

# PRINCE ALBERT SHARKS SWIM CLUB

## INFORMATION HANDBOOK

**This handbook is provided so that you can become more familiar with Swim Club structure, Club policies, procedures and other important information relating to being involved in a competitive swim club.**

**Please keep this booklet handy during the year for information you may require.**

**Please check out our website: [www.pasharks.com](http://www.pasharks.com)**

**Note: The PASS BI-ANNUAL GENERAL MEETING and Election of Officers will be held October 7, 2009 at 7:00 p.m. At St. Mary High School. All families with swimmers of all levels should have at least one representative in attendance.**

## **Welcome to the Prince Albert Sharks Swim Club**

By joining the Sharks' Swim Club, you have become involved in one of the most highly participated sports in the world. People of all ages swim every day whether it is for recreation, general fitness or as a competitive swimmer. In fact, did you know that swimming has become the highest profile and most watched Olympic event all the world over?

Swimming is a great sport to be involved in as everyone is given the same opportunity to participate regardless of age, race or gender. You are able to compete and achieve any level of success you choose. The endurance training you go through will help develop you as a complete athlete, helping you to achieve success in this or any other sport you may choose to be involved in.

Our regular swim training involves more than swimming and has many benefits. While involved in our club, you and your child will be exposed to and learn about goal setting, self-discipline, good nutrition and good work/rest habits. These skills assist us daily not only in sports, but also in life as we learn how to lead a healthy and positive lifestyle.

### **Prince Albert Sharks Swim Club Philosophy**

**The Prince Albert Sharks' Swim Club philosophy is that swimming provides an opportunity for group participation, friendship as well as positive physical and emotional development. The club believes that competitive swimming is a 'sport for all' with no restrictions as to age, gender or race for participation.**

#### **Club Goals**

1. To make swimming fun for everyone.
2. Involvement of the entire family.
3. To provide professional coaching and quality programming.
4. To promote the development of each swimmer to his/her own desired potential whether it is local, provincial or national level.
5. To provide encouragement to all swimmers to participate in the club's social activities, camps and competitions.
6. To maintain a high Club standard of ethical and moral behavior from all those involved with in the club.

### **Message from the Sharks' Executive**

A very sincere welcome goes out to all families registering their children with our club. We are at the start of a new season, and we would like to welcome back all returning families as well as extend a welcome to all new families and swimmers who are joining us this year. The executive looks forward to working with our coaches to help provide the environment best suited to foster and encourage the development of every individual swimmer to reach their full individual potential.

The Prince Albert Sharks Swim Club is fortunate to have a first-rate coaching staff, which we know can provide the necessary skills each swimmer needs to develop. Their track record is more than commendable and we know that you will not be disappointed! However, if you have any questions or concerns, please feel free to call us immediately and we would be happy to discuss them with you. Just a quick reminder to all members, that our executive does meet on a monthly basis. (Call an executive member for details or see our web page). These are open meetings, so please feel free to attend at anytime. Remember, your help, your ideas and your support are very important to us. In fact, they are the backbone of this club. This executive recognizes that we need everyone to work together in order that our club can maintain the strength and numbers that we need to keep it alive. Let's have a great year of swimming and please help the Sharks' Swim Club by supporting us in all our endeavors. We look forward to seeing you at the pool! Don't forget to come and say hi – you're important to us!

## **Prince Albert Sharks Swim Club** **Group Structures**

### **SWIM QUEST**

A non-competitive learn to swim program . This would be the first level entry for swimmers with some basic swimming skills and can swim one width of the pool unassisted, without using a kickboard or other flotation device. Participants in this group should be 6 years of age or older. The Swim Quest program swims once or twice per week depending on the level of the swimmer. The focus of these groups is to have fun while learning new swimming skills through drills, games and group activities. Swimmers are monitored regularly and are assessed on an individual basis. When the coach feels the swimmer is ready, they move from this group into the first entry level of the competitive swim program.

