals, in order, until the situation is resolved:

1. The chair of the committee of the area in question, in writing
2. The President of the Board of Directors, in writing
3. The Board of Directors at a board meeting

C. Problems, questions, or complaints regarding other PARENTS or SWIMMERS should be discussed with the following individuals, in order, until the situation is resolved:

1. The parent or swimmer in question
2. The President of the Board of Directors, in writing
3. The Board of Directors at a board meeting

## **2.4 What is Bullying?**

Bullying is defined as the repeated hurtful interpersonal mistreatment of a person, the act intentionally hurting someone in order to insult, humiliate, degrade or exclude. Nanaimo Riptide Swim Team is committed to providing a safe, caring and friendly environment for all of our members. Bullying is counterproductive to our team spirit and can be devastating to a victim. Bullying of any kind is unacceptable and will not be tolerated.



Bullying is not ...	Bullying is ...
Conflict between friends	Hurting behaviors based on oppression and “meanness”
An argument between people of equal power	Based on power differential
Accidental	Intentionally harmful
Normal relational development challenges	Intense and long in duration
A “one-time” event (usually)	Repeated over time (generally)
Friendly teasing that all parties are enjoying	Oppressive – isolates victims
Something people grow out of	Caused by many factors and behavioural challenges

Hurtful actions include, but are not limited to,

- ☞ Verbal – name-calling, humiliating, degrading behaviour, hurtful teasing, threatening someone (this may happen in notes or in person, over the phone, through text messages or a chat room).
- ☞ Relational – making others look foolish, excluding peers, spreading gossip or rumours (this may happen in person, over the phone, or through the computer).
- ☞ Reactive – engage in bullying as well as provoke bullies to attack by taunting them.
- ☞ Physical – hitting, kicking, grabbing, shoving, spitting on, beating others up, damaging or stealing another person’s property.

The following sudden behaviour changes can be a sign that an individual is being bullied: suddenly becoming aggressive, quitting the team or being reluctant to return to the sport activity, sleep disorders, emotional disorders, sliding grades at school, changes in appetite, fear of washrooms, locker rooms, or closed doors, running away.

## 2.5 Discipline Policy

Nanaimo Riptide Swim Team (NRST) is committed to providing a supportive framework through which its members can achieve excellence in all areas of the sport of swimming. NRST is an athlete-centered, coach-driven and administratively supported organization, which is characterized by open, clear communication and honesty, fairness and mutual respect. These ideas are defined in the Swimmer Code of Conduct and Parent/Volunteer Code of Conduct in this handbook. NRST believes that these values and ideals should guide all of our communications and actions, and that such conduct is in the best interest of all who participate in the sport of swimming.

Membership in NRST brings with it many benefits and privileges. At the same time, members are expected to fulfill certain responsibilities and obligations, including but not limited to, complying with the policies, rules and regulations of Nanaimo Riptide Swim Team.





