

Terrace Blueback Swim Club

Parent Handbook

September 1, 2022 – June 30, 2023

“Dedicated to sportsmanship and the pursuit of excellence in competitive swimming”

Mailing Address: Box 241, Terrace, BC, V8G 4A6

Web Address: <https://www.teamunify.com/team/bctb/page/home>

Club Philosophy

The Terrace Blueback Swim Club offers its members an exciting and rewarding experience in age group swimming. Through a well established program, swimmers will learn skills that will develop efficiency in the aquatic environment.

The club's motto: “Dedicated to sportsmanship and the pursuit of excellence in competitive swimming” is the basis of our programs. Swimmers develop physical conditioning, sportsmanship, team co-operation, mental discipline and other skills that provide immediate and lifelong benefits that go well beyond the waters of the pool.

In a well conducted program, all swimmers gain whether or not they ever win a race.

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CLUB PROGRAMS

The Terrace Blueback Swim Club's training program is divided into different levels, based on age, ability and commitment. This allows swimmers to train and compete with fellow team-mates who are at similar levels.

Green

The Green program is an introduction into the swim club environment (pre-competitive). Swimmers will build endurance and practice their kicking and breathing techniques in the water.

Red

The Red program is an introduction into the competitive swimming environment (pre-competitive). Swimmers will learn fundamental skills necessary for further development, and focus on the four competitive strokes - free, back, breast and fly, as well as starts and turns.

Blue

The Blue program is an extension of the pre-competitive program. Fundamental skills, including all competitive strokes plus starts and turns, will continue to be stressed while swimmers are introduced to endurance swimming and competition.

Bronze

The Bronze program further develops technical skills while introducing swimmers to land conditioning. Bronze level athletes continue in their development of training and competitive principles

Silver

The Silver group is aimed at improving all technical skills while learning foundational training principles. This group is for swimmers with a high level of commitment who are working toward competing at the provincial level. A higher emphasis is placed on land conditioning in this group than previous.

Gold

The Gold group is aimed at perfecting all technical skills while learning advanced training principles. The group is for swimmers with a high level of commitment who are competing at the provincial level. A higher emphasis is placed on increases in training load with specific speed and endurance work than previous

SwimFit / Masters

The SwimFit / Masters program is set out for those swimmers 15 years of age or older with two or more years of competitive experience but who do not wish to make the time commitment involved in the other senior groups.

COACHING STAFF

Excellence in swimming requires excellence in coaching. The coaches' job is to supervise the swim program. The coaching staff is dedicated to providing a program that enables swimmers to learn the value of striving to improve oneself. For this purpose, the coaches are responsible for all matters affecting training and competition, including:

- Placing athletes in practice groups based on the age and ability level of each swimmer
- Stroke instruction and the training regimen based on sound scientific principles and geared to the goals of the group.
- Decisions concerning which meets swimmers attend and which events a swimmer competes in.
- Conducting and supervising the warm-up procedures for the team during meets - after each race, the coaches will offer constructive criticism regarding the swimmer's performance (it is the parents' job to offer love and understanding regardless of their swimmer's performance).
- The building of a relay team during meets.
- Coordination and liaison of swim meet entries and associated data between swim club and Swim BC.

The coaches are constantly updating and improving the program. It is the responsibility of swimmers and parents to make the most out of the excellent opportunity this program provides for success in swimming.

Coaches are always willing to discuss any problems that may arise. Parents should contact them prior to any discussion to set up a time for a meeting. Please do not approach coaches on the pool deck.

SWIM BC SCREENING AND CRIMINAL RECORDS CHECK

1. Definitions

The following terms have these meanings in this Policy:

