

WHEN DO I NEED TO OFFICIATE?

HOW DO I SIGN UP FOR A SWIM MEET?

CALGARY SWIMMING

speedo

NEW PARENT HANDBOOK

WHAT GEAR DOES MY SWIMMER NEED?

WHAT'S A BINGO?
WHERE DO I SIGN UP?



CALGARY SWIMMING

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Welcome to UCSC!

New parent information nights are held at the beginning of the season, at least twice. Please attend these meetings. We will go over all the information in this document and more and you will have the opportunity to ask questions. This document is not meant to replace parent meetings, but rather here so that you may refer to it throughout the year.

There is so much more in depth information on the website that hasn't been included here, otherwise this document would be overwhelmingly long! Please familiarize yourself with the **members only** section of the website by **logging into the website**. To start, check out [Info You Should Know](#).

If you have any questions, please don't hesitate to call the office or email manager@calgaryswimming.ca



As a non-profit organization, the UCSC relies heavily on fundraising revenues. One of UCSC's proven and successful fundraisers is bingos.

How does our club make money from bingos? UCSC sends parent volunteers to work at bingo events. The bingo halls will then pay a share of pooling profits to all clubs. Typically, UCSC earns around \$200,000 in one season! This fundraising revenue helps keep registration fees low for all swim families.

UCSC provides a parent volunteer to manage and schedule the bingos for the whole club. This is the bingo coordinator and their email is bingos@calgaryswimming.com. Please note the bingo season is July 1 to June 30 of each year.

Upon registration, all members of UCSC are assigned a certain number of bingo shifts for the swim season. The number of shifts each family is given is determined by the number of swimmers you have enrolled in the club and what squad each swimmer is in.

The Bingo Coordinator is responsible for:

1. Booking families into bingos
2. Confirming the booking via email to the family
3. Informing the swim office of any no-shows to the bingo event
4. Filling any no-shows at a bingo event.
5. Updating the Bingo Roster on the 15th and 30th/31st of each month with each family's bingos worked to date.

Bingo shifts can sometimes be reduced (credits) if a family volunteers in an additional capacity such as assisting with the audit process, coordinating officials for a swim meet, or by bringing in grant monies, etc. The UCSC Board of Directors approves any credits and the Swim Office staff informs the Bingo Coordinator of any subtractions to your original total.

Bingo FAQ can be found in the members only section of the website or [here!](#)



Swim Meets Hosted by UCSC

Swim competitions are run by the parents and therefore all UCSC families are required to officiate at swim meets hosted by UCSC. **Please note: meets may change, UCSC will let the membership know as soon as possible if there are any changes.** UCSC maintains a system of “points” to ensure that officiating is shared equitably and encourage parents to become qualified in advanced positions.

Accountability

We maintain a system of “points” to ensure that officiating is shared equitably and to encourage parents to become qualified in advanced positions.

1. Points owing are calculated twice per year March 31 and July 31 for all UCSC Families

- the fine for failure to complete the officiating commitment is \$1.00 per deficit point and this will be charged to your family swim account on both April 1 and August 1
- points are reset to 0 on April 1 and August 1
- points must be worked at the assigned meet, banked points will be capped at 300 (exception: chaperone points)
- all families must sign up to officiate at the mandatory meets (surplus points MAY NOT be used at these meets)
- workback point opportunities may be available throughout the season, but can only be earned in designated workback point positions
- Required meets will be posted to the officiating commitment section of the website every year

Please read through the officiating policy for more information

Advanced Levels of Officials' Certification

- Parents in our Development Program (CH, SD) are required to have their Level 1 Certification.
- Parents for swimmers TREN and up are required to have Level 2 Certification.
- We recommend parents in our 12 + groups take further level 2 courses in addition to stroke and turn so that they are able to work more positions on deck
- For parents interested in Level 3, please contact our office

Much more information can be found in the members only section of the website or [here!](#)



Swim Alberta / Swimming Canada

Level I

- Timer and Warmup Marshal

Level II

- Stroke & Turn, Chief Timer, Electronics/Chief Finish Judge, Recorder-Scorer, Clerk of Course, Starter, Meet Manager

Level III+

- Referee...

Non-qualified jobs

Door monitor, washroom monitor, runner, awards marshal

Hospitality

To inquire about the certification process email
hospitality@calgaryswimming.com

Clinics to receive certifications can be found at the following link:
<https://www.swimming.ca/en/resources/officiating/certification/>

Online: Emodules and Slide Presentations

<https://swimalberta.ca/officials/clinics/?>

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Online slide presentation (send in certificate of completion – Members:
Officiating Info)

Sign up only for jobs you can work – qualified and experienced (Level II positions require experience)

Do NOT sign up for excess positions (i.e., more positions than are needed for you to meet the points requirement)

Look for shadowing opportunities to upgrade your skills

Much more information can be found in the members only section of the website or here!