1. Athletes, coaches, volunteers and parents are encouraged to, at all times, act in accordance with the spirit of the Constitution and By-laws of NRST.
2. This policy applies to NRST members and all participants in NRST activities including directors, officers, volunteers, coaches, athletes and officials.
3. Any member can initiate disciplinary proceedings by way of written complaint to the President or Vice President of the Board of Directors of NRST. Members' shall initiate the complaint within 14 days of the occurrence.
4. Upon receipt and review of a complaint the President or Vice President shall, with reference to existing policy guidelines, determine whether the complaint shall go forward. If, for any reason, the President or Vice President cannot carry out his/her duties under the Discipline Policy, the President shall designate another member of the Board to carry out such duties.
5. Should the President or Vice President or his/her designate determine the complaint should go forward, the President or Vice President or his/her designate will appoint three members of the Board to sit as the Discipline Committee.
6. The Discipline Committee shall notify the individual who is the subject of the complaint (respondent) of the nature of the complaint and shall give that individual such opportunity as the committee, in the circumstances, considers appropriate to respond to the complaint. In determining its investigation or inquiry procedures, the Discipline Committee will adhere to the basic principles of procedural fairness, recognizing that these principles can be applied in flexible ways depending on the nature of the complaint and the potential consequences of disciplinary action.
7. The Discipline Committee after such investigation or inquiries, as in its absolute direction deems appropriate, shall determine whether the conduct in question warrants the taking of disciplinary action and recommend to the Board the appropriate disciplinary sanctions singly or in combination including:
  - a. Written reprimand to be placed in the individual's file; swimmers will be required to have a parent or guardian sign the reprimand prior to being allowed to participate in any NRST practise or event;
  - b. Hand delivered written apology;
  - c. Suspension from certain NRST events which may include suspension from current competition or from future teams or competitions;
  - d. Suspension from certain NRST activities (i.e. competitions, coaching, officiating, volunteering) for periods up to one year;
  - e. Suspension from all NRST activities for up to one year;
  - f. Expulsion from NRST; and/or
  - g. Other sanctions as may be considered appropriate for the offense.
8. The Discipline Committee shall make its findings in writing and forthwith forward a copy to the respondent and the Board. If the Discipline Committee recommends disciplinary sanctions and the respondent wishes to challenge either the determination that the conduct warrants disciplinary action or the proposed penalty, the respondent shall within five days, or such extended period that the Board may allow, make written representation to the Board which the Board shall consider before taking any action on the report of the Discipline Committee.
9. If the respondent does not challenge the determination that the conduct warrants disciplinary action or the proposed penalty, the penalty will take effect seven days after the date of the



Discipline Committee's recommendations. The Board will be notified of the disciplinary action at its next regular meeting. The Board shall not interfere with decisions of the Discipline Committee unless the respondent as per paragraph 8 challenges those decisions.

10. If the respondent does challenge either the determination that the conduct warrants disciplinary action or the proposed penalty, the Board at its next meeting shall determine if the conduct warrants disciplinary action and shall impose such discipline, as it considers appropriate in the circumstances.
11. If the respondent has challenged either the determination that the conduct warrants disciplinary action or the proposed penalty, the imposition of the penalty, unless otherwise ordered by the Discipline Committee, will be stayed until the Board deals with the matter as set out in paragraph 10.
12. Notwithstanding anything herein contained, the Board reserves the right, upon 72 hours' notice to the member, to order the interim suspension of a member, pending completion of disciplinary proceedings as set out in this policy.
13. This policy is to be reviewed by the Board of Directors on an annual basis

## **2.6 Volunteer Policy**

### **2.6.1 Purpose**

The Nanaimo Riptide Swim Team (NRST) volunteer policy regulates parent's participation to ensure the smooth running of swim related activities. NRST hosts two to three swim meets per season along with other social events. Revenues earned from those events guarantee the financial well-being of the club and strongly support low membership fees. Active parent participation, knowledge and experience are the most valuable tools at the club's disposal to set our sporting events apart from other major clubs in the region.

### **2.6.2 Monetary and Point Requirements**

At registration each family in the Green to National swim group will provide one retainer cheque for \$250.00, post-dated June 30 and made payable to NRST. These cheques will be held in trust and only be cashed if a family fails to fulfill the allotted volunteer points. In all other cases the cheque will either be destroyed or if instructions received, cashed in and credited to the members account on June, 30.

The volunteer point requirement is determined by your child's swim group at registration. If a family has multiple swimmers the family volunteer commitment is calculated according to the swimmer in the highest level swim group at registration. If this swimmer advances to a higher level group during the season the volunteer point commitment will not change.

#### **Vancouver Island Regional Championships (VIR's)**

In a season where NRST is required to host either the Vancouver Island Regional SC or LC Championships, the annual point requirement for each group will increase by five (5) points.