- a) “*Criminal Record Check (CRC)*” – a search of the RCMP National Repository of Criminal Records to determine whether the individual has a criminal record.
- b) “*Criminal Records Review Program*” - Government of BC program providing organizations and applicants an option to submit CRC’s electronically
- c) “*Criminal Records Review Act*” - the Act
- d) “*Designated Categories*” - roles, areas of employ or volunteerism as defined by Swim BC
- e) “*Individuals*” – includes employees, volunteers, or contractors whose position is one of trust or authority or interaction with minors and vulnerable adults. Personnel may include, but is not limited to Swim BC staff, Board of Directors, Coaches, Team Managers, Chaperones and NCCP Coach Developers.
- f) “*Member Club(s)*” - any organized group of persons associated for the purposes of swimming and registered as a Member of Swim BC.
- g) “*Society*” – Swim BC.
- h) “*Screening Officer*” – a designated individual within Swim BC staffing structure who will be responsible for receiving, reviewing and recording all CRC’s and determining whether any CRC reveals a Relevant Offence.
- i) “*Swim BC designated event*” - All BC Provincial championships or competitions designated as such and where activities occur in a Swim BC sporting environment as defined in the Swim BC Code of Conduct and Ethics Policy.
- j) “*Vulnerable Adult*” - means an individual 19 years or older who receives health services, other than acute care, from a hospital, facility, unit, society, service, holder or registrant as referred to in the Act.
- k) “*work with children*” - means working with children directly or having or potentially having unsupervised access to children
 - i. In the ordinary course of employment,
 - ii. In the practice of an occupation,
 - iii. During the course of an education program, or
 - iv. While providing services as a volunteer;
- l) “*work with vulnerable adults*” - means working with vulnerable adults directly or having or potentially having unsupervised access to vulnerable adults
 - i. In the ordinary course of employment,
 - ii. In the practice of an occupation,
 - iii. During the course of an education program, or
 - iv. While providing services as a volunteer.

2. Purpose

- a) Swim BC is required to adhere to the Province of British Columbia’s Criminal Record Review Act.

- b) Swim BC has an ethical, moral and legal responsibility to provide a safe sport environment for its program participants and staff.
- c) Swim BC understands that screening personnel and volunteers is a vital part of providing a safe sport environment for all Individuals.

3. Application

- a) Swim BC will identify Individuals in Designated Categories who, based on their role, require screening through a CRC.
- b) Designated Categories have been established for application of this policy and are considered to include persons who work closely with children and vulnerable adults, and who occupy positions of trust and authority within Swim BC and our Member Clubs. Swim BC will determine, based on age of participants, setting, nature of the activity and degree of supervision, which designated categories of persons will be subject to screening through a CRC
- c) Individuals in the following Designated Categories are subject to screening in accordance to this policy:
 - i. Paid Swim BC staff positions;
 - ii. Swim BC Board of Directors;
 - iii. Coaches of provincial teams;
 - iv. Volunteers and paid contractors appointed to accompany provincial teams to events or competitions;
 - v. Registered Level 3, 4 and 5 officials not affiliated with a Swim BC Member club;
 - vi. Other positions as may be determined by Swim BC from time-to-time.

4. Screening Procedures

- a) All Individuals in Designated Categories seeking positions with provincial teams will ensure a current CRC is on file with Swim BC prior to being confirmed for the position;
- b) New Board members will submit a CRC within 90 days of being elected or appointed to the Board of Directors.
- c) At its sole discretion, Swim BC may agree to accept a “Shared Result” of a previous CRC performed in BC under the Criminal Records Review Program, if such a check was performed within 18 months. The individual sharing their previous results will have to undergo future CRC’s in compliance with the required maximum 3-year period between checks as stated in this policy.
- d) If an individual already employed with or volunteering for Swim BC did not complete a CRC upon initial application, a CRC will be required upon request.
- e) Failure to participate in the screening process may result in the individual’s ineligibility for the position sought.
- f) Any Individual in Designated Categories referenced in 3(c) applying for positions, other than permanent staff positions and Board of Director positions with Swim BC shall obtain their own CRC.

5. Relevant Offences

- a) Relevant offences are those offences for which pardons have not been granted, as defined in the Criminal Records Review Act of the Province of British Columbia as Relevant and/or Specified Offences or other such Offences as may be determined by the Act. Swim BC additionally considers any criminal offence involving the use of a motor vehicle; any child pornography offence; any violations for trafficking under the Controlled Drug and Substances Act; any crime of violence including assault; any criminal offence involving a minor or minors; any criminal offence involving theft, fraud or embezzlement; or any sexual offence involving a minor or minors, to be a relevant offence.
- b) If a director or employee of Swim BC is charged with or convicted of an offence, that person must report the charge or conviction to Swim BC within 72 hours. Swim BC must request that the charged or convicted person obtain a new CRC and determine if that person is suitable to continue carrying out their duties.
- c) An Individual's conviction of any criminal offenses may result in expulsion from Swim BC and/or termination from any designated positions, program, activity or event upon the sole discretion of Swim BC.