**TEAM GEAR POLICY
WHAT TO WEAR AND
WHERE?**



At swim meets, all UCSC swimmers are required to wear UCSC team gear: bathing suit, swimming cap, and t-shirt.

It is very important to be dressed appropriately on deck at swim meets. First of all, we want to look like a team. Secondly, it is important to stay warm at swim meets. Remember that warm muscles are fast muscles. Along with their team gear, swimmers should have : deck shoes or sandals and socks, one or two towels, an extra cap and an extra pair of goggles. Everything should be marked with the swimmer's name. If it's not, it is guaranteed to grow legs and walk away.

Bathing Suits

To race, all swimmers must wear Speedo swim suits.

- Training Suits
 - Swimmers may wear any appropriate swim suit to train
- UCSC Branded Speedo Lycra
 - The UCSC lycra racing suit is available from the office
- Speedo Fastskin Racing Suits
 - Racing suits are recommended only for swimmers at the senior national level.

Caps

To race, all swimmers must wear a UCSC swimming cap. If a swimmer forgets her/his cap, one will be given by the coach or chaperone and the family account will be billed.

T-Shirts

All swimmers must wear UCSC t-shirts on deck at swim meets

Other Gear

Occasionally, other team gear will be available to purchase through the website or office.

Other Equipment

Fins, pull buoys, mesh bags, and training suits are available through Team Aquatic supplies.

Team Aquatic Supplies is the official supplier for UCSC. Discount Cards are available in the members section of the website.

Speedo is the official clothing supplier for the University of Calgary Swim Club. All UCSC swimmers must be in Speedo swim suits at all meets unless they have other sponsorship responsibilities.

Team Gear can be ordered through the members only section of the website or [here!](#)



The University of Calgary Swim Club is a competitive swim club. Racing is at our core.

To sign up for a swim meet, please visit the members only section of the website. There you will be able to **declare** your swimmer as attending if they wish to race.



We have a duty to provide a safe environment for training and competition for all members of the UCSC organization. The UCSC is very proud to be the first sports organization in Canada to make it mandatory for all athletes, staff, coaches and parents (members), and officials to receive sport specific bullying prevention education. This was established in the spring of 2017 through a partnership formed between the founder of the school-based DARE TO CARE program and the UCSC board of directors. Through this partnership, DARE TO CARE IN SPORT was created, pilot tested during the 2017/18 swim season and resulted in 98% of our membership attending. The training components included the following areas;

- a definition of bullying, which then allows concrete identification of bullying behaviors specific tools and strategies to assist swimmers, staff, coaches and members to prevent and stop bullying
- a shared vocabulary and understanding of bullying to assist in communication and process issues if conflict arises or a complaint is made
- an introduction and explanation of the Club's new policy on Harassment and Bullying

In the present swim season, and going forward, we will continue to make it **mandatory** for all new members joining UCSC to receive the DARE TO CARE IN SPORT (DTCS). For all returning members; including swimmers, parents, staff, coaches, and officials who have completed the DARE TO CARE IN SPORT in the past, a presentation in person will also be required.

SafeSport

UCSC is dedicated to creating a safesport environment for all athletes. Athlete safety is our number one priority. Swim Alberta and UCSC believe that everyone in the sport of swimming, regardless of their level or position, has a right to enjoy the sport and participate in a safe and inclusive training and competitive environment that is free of abuse, harassment or discrimination.

If you are in need of guidance on a safe sport matter, please contact the Safe Sport Lead at **safesport@calgaryswimming.com**. If you wish to remain anonymous please contact the SDRCC (Sport Dispute Resolution Centre of Canada) at www.crdsc-sdrcc.ca/eng/home or 1-866-733-7767.