Point Requirement Table:

Swim Group	Swim Season Points Required per Family	Swim Season hosting VIR's Points Required per Family
Green	15	20
Blue & Yellow	30	35
Bronze & Silver	35	40
Gold, Provincial & National	40	45

### 2.6.3 Incentives

NRST offers an incentive in recognition of volunteers who exceed their allotted point requirements in a season. Families who exceed their volunteer point requirement by 50% or more during a swim season will receive a credit depending on their swim group to their member account on June 30.

Swim Group	Swim Season Excess Points req'd to Earn Incentive	Season hosting VIR's Excess Points req'd to Earn Incentive	Value of Incentive to credit Member Account
Green	8	10	\$40
Blue & Yellow	15	18	\$60
Bronze & Silver	18	20	\$80
Gold, Provincial & National	20	23	\$100

The incentive applies only to member families covered by the scope of the volunteer policy who have provided post-dated commitment cheques at the start of the season.

### 2.6.4 Duration of Membership

The duration of a typical swim season is nine months. The volunteer point system is based on this duration.

#### Subsequent Membership

If a swimmer joins the club after the start of the season, the point requirement will be pro-rated from the time of joining to the end of the season. The value of the post-dated cheque will remain the same.

#### Early Dismissal







If a swimmer withdraws from the club before the end of the season, the point requirement will be pro-rated based on duration of membership for the season. The value of the post-dated cheque will remain the same.

### 2.6.5 International Students

International students or swimmers joining the club while on student exchange programs are governed by the directives of this policy.



### 2.6.6 Job Opportunities

	Assist with pool set up or take down	1 point	per meet/time trial
	Meet Manager	9 points	per session
	Volunteer check-in & heat sheet sales	2 points	per session
	Starter, Chief Timer, Clerk of Course, Hospitality Co-ordinator	6 points	per session
	Stroke & Turn Judges	5 points	per session
	Chief Finish Judge, Chief Judge Electronics, Console Operator	5 points	per session
	Announcer, Lane Timers, Hospitality preparer/servers	4 points	per session
	Trainee Hytek recorder/scorer, Trainee Console Operator	4 points	per session
	Awards & ribbons	2 points	per session
	Safety Marshall	1 point	per session
	Hytek Electronics Trainer	6 points	per session
	Event Co-ordinator	6 points	per event
	Assist with welcome BBQ or year end BBQ	2 points	per event
	Assist with food at Blue & Gold nights or Swim-a-thon	2 points	per event
	Pizza Cashier	2 points	per event
	Parent volunteers at fundraisers	2 points	per event
	Beverage purchaser	1 point	per event
	Chaperone – single day meet	5 points	per day
	Chaperone – overnight multi day meet	8 points	per day
	Serve on Board of Directors (over 75% meeting attendance)	24 points	per season
	Serve on committee – non board members only	1 point	per committee
	Attend October AGM	1 point	
	Attend Officials Training Clinic	1 point	per clinic
	Other opportunities as determined by Board of Directors	points assigned	

### 2.6.7 Job Sign-ups, Attendance Sheets & Points Tracking

Tracking of volunteer points is paperless and done electronically. It is important that volunteers sign in at the start of any meet or event they are participating in. There will NOT be any other way of confirming your attendance and recorded points. The status of a member's volunteer account can be checked any time on the NRST website.

#### Online sign-up procedure

Please sign up as a volunteer as soon as the job sign-up becomes available. Each position a member wants to volunteer in needs to be ticked and member's details must be given, e.g. name and contact number. If a family signs up more than one volunteer per family please state the name of any additional person for the member's account.

#### At Hosted Swim Meets

It is each volunteer's responsibility to sign in at any event the volunteer has signed up for. Please check that the correct name is ticked off at the volunteer check-in table. If multiple people on one account are signed up for volunteering, each person needs to be signed in individually.



### At Away Swim Meets

If the club is required to send officials to any away swim meet an online job sign-up will be made available (VIR's). Same procedure as above applies. If a member is unexpectedly helping at an away meet, please send an email within one week to the Volunteer Program Coordinator and state the swim meet and session the member has volunteered in. Points will be granted in line with the clubs volunteer position list.