6. Criminal Records Review Timing

Swim BC requires that a CRC be conducted every three (3) years. Notwithstanding this, Swim BC may at any time request that an individual in a Designated Category provide a CRC to Swim BC if Swim BC has grounds to believe that results of the CRC obtained previously are no longer accurate.

7. Records

Written records obtained in the course of implementing this policy will be maintained in a confidential manner conforming to the British Columbia Personal Information Protection Act and will not be disclosed to other except as required by law, or for use in a legal or disciplinary proceeding.

8. Responsibilities of Member Clubs

Swim BC Member Clubs are required to adopt and apply the “**Member Club Screening and CRC Policy Template**” (Appendix “A”) and are responsible for ensuring that all Individuals associated with the Member Club who are in a Designated Category have a valid CRC on file with the Member Club.

COACH COMMUNICATION AND RELATIONS

Swim Team communication gaps can occur when parents feel more comfortable discussing their disagreements over coaching philosophy with other parents rather than taking them directly to the coach. This approach will never solve the problem and may lead to new problems being created. Try to keep foremost in your mind that you and the coach have the best interest of your child at heart. If you trust that the coach's goals match yours, even though his or her approach may be different, you are more likely to enjoy good rapport and a constructive dialogue. Listed below are some guidelines for a parent raising some difficult issues with a coach.

- Schedule a conference with the coach. Do not approach the coach on deck at a swim meet or during scheduled practice. Remember, the coach is responsible for other swimmers as well as your child and cannot possibly give you the attention you deserve or the swimmers the attention they require at the same time.
- Keep in mind that the coach must balance your perspective with what is best for your child and with the needs of the team or training group with which he is training. On occasion an individual child's interest may need to be subordinate to the interests of the group; however, benefits of membership in the group will eventually compensate for any occasional short-term inconvenience.
- If your child swims for an assistant coach, always discuss the matter first with that coach, following the same guidelines listed above. If the assistant coach cannot satisfactorily resolve your concern, then ask that the Head Coach join the dialogue as a third party.
- If another parent uses you as a sounding board for complaints about the coach's performance or policies, encourage the parent to speak directly to the coach.
- If your discussion with the Head Coach or Assistant Coach has not been resolved to either party's satisfaction, it may be necessary to discuss the matter with the Board of Directors. Submit your issue, in writing, to the Board and a meeting may be set up with you, the Coach, and the Board. This should only be used as a last step procedure.

SWIM BC DISPUTE RESOLUTION

Definitions

1. The following terms have these meanings in this Policy:
 - a) “engaged *Parties*” - The Complainant, Respondent, and any other Individuals, persons, or organizations affected by a dispute.
 - b) “*Individuals*” - All categories of membership defined in Swim BC’s Bylaws, as well as all individuals employed by, or in activities with Swim BC including, but not limited to, athletes, coaches, officials, volunteers, managers, administrators, committee members, and directors and officers of Swim BC.
 - c) “*Mediator*” – a neutral person who assists the parties in a dispute in communicating and negotiating a settlement.
 - d) “*Alternate Dispute Resolution*” - processes and techniques that act as a means for disagreeing parties to come to an agreement short of litigation.
 - e) “*Society*” - Swim BC

Purpose

2. Swim BC supports the principles of Alternate Dispute Resolution (ADR) and is committed to the techniques of negotiation and mediation as effective ways to resolve disputes. ADR also avoids the uncertainty of costs, and other negative effects associated with lengthy complaints or appeals, or with litigation.
3. Swim BC encourages all individuals and parties to communicate openly, collaborate, and use problem-solving and negotiation techniques to resolve their differences. Swim BC 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

4. This Policy applies to all Individuals.
5. Opportunities for Alternate Dispute Resolution may be pursued at any point in a dispute within Swim BC when all parties to the dispute agree that such a course of action would be mutually beneficial.
6. At any time, Swim BC may exercise the discretion to escalate a complaint to the Discipline and Complaints Policy.
7. This Policy does not supersede any other Swim BC policy.