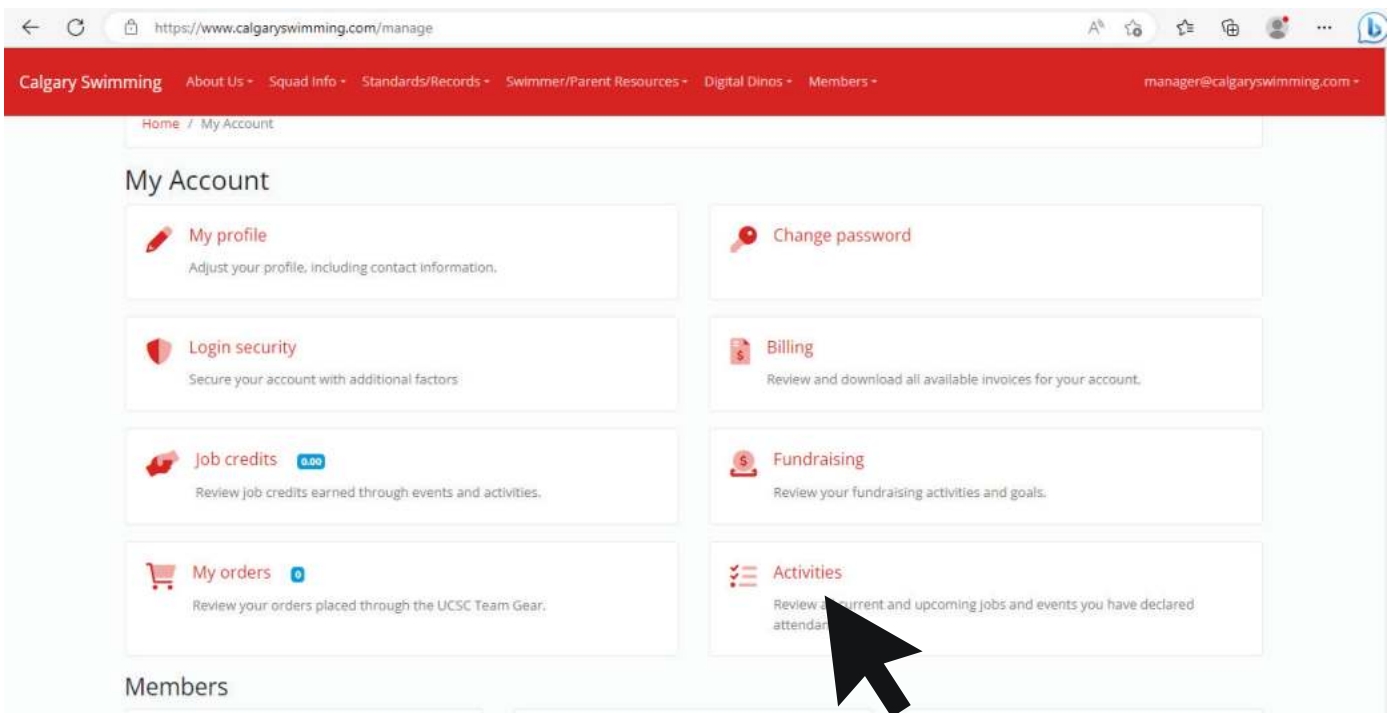


All sign ups happen through the members-only section of the website. Click on the top and rightmost button labeled **Sign In** and input your username and password.



Once you are in, click on your email, again on the top and rightmost corner and select **My Account** from the drop down menu.

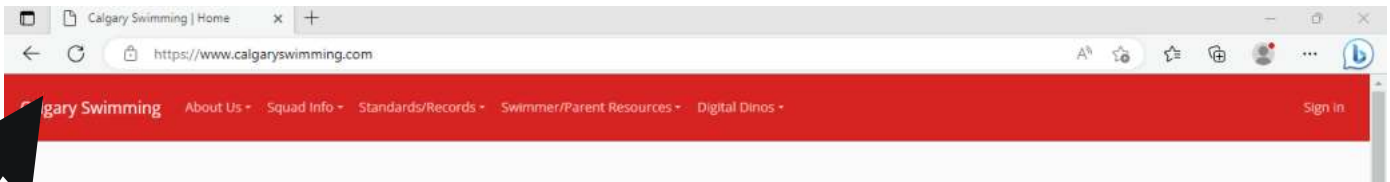
From here, click on **Activities** in the lower right. Here, you may declare the attendance of your child for swim meets.