### **GREEN**

This group is intended for swimmers competing in regionally sanctioned competitions for novice to intermediate level swimmers. Swimmers in this group will generally range from ages 7 to 10. In the pool, the emphasis will be on technical acquisition and development for all four strokes and other race components (underwater kick, starts, turns and finishes). Swimmers in this group will engage in a series of skills and drills that will promote proper alignment and balance in the water. This group will also be introduced to the fundamentals of training at an introductory level. Outside the pool, the emphasis will be on dryland (balance and coordination), flexibility and education. Education will consist of nutritional planning, life skills, proper health and swimming knowledge. Both in and out of the pool, swimmers will acquire mental skills necessary for training and competition. This group will train up to 5 times a week in the pool and 3 times a week out of the pool (dryland). Swimmers in this group are expected to provide a moderate level of commitment. Entry to this group is at the discretion of the Head Assistant Coach and Head Coach

### **BLUE**

This group is intended for swimmers improving towards qualifying for Provincial level competition. Swimmers in this group will generally range from ages 9 to 12. In the pool, the emphasis will be on technical acquisition, development and refinement for all four strokes and other race components (underwater kick, starts, turns and finishes). Swimmers at this age are

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entering a critical period of aerobic development (slow to intermediate energy delivery). Therefore, stronger emphasis will be placed on this component of training. Outside the pool, the emphasis will be on dryland strength (no weight training) and conditioning, flexibility and education. Education will consist of nutritional planning, life skills, proper health and swimming knowledge. Both in and out of the pool, swimmers will develop and begin to master mental skills necessary for training and competition. This group will train up to 6 times a week in the pool and 3 times a week out of the pool. Swimmers in this group are expected to provide a moderate to high level of commitment. Entry to this group is at the discretion of the Head Assistant Coach and Head Coach.

### **JUNIOR**

This group is intended for swimmers improving towards competing at the top level of swimming in Saskatchewan and Canada for their respective ages. Swimmers in this group will generally range from ages 11 and up. In the pool, the emphasis will be on technical development and refinement for all four strokes and other race components (underwater kick, starts, turns and finishes) and slow to fast energy delivery through a systematic training plan. Outside the pool, the emphasis will be on dryland strength and conditioning, flexibility and education. Education will consist of nutritional planning, life skills, proper health and swimming knowledge. Both in and out of the pool, swimmers will develop and master mental skills necessary for training and competition. This group will train a combination of mornings and evenings up to 7-8 times a week in the pool and 4 times a week out of the pool. Swimmers in this group are expected to provide a high level of commitment. Entry to this group is at the discretion of the Head Coach.

### **SENIOR/NAT**

This group is intended for swimmers improving towards competing at the top level of swimming in Canada and abroad. Swimmers in this group will generally range from ages 13 and up. In the pool, the emphasis will be on technical refinement for all four strokes and other race components (underwater kick, starts, turns and finishes) and slow to fast energy delivery through a systematic training plan. Outside the pool, the emphasis will be on dryland strength and conditioning, flexibility and education. Education will consist of nutritional planning, life skills, proper health and swimming knowledge. Both in and out of the pool, swimmers will develop and master mental skills necessary for training and competition. This group will train a combination of mornings and evenings up to 9-10 times a week in the pool and 4-5 times a week out. Swimmers in this group are expected to provide a full commitment. Entry to this group is at the discretion of the Head Coach.

## **FEES**

The Prince Albert Sharks Swim Club is a not-for-profit organization run by parent volunteers and staffed with paid coaches. Pool access fees and coaching salaries comprise the majority of the annual budget.

### **ALLOCATION OF FEES**

**All fees paid to the Sharks' Swim Club are used with extreme care and consideration.**

#### **SWIM QUEST**

Your fees cover coaching costs, pool rental and general maintenance.

#### **BLUE, GREEN, JUNIOR AND SENIOR NATS:**

Your fees cover coaching costs, pool rental, Swim Sask fees and general maintenance costs. A portion of your fees may help provide funding for incentive programs developed by the coaches, (if donations do not cover) providing there is money available. The executive will not OK such programs if the money is not available. All competitive swimmers must pay their own meet fees, travel costs, hotel costs, food costs as well as individual equipment costs (i.e.: flippers, pull boys, etc.)