Mediation

If all parties to a dispute agree to Alternate Dispute Resolution, a mediator acceptable to all parties shall be appointed to mediate or facilitate the dispute. The mediator shall be sourced from contacts within the sport community and will be familiar with the role. In appropriate circumstances the Executive Director may act as a mediator, subject to acceptance by both parties to the dispute.

REGISTRATION AND MONTHLY FEES

Registration is a two-part process. It involves registering with the Terrace Blueback Swim Club (TBSC) and with Swim BC. Swim BC is part of Swimming/Natation Canada (SNC).

Swim BC Fees (payment made out to “TBSC”)

All swimmers must be registered with Swim BC/Swimming Canada before entering the pool and must pay an annual fee. This is only paid once, at the beginning of the season and provides insurance coverage for swimmers while on deck, in the pool and away at meets.

Non-Competitive	\$ 48.00
8 & Under – Competitive	\$ 101.00
9 & 10 - Competitive	\$121.00
11-14 - Competitive	\$163.00
15+ - Competitive	\$205.00
Masters	\$49.00

These fees are mandatory and are included with your registration.

TBSC Fees

The second part of the registration process is the fees paid to the TBSC. The fees for the swim season, which usually runs from October 1 until June, can be paid in equal monthly installments. The monthly fee for the third (lowest amount) swimmer in the family is half-price.

We will be running a Masters Swimmers program. Masters athletes are not required to participate in our fundraising program.

2022/23 Fee Structure

- Two Mandatory Fundraisers for all athletes. (one in the winter and one in spring – dates tba)

GROUP LEVEL	MONTHLY	YEARLY	POOL HOURS PER WEEK	DRYLAND in house HOURS PER WEEK	TOTAL HOURS
Green	\$65	N/A	1	-	1
Red 1 & 2	\$90	NA	2	-	2
Blue	\$130.00	N/A	3.5		3.5
Bronze	\$180.00	N/A	6.5	1.5	8
Silver	\$210.00	N/A	9.5	1.5	11
Gold	\$240.00	N/A	12.5	1.5	14
SwimFit/Masters	\$50.00	N/A	2	-	2

Registration is done via Pool Queue; credit card, and etransfer are the payment options. Etransfers are to be sent to tbscbookkeeper@hotmail.ca.

Fees are used to pay coaching costs and pool rentals. Swimmers wishing to withdraw from the program should give 30 days written notice.

Every family will be provided statements of their accounts. Should questions arise, please contact the Treasurer.

Financial support is available for qualifying families.

Jump Start: www.canadiantire.ca/jumpstart/funding.html

Stars for Success: 250-638-1863 Brenda Sissons

Kid Sport Terrace: www.kidsport.ca

250-635-7819

MANDATORY FUNDRAISING PROGRAM

Each swimmer has a \$450 fundraising commitment throughout the year.

There will be TWO large fundraisers to help swimmers raise monies for the swim club. There will be several little fundraisers planned as well. You are encouraged to participate in as many fundraisers as possible to reduce your financial obligations to the club

2 of the fundraisers include:

1. Ticket raffle where each swimmer will be required to purchase TWO books of 20 tickets (at a value of \$200).
2. Swim-A-Thon

All categories of swimmers will be required to collect \$100 in pledges whether they are participating or not.

A \$150 fundraising fee will be applied to each swimmer at the time of registration. These fees will be reimbursed in the form of swim credit, to those who participate financially at the time of the fundraiser.

Fundraisers are essential to the success of the club. The swim fees mainly cover the cost of coaching, accounting, and pool rental, but to run the club at a high level, there are many other expenditures that are needed. We have used fundraising monies in the past to purchase equipment for swim meets, pay for workshops with elite athletes, advertising, and our new score board to name a few. Not only is it important to strengthen the club and make sure we are using the most up-to-date training programs, fundraising is an excellent way for the swimmers to engage with the community and build membership.

SWIM MEETS

Throughout the season, many of our swimmers participate in a number of swim meets. There are different categories of swim meets as outlined in the Swim Meet Schedule.