### At Clinics or other Social events:

An attendance sheet will be available for signing in.

## 2.6.8 Officials Training & Clinics

A basic commitment of every family of the Nanaimo Riptide Swim Team is that in each of the meets hosted by the club (and co-operative meets your child attends), an adult representative of each family shall volunteer to assist the meet manager. Nanaimo Riptides host two to three swim meets throughout the swim season with 250 - 300 athletes attending. It requires approximately 50-55 people per session to successfully run a meet.

As swimmers advance swim groups it is expected parents or family members will be certified in, and volunteer for more senior officials positions:

Swim Group	Parent Certification	Officials Positions
Green & Blue	Level I Official – Red Pin	Lane Timer, Safety Marshall
Yellow, Bronze, Silver & Gold	Level II Official – White Pin	Stroke & Turn Judge Chief Timekeeper Starter Recorder/Scorer Chief Finish Judge/Chief Judge Electronics Clerk of Course
Provincial & National	Level III Official – Orange Pin	Meet Manager
	Level IV Official – Green Pin	Referee
	Level V Official – Blue Pin	Master Official

The club will ensure clinics are offered at regular intervals to provide sufficient training opportunities to get the required certification as an official. It might be necessary to proceed with further online training. Online courses and more information for officiating can be found at:

<https://www.swimming.ca/en/resources/officiating/certification/>

## 2.6.9 Board of Directors Rights

Amendments or exemptions to this policy may be granted in individual cases upon written application to the Board of Directors for consideration.



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## General Club Operations

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### **3.1 Board of Directors**

Nanaimo Riptide Swim Team is operated by a Board of Directors consisting of an Executive and Directors who are parent volunteers elected at the Annual General Meeting in October. The current year's Board of Directors is listed on the team's website.

### **3.2 Staff**

#### Coaches

The Board of Directors hires a Head Coach whose duties include coaching the most advanced groups, designing training and meet schedules, overseeing the Assistant Head Coach and I Can Swim Instructors as well as implementing the technical program. An Assistant Head Coach and several Junior Coaches are hired to coach the remaining groups under the direction of the Head Coach.

#### Office Administrator

The Board of Directors hires an office administrator, whose duties include attending the deck office during afternoon swimming, maintaining swimmers' accounts, tracking monthly revenues and expenses to prepare financial statements as well as general office tasks. The administrator reports to the Treasurer and attends monthly board meetings.

### **3.3 Club and Parent Communications**

#### Website & Email

NRST uses our website and email as the primary form of direct communication from the club to parents. The Nanaimo Riptides website is updated on a regular basis. All information regarding meets, holidays, current team news, snow days etc will be listed on the site [www.nanaimoriptides.com](http://www.nanaimoriptides.com)

Upon registering, all new members receive an email granting access to their own personal member account within the NRST website. It is essential that you follow the login in steps and verify your email address in order to have continued access to your secure account, as your personal information and your current and historical billing information is available here. All information will remain strictly confidential and will be used only to communicate and deliver you account balances, invoice details and printing, event and swim meet information, club registration, I Can Swim lesson scheduling or other related team activities. You may change your email address and password anytime you like, but please use the email address that you access most frequently.



## Handbook

This Handbook is a reference to be consulted throughout the year. If you cannot find the information you need, please contact a Board member who will be happy to answer your question or direct you to someone who can.

## Board of Directors Meetings

All parents are encouraged to attend the first half hour of monthly Board of Directors meetings to bring any concerns to the Board of Directors. Please contact the office administrator to have your item put on the agenda at least seven days in advance of the meeting. The meeting schedule is available on the website.