All coaching staff in our Swim Club are paid employees. Obviously, pool rental and the Head Coach position comprise the majority of our expenditures. Please note that although your child's group may not be being directly coached by our Head Coach, it is important that we all recognize that every swimmer in the club receives the benefit of our Head Coach's knowledge and leadership. Coach Gord oversees the planning and training of every level of swimming in this club. He has trained and continues to mentor each of his assistant coaches throughout the year. Our coaches work as part of a team and are trained specifically for the area in which they are coaching. All coaching costs are covered in your fees. Should you have any concerns regarding your child's coaching, we encourage you to approach the coaching staff first. For your swimmer's benefit as well as everyone involved, we do suggest that this be handled properly and in private and refer you to the Parent's Code of Conduct found in this handbook.

Every year this club has found it necessary to solicit support from the community in the form of grants, business sponsorships and at times, fundraising. For this reason, all club members are reminded to be ambassadors for their club, their city and their province everyday, but especially while training and competing. Families are asked to please support our sponsors in their everyday shopping here in Prince Albert.

## GOAL CHART : HOW HIGH DO YOU WANT TO GO ?

**Step 1: Dream Big**

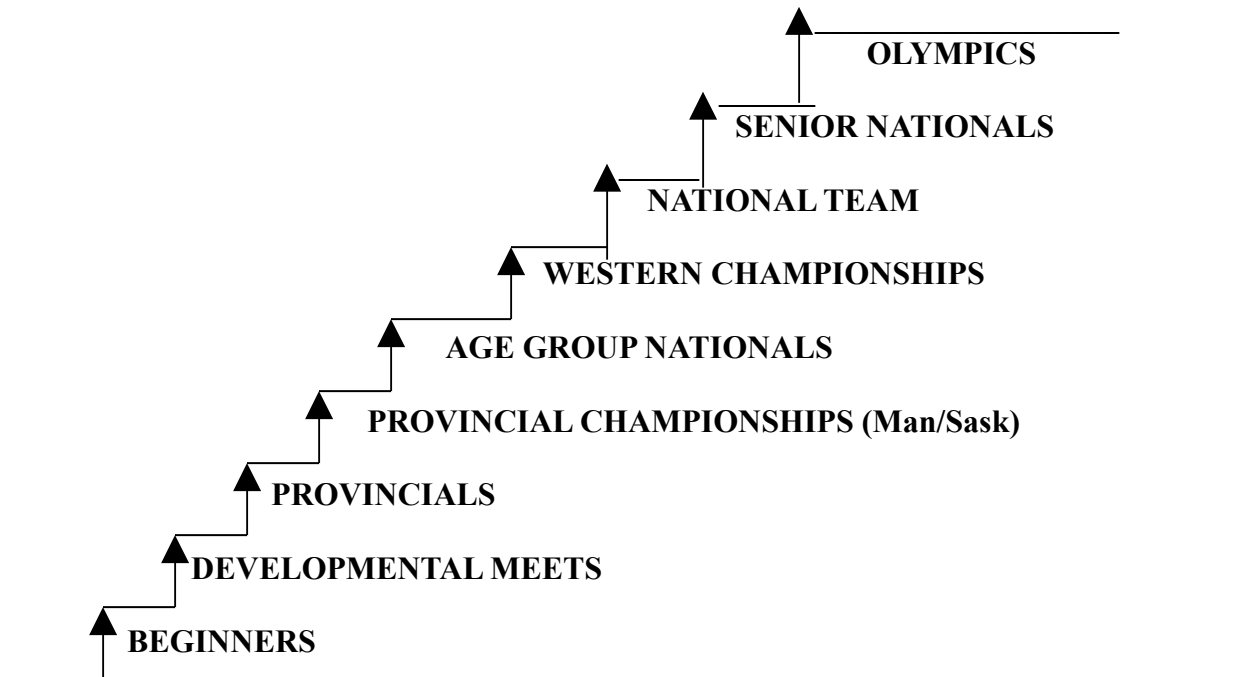
**Step 2: Set your Goals**

**Step 3: Work Hard**

**Step 4: Have Fun**

**THIS IS THE WAY TO GET THERE:**

### STEP BY STEP



## Structure Of Swimming In Canada

The Prince Albert Sharks' Swim Club is a volunteer organization, incorporated as a nonprofit membership corporation. Swim Natation Canada (S.N.C.) and Swim Saskatchewan Inc. sanction the club. S.N.C. has its head office located in Gloucester, Ontario while Swim Sask. has its' head office in Regina.

An annual registration fee is paid to both of the above associations for insurance purposes and to cover administrative costs involved with running the swim programs provincially and nationally. All swim meets in Canada must be sanctioned by the Provincial Sports Governing

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Body (PSGB) or S.N.C. in order to ensure proper procedures are in place for every meet and also in order to provide adequate insurance coverage to all participants.

Each level of organization has its own executive consisting of the president, vice-president, secretary, treasurer and other positions as required or deemed necessary. There is also a representative from each club that sits on the Swim Sask. Committee. In turn, Swim Sask. has representation within SNC. In this way, the line of communication is maintained right from each individual club level to the head offices throughout Canada.