There will be In-House Time Trials during the season as well as a number of regional and provincial meets. We host at least one All Level Regional meet in Terrace each year.

Whether the swim meet is an In-House Time Trial or a Regional meet, we need **full parent participation** to make these meets successful for all the swimmers. Parents of older swimmers help at meets for younger swimmers. Parents of younger swimmers help at meets for older swimmers. In order for swim meets to run, and run smoothly, it is **mandatory** that parents commit to volunteering in at least one local Regional swim meet throughout the season, that is; even if their swimmers are not planning to participate.

Organizing a Swim Meet

Often, to the new parent and swimmer, swim meets look very confusing. In fact, it is just the opposite. Swim meets are highly organized competitions. At any one time it takes nothing less than **35 volunteers** to run a swim meet. The good news is that there is training available to help simplify the process for all! Training is available for the following Official positions:

- **Timers** – Timing is a good place to start. Working under the Head Timer, timers operate timing devices (watches or automatic timing systems) and record the official time for the swimmer in his/her lane. We need two timers per lane and there are six lanes – 12 timers in all.
- **Turn Judges** – observe from each end of the pool and ensure that the turns and finishes comply with the rules applicable to each stroke. We need three turn judges.
- **Stroke Judges** – observe from both sides of the pool, walking abreast of the swimmers, to ensure that the rules relating to each stroke are being followed. The position of Stroke Judge and Turn Judge may be combined into one position called Stroke and Turn Judge. We need two stroke judges.
- **Relay Takeoff Judge** – stand beside the starting blocks to observe the relay exchange, ensuring that the feet of the departing swimmer have not lost contact with the block before the incoming swimmer touches the end of the pool. Timers often accomplish this task.
- **Marshall** – arranges the swimmers in their proper heats and lanes which is especially important for the younger swimmers.
- **Starter** – with the “all ready” signal from the referee, the starter then takes over to begin the race with “take your marks”.....etc...

Referee – has overall authority and control of the competition, ensuring that all the rules are followed. Assigns and instructs all officials, and decides all questions relating to the conduct of the meet. Violations of the rules are reported to the Referee and the rules require that every reasonable effort be made to notify the swimmer and his/her coach of the reason for the disqualification.

- Officials are present at all competitions to implement the technical rules of swimming and

to ensure that the competitions are fair and equitable. Officials receive training appropriate to their roles. All parents are expected to get involved with some form of officiating.

Guidelines for Officials

1. Be prompt. Check in 10-15 minutes prior to your shift. Identify yourself to the official in charge, usually the **Meet Manager**.
2. Dress in lightweight clothing. It is recommended that officials dress in **red** and timers dress in **white** to present a uniform image that allows them to be easily identified by other Officials, the Meet Manager and swimmers. Shorts are acceptable. For footwear runners or deck shoes are best. Remember, pools are often hot and humid, and the floors are wet and slippery.
3. Always be consistent and fair as well as knowledgeable with current rules.
4. Remember that officials represent not only the Bluebacks but also the sport of swimming. If a disagreement on pool deck arises, leave controversial decisions in the hands of the Referee and Meet Manager. Discuss the decision during an official break in the officials' room.

Because of the number of people required to run an efficient swim meet, the TBSC cooperates with the rest of the region in assisting other clubs in the running their meets. In turn it is expected that they help us with ours. Please offer to volunteer at meets whenever possible. The experience is invaluable and can also be a stepping stone in achieving your officiating badges.

Swim Meet Policies

- All swimmers are to be ready to warm-up when warm-ups begin.
- The coaching staff will make all final decisions as to entries and scratches.
- All swimmers are encouraged to sit together as a team.
- Swimmers should see their coach immediately before and after each event they swim.
- Team caps are the **only** caps permitted to be worn at swim meets. Team

swimsuits are required at all swim meets.

- Team t-shirts and warm-ups are encouraged for the purpose of team spirit and togetherness.
- At designated prelim-finals meets, all team members in attendance should plan to return and support their teammates at finals regardless of whether they are swimming in finals.

CLOTHING

All swimmers are encouraged to wear a TBSC swim suit at swim meets. These suits are available from the clothing coordinator. Orders for more sizing will be organized for the Fall 2019 season. Alternate suit options are available on line at Team Aquatic Supplies, www.team-aquatic.com.