## Communicating with the Board of Directors

If you have a concern regarding your swimmer's account or any other financial or policy matter please communicate with the Board of Directors either by emailing the President or emailing the office administrator. Your written communication must contain the following information:



Date, name and home address with postal code



A clear explanation of your concern in either point or paragraph format

Any parent, with seven days prior notice to the office administrator can make a presentation directly to the Board of Directors during a monthly meeting. The Board of Directors has a time set aside for such presentations in its monthly agenda.

## **3.4 Group Attendance**

Swimming in an upper level competitive group is a privilege and not a right. The coaching staff is responsible to help swimmers meet their goals. Swimmers who are unable to follow the attendance guidelines will be moved to a more appropriate group.

- Swimmers must maintain minimum attendance requirements in their selected group, unless otherwise cleared with their coach before the missed dates. Exceptions will be made for swimmers who have supporting documents such as a medical note.
- Swimmers are expected to be at practice and in the water on time. Three late water entrances will be counted as an absence.
- Swimmers are expected to be at club functions such as Blue & Gold night, awards banquet etc. Failure to attend will be counted as an absence.

You are responsible to bring the following to every practice:



Appropriate dryland clothing



Swim cap and goggles



Fins and paddles



Water bottle



Running shoes



Positive attitude

Swimmers in upper level competitive groups are also responsible for setting up pool equipment before, or taking down pool equipment after practices.



### **3.5 Group Placement**

Team members are assigned to an instructional group under the supervision of a specific coach. These groups range from I Can Swim programs to pre-competitive and international level swimmers. The placement in a group is the decision of the Head Coach. Factors influencing initial group placement include age, swimming ability, ability to follow instructions and ability to train at the level of the rest of the group. Adjustments to placement may be made during the first two weeks of the season or at any time later in the season at the coach's discretion.

### **3.6 Moving between Groups**

The coaching staff make all decisions regarding a child's readiness to move into another group. Some moves may occur during the season. Criteria include attendance, attitude, coachability, dedication, ability to train during practices, times swum at meets, age, ability to listen, and the size and composition of the receiving group. Decisions regarding moves are made on an individual basis for each swimmer.

### **3.7 Workouts**

A workout will consist of dryland training, deck time and pool time. Dryland may take place on the pool deck or at another designated area. Deck time is about 15 minutes (may be shorter for younger swimmers). Dryland and deck time activities are an important part of each workout. They give the swimmers time to stretch and give the coaches time to talk to the swimmers before they enter the water. It is essential that swimmers are on time for workouts so they don't miss important instructions and information.

### **3.8 Illness**

If a swimmer is ill or injured or for some legitimate reason cannot attend several practices, call or e-mail your swimmer's coach or the office administrator. If the illness or injury persists for two weeks or more, a pro-rated portion of the monthly dues will be refunded upon presentation of a medical certificate to the office administrator or Treasurer.

### **3.9 Concerns or Issues**

Refer to section [2.3 Communication](#) if you have any swimming related concerns or issues to resolve.

### **3.10 Withdrawal from the Team**

Nanaimo Riptide Swim Team requires one (1) month notice in writing to the Registrar in the event a swimmer leaves the program prior to the end of the season. I Can Swim participants who withdraw within the first two weeks of a session will receive a pro-rated refund of the session fee. There are no refunds for I Can Swim withdrawals after the second week of a session.

Notice may be sent direct to the Registrar by email to: [registration@nanaimoriptides.com](mailto:registration@nanaimoriptides.com)

It may also be dropped off to the Nanaimo Riptide Swim Team office on pool deck (near the diving boards) at the Nanaimo Aquatic Centre, or left in the secure lock box on the wall outside the office. Please note that advising your swimmer's coach does NOT constitute giving notice to the club.





### **3.11 Transferring to another Club**

All financial obligations to the Nanaimo Riptide Swim Team must be settled before the Registrar is able to approve a transfer to another swim club. This includes any fee due in lieu of appropriate notice of withdrawal from the team as outlined in 3.10 above.