## **Prince Albert Sharks' Swim Club Executive**

**All** executive positions are **elected, volunteer positions**. Each position has a term of two years. New officers are needed annually and are voted in at the Annual General Meeting held within the first month of regular swimming sessions in the fall. (Watch for an update on this important date.) All families and parents are urged to attend as this is a very informative meeting. Following the election of all new officers in the fall, the executive will continue to meet once a month, at times set by executive members. Remember, you are always welcome. (Call an executive member for the time and place of each meeting.)

### **Prince Albert Sharks' Executive Positions**

We have several executive positions that are required to efficiently run this club. All positions are taken on in 2 year terms. Following the completion of your term, others are asked to step into these position and help out. For your information following is a list and explanation of all positions:

#### **Voting Positions:**

- 1) President;**
- 2) Vice-President**
- 3) Secretary**
- 4) Treasurer**
- 5) Team Manager**
- 6) Equipment Manager**
- 6) Sponsorship Chair**
- 7) Fundraising Chair**
- 8) Registrar**
- 9) Swim Sask Rep**

#### **Non- Voting Positions:**

- 1) Meet Manager**
  - Officials Coordinator**
  - Food and Beverage Chairperson**
- 2) Social Director**
- 3) Web- Page Master**
- 4) Mini Meet Manager**
- 5) Sponsorship Board Representative**
- 6) Communications Representative**

## **PASS Club Board of Directors/ Executive Job Descriptions:**

### **VOTING POSITIONS:**

**President's Role:** The club president has the role of being the club's delegator, mediator and evaluator. The main role is to steer the executive in a direction that is compatible with the coaching staff and the general membership's needs.

- 1) Delegator: ensure all responsibilities are evenly distributed among the members
- 2) Mediator: as a mediator, the president must be willing and able to get involved in the internal disputes of the club before they become volatile and divisive.
- 3) Evaluator: Make sure that all assigned tasks are carried out and completed to satisfaction. Must be strong enough to criticize volunteers who fail to complete their assignments and must not simply assume that everyone will do their job. Must be able to step in and remove tasks from individuals and reorganize to ensure that all tasks are completed to satisfaction.

In addition: the President is also responsible for overseeing and enforcing the head coaches Contract.

### **Vice President:**

- 1) Assists the President in matters that the President requires assistance.
- 2) Will be responsible for the written component for application for grants as well as follow up on all grant applications.

### **Secretary:**

- 1) Will be responsible for all executive and meeting minutes.
- 2) Will be responsible for the handbook, policy manual and continual updating of the same as directed by the president and the executive.
- 3) Will be responsible for all advertisement/PR for the club
- 4) Will be responsible for the club newsletter quarterly.