BILLETING

Swimming as a sport has similar financial responsibilities as other sports: equipment, coaching, facility costs and travel. Swimming is fortunate in that swimming families open their homes to visiting swimmers by billeting them during the meets. This practice saves swimming parents many thousands of dollars over the season. Please be generous about accepting billets, your child may need one next meet.

TBSC Billeting Policies

1. It is the responsibility of all Blueback Families to host a pair of billets at home competitions. This may occur 1-2 times per swim season.
2. Blueback swimmers who wish to billet must be 8 years of age and older.
3. No swimmer will be billeted alone; they will always be paired with another swimmer from their own club.
4. A parent should always be present in the house when swimmers are there. If it is absolutely necessary to have someone else care for the swimmers, it must be a responsible adult.

Tips and what to expect when billeting swimmers

1. You will be contacted a few days before the swim meet by the billet chairperson.
2. Billets are then matched by age groups, allergies and how many nights are needed.
3. Pick up of billets is usually at the end of the first day of competition.
4. The billet chairperson will be there to assist you with locating your billets and any final instructions.
5. Give a tour of your home. Tell them where they will be sleeping for the night. Show them where the bathroom is. Set out any house rules you may have.
6. You will be expected to provide supper and breakfast for each day of your billet's stay.
7. Sometimes it is better to avoid having billets stay in the same room as your swimmer. They may get caught up in talking the night away.
8. Be aware of any allergies or medical conditions.
9. Have your swimmer include your billets in their activities and interests.
10. Provide a safe, comfortable atmosphere while hosting your billets. Treat and host your billets the way you expect to have your child treated when they are billeted.
11. If you are having trouble with your billets, phone the billet chairperson so he/she may contact their chaperone and deal with the situation.

SWIM BC TRAVEL POLICY

“Organization” refers to: Terrace Bluebacks

Purpose

1. The purpose of this Policy is to inform athletes, parents, and coaches travelling to events outside of the Province of British Columbia of their responsibilities and the expectations of the Organization.

Application of this Policy

2. Specific individuals have responsibilities when teams travel outside of the province. These individuals include:
 - a) Parents traveling with the athlete
 - b) Parents not traveling with the athlete
 - c) Chaperones
 - d) Coaches
 - e) Team Managers
 - f) Athletes

Travel Consent Form

3. Minor athletes traveling with individuals other than their parent/guardian must keep with them a Travel Consent Form (signed by their parent/guardian). A Travel Consent Form is attached provided at the end of this Policy.

Responsibilities

4. Parents traveling with a minor athlete are responsible for their child during the entirety of the event and have the following additional responsibilities:
 - a) Pay all event fees prior to the start of travel
 - b) Register for event accommodations in a timely manner. Accommodations outside of those arranged by the manager (such as staying with family, or at a different hotel) must be approved by the coach in advance of arrangements being made
 - c) Punctual drop off and pick up of their children at times and places indicated by coaches
 - d) Adhere to coach or manager requests for parent meetings, team meetings, or team functions and be punctual to such events
 - e) Adhere to coach requests for athlete curfew times
 - f) Adhere to coach requests for limiting outside activities (go-karting, shopping, etc.)
 - g) Report any athlete illness or injury
 - h) Report any incident likely to bring discredit to the Organization
 - i) Adhere to the Organization’s policies and procedures, particularly the *Code of Conduct and Ethics*
 - j) If travelling outside of Canada, ensure that all passports are valid and not expired
5. Parents not traveling with the athlete have the following responsibilities:
 - a) Assign to their child a chaperone from among the other parents in attendance. The chaperone may not be a team coach, assistant coach, or manager
 - b) Provide the chaperone with a Travel Consent Form
 - c) Provide the chaperone with emergency contact information
 - d) Provide the chaperone with any necessary medical information
 - e) Pay all event fees prior to the start of travel
 - f) Provide the child with enough funds to pay for food and incidentals
 - g) If travelling outside of Canada, ensure that all passports are valid and not expired