SIGNING UP FOR BINGOS AND OFFICIATING



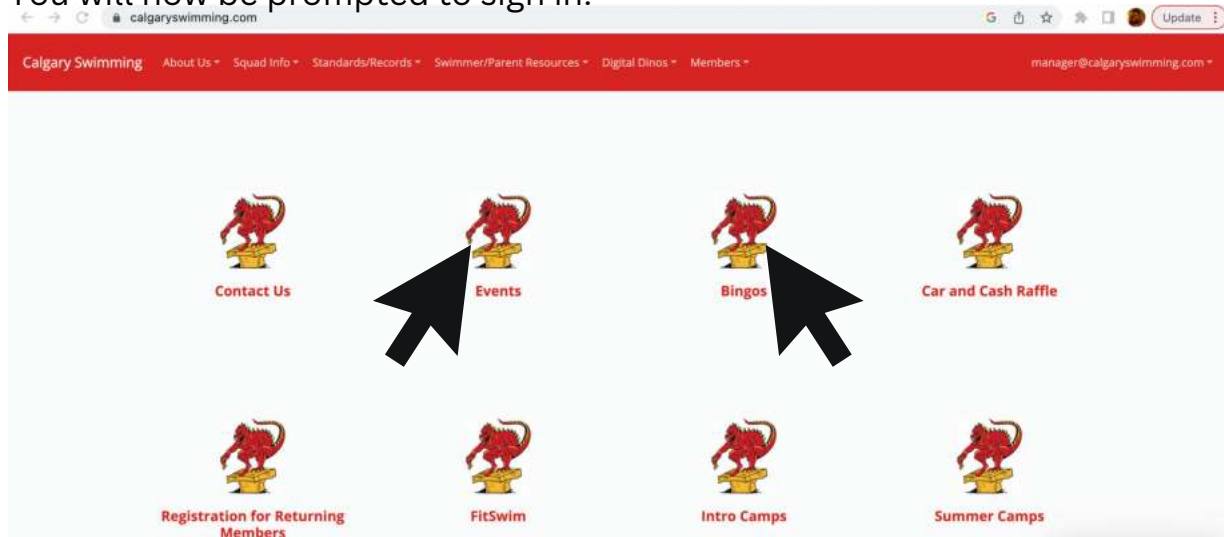
Go to the home page by clicking on the leftmost text **Calgary Swimming**.



From here, click on **Events** or **Bingos**.

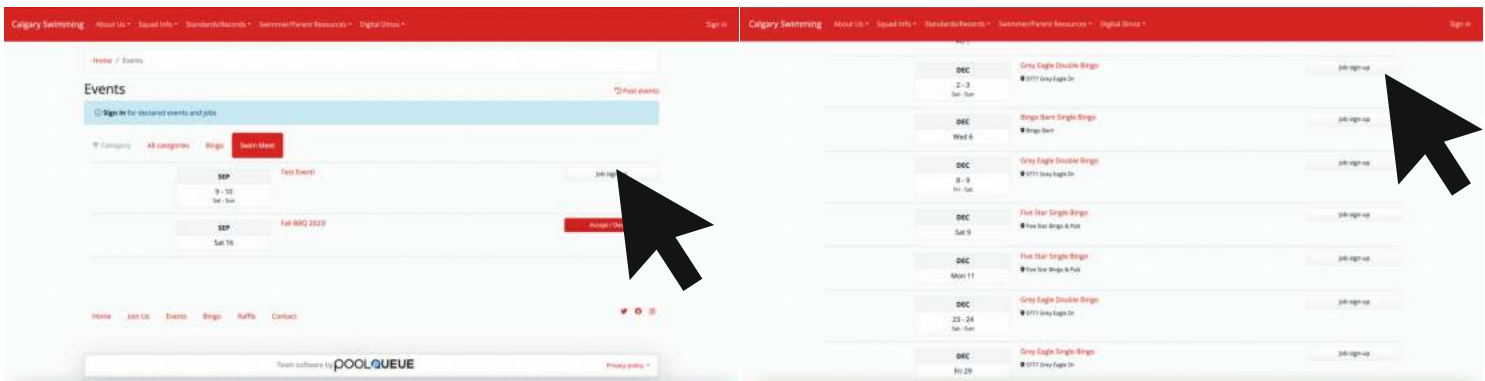
Here, you may declare attendance for officiating or bingos.

You will now be prompted to sign in.



You are signed in!