### **3.12 Swim Equipment & Apparel**

Nanaimo Riptide team swim caps and team t-shirts are required apparel for all swim meets. Team equipment and apparel is purchased from the Equipment Manager. A small stock is kept in the Nanaimo Riptide Swim Team office. Payment may be made on receipt of your purchase or billed to your swimmers account. For personalized items a deposit may be required in advance.

### **3.13 Swimmer Expenses**

#### **Fee Structure/Monthly Dues**

Training fees to finance pool costs and coach salaries for Nanaimo Riptides are based on an annual charge and take into account training breaks at Christmas and in the spring as well as statutory holidays. The fee depends on the group level of your swimmer and increase as the amount of pool time and coaching time increase. The annual fee may be paid in ten monthly payments for your convenience.

I Can Swim fees are based on a per session fee. The fee depends on the group level of your swimmer.

Please see the Nanaimo Riptide website, Register Here tab for current season fees for I Can Swim programs and Riptide monthly groups. Fees are payable regardless of how many scheduled workouts your child is able to attend. In cases of chronic illness an application for relief may be made in writing to the Nanaimo Riptide Board of Directors.

As a non-profit group the club is unable to carry overdue accounts, so please keep your swimmers account up to date

#### **Swim BC Registration Fees**

Upon registration each swimmer pays an annual insurance registration fee to Swim BC. These are assessed annually by Swim BC and administered by the Registrar. A portion goes to Swim Natation Canada, the national governing body for our sport. There are fixed fees for all I Can Swim participants and non competitive swimmers regardless of age. The fees for competitive swimmers (those wishing to swim in sanctioned meets and time trials) are dependent on the age of the swimmer each season. Please see the Nanaimo Riptide website, Register Here tab under I Can Swim programs and Riptide monthly groups for current season Swim BC registration fees. You are able to upgrade your swim BC registration (and MUST do so to swim in more than one competition per season) at any time. Please contact the Registrar if you require further information.

#### **Swim Meet Fees**

When you enter your children in swim meets there are additional meet fees set by the hosting club and published in a meet package prior to the event. The fees vary by meet and are billed to your swimmers account periodically throughout the season.



## Swimmer Accounts

Each swimmer (or family) has an individual account set up with the club in which fees and other expenses for that particular swimmer or family are recorded. YOUR ACCOUNTS MUST BE KEPT CURRENT. Itemized statements are emailed monthly.

- No swimmer shall incur any additional charges on account if their account is not current.
- Swimmers with accounts that are one month in arrears WILL NOT BE PERMITTED TO ENTER INTO MEETS.
- Swimmers with accounts that are two months in arrears WILL NOT BE PERMITTED TO PARTICIPATE IN WORKOUTS.
- Swimmers may return to both of these activities when their account balance is paid in full.

Using your secure account login within the NRST website you are able to print your own invoices for tax purposes.





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## Fundraising

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Nanaimo Riptide Swim Team is a registered non-profit organization. Our fees are subsidized by BC Gaming funds as well as fundraising activities. Each swimmer in the Green level and above will be responsible to fundraise \$150 per season. A number of activities throughout the season will be available to meet this commitment. At registration a \$150 cheque is required for each swimmer to cover their fundraising commitment. You may choose to do no fundraising and simply allow the cheque to be cashed on the preset date. Or you may choose to utilize one or more of the fundraising options below to contribute towards your fundraising commitment. If the amount you raise meets or exceeds your commitment your fundraising commitment cheque will be returned.

### **4.1 Swim-a-thon**

This is an annual nationwide Swim Canada fundraiser. Participation in the swim-a-thon is mandatory for all swimmers in the Green level and above whether or not they actively gather pledges. Each participant is encouraged to gather pledges to support the club. There are a number of incentives in the form of prizes for swimmers raising the most money or having the most sponsors. We receive the largest portion of our fundraising revenue from this one event. Further information on the swim-a-thon is available from the Swim-a-thon Co-ordinator.

### **4.2 Other Fundraising**

Additional fundraising programs will be determined by the Board of Directors.