6. Chaperones have the following responsibilities:
 - a) Obtain and carry any Travel Consent Forms, emergency contact information, and medical information
 - b) Punctual drop off and pick up of their children at times and places indicated by coaches
 - c) Adhere to coach or manager requests for parent meetings, team meetings, or team functions and be punctual to such events
 - d) Adhere to coach requests for athlete curfew times
 - e) Adhere to coach requests for limiting outside activities (swimming, shopping, etc.)
 - f) Report any athlete illness or injury
 - g) Report any incident likely to bring discredit to the Organization
 - h) Inspect hotel rooms rented for damage before check in and after check out. Report any damage to the coach
 - i) Approve visitors to the athlete accommodations, at their discretion
 - j) Adhere to the Organization's policies and procedures, particularly the *Code of Conduct and Ethics*

 7. Coaches have the following responsibilities:
 - a) Arrange all team meetings and training sessions
 - b) Determine curfew times
 - c) Work in close co-operation with the chaperones on all non-sport matters
 - d) Report to the Organization incident likely to bring discredit to the Organization
 - e) Together with the chaperones, decide temporary disciplinary action to be taken at the scene of an incident, and report such incident and action to the parents of the athletes involved as well as to the Organization for further disciplinary action, if applicable, under the Organization's *Discipline and Complaints Policy*
 - f) Adhere to the Organization's policies and procedures, particularly the *Code of Conduct and Ethics*

 8. Team/Event Managers have the following responsibilities:
 - a) Ensure an appropriate chaperone-to-athlete ratio that does not exceed five athletes per chaperone
 - b) Organize accommodations and inform parents and chaperones how to register and pay for accommodations
 - c) Room female and male athletes separately. Coaches and chaperones must be roomed separately from athletes, unless the athlete is the child of the coach or chaperone
 - d) Coordinate and collect all travel expenses from parents

 9. Athletes have the following responsibilities:
 - a) Arrive at each event ready to participate
 - b) Make any visitor requests to chaperones before the visit is expected
 - c) Represent the Organization to the best of their abilities at all times
 - d) Communicate any problems or concerns to the coaches and chaperone just as they would their own parents
 - e) Check in with the chaperone when leaving their rooms
 - f) Not leave the hotel alone or without permission of the coach/chaperone and check-in when returning
 - g) Adhere to the Organization's policies and procedures, particularly the *Code of Conduct and Ethic*
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Code of Conduct for Swimmers

Sportsmanship and mature conduct are qualities that will be expected of all team members in and out of the pool. Discourteous behavior, foul language, use or possession of illegal drugs, alcohol, marijuana, tobacco products, vaping, destruction of property, or any other conduct which could be interpreted as injurious or inappropriate to the group or individual will not be tolerated. Violations may result in suspension from one or more practices or meets or permanent dismissal from the team.

Dismissal will require a vote by the Board of Directors. Appeals to decisions may be submitted in writing from the swimmer or the family and should be forwarded to the President who shall call a meeting of the Swim Club Executive to review the matter.

Any swimmer training with or competing for the Terrace Blueback Swim Club shall agree that:

1. There will be no possession or use of any drug, alcohol or tobacco in any form.
2. As a member, you are responsible for representing the Terrace Bluebacks Swim Club both at and away from the pool. Code of conduct will be adhered to at all times.
3. Swimmers will conduct themselves in a sportsmanlike manner at all times.
4. Any willful damage occurring in a hotel, pool or other facility used by a Blueback swimmer is the responsibility of the swimmer and/or his or her family.
5. When hotel rooms are visited by people other than the occupants of that room, the door will be left ajar.
6. Swimmers follow the rules set down by the coach and the chaperone.
7. All members (swimmers, parents/guardians, club representative) treat coaches, chaperones and team-mates in a respectful manner as a member and representative of the club while taking part in all club activities.

Sick Child Attending Meets

Any child attending events out of town with the club will not be allowed to go if they show ANY of the following symptoms within 48 hours prior to departure: fever, nausea, vomiting, diarrhea and the following symptoms within 24 hours: severe cough and/or other severe cold symptoms. Children who display these symptoms may be sent home at the parent's expense.

During regular practices, it is also requested that sick children stay at home. The pool is an excellent environment for the spread of germs. While colds and flu are an inevitable part of life, it is requested that special care is taken to avoid their spread to other team members.

If you have any questions or concerns please contact any member of the executive. Thank you.