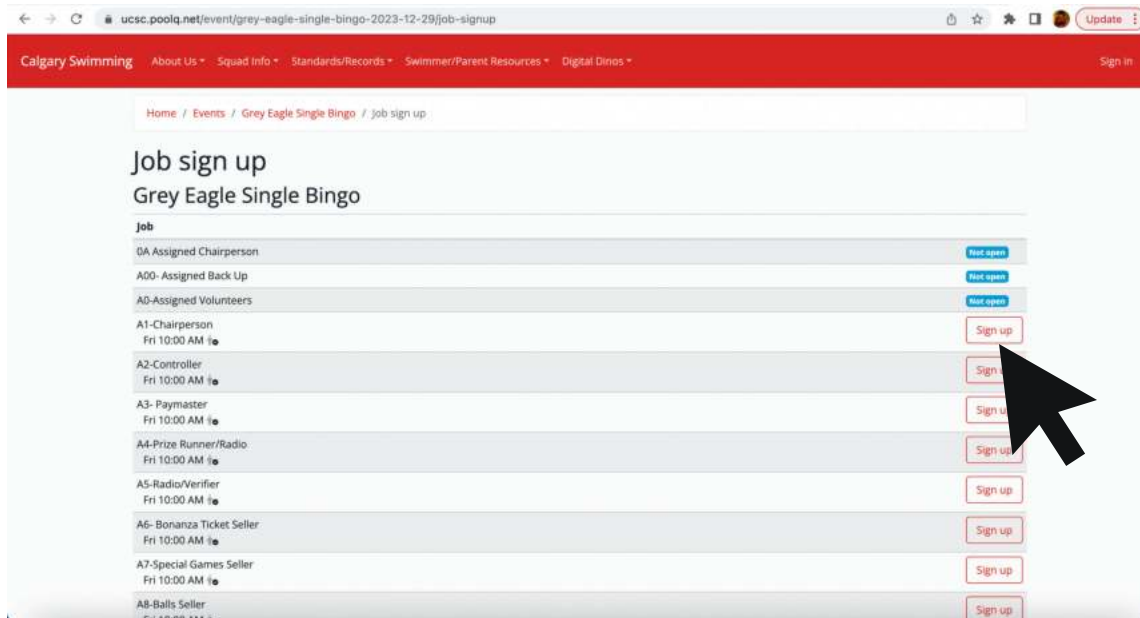
Click **Job Sign-up** to sign up for officiating or working a bingo on that date.



SIGNING UP
FOR BINGOS AND
OFFICIATING
CONTINUED

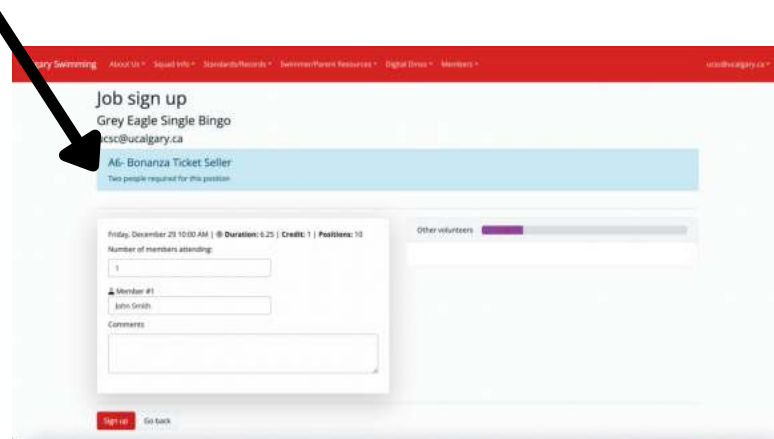
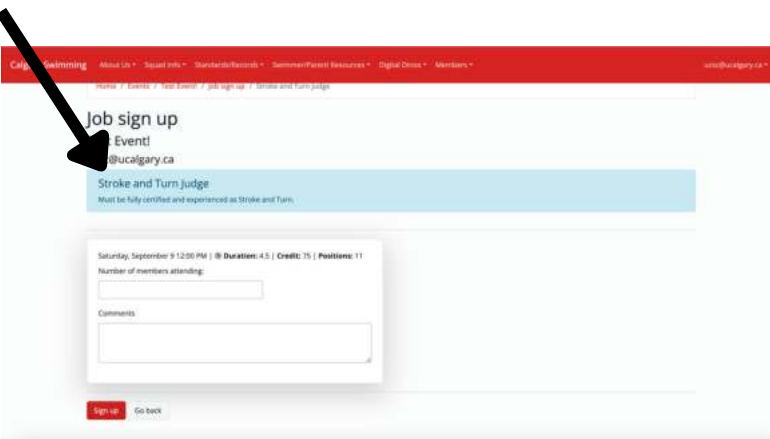


You should now be on the sign up page for the date you have chosen.
Select the job you would like to work.



Fill in the name of the person working and any comments you have.

Please note the text highlighted in blue. It will tell you if you need a certification to fill this position or other important information!



Remember to hit **Sign up** when you are done.

Thank you for signing up for a bingo or to officiate.
We couldn't do this without you!



If you have a complaint, please follow the following reporting hierarchy. If this does not work for you, please report your complaint to the person who you feel comfortable doing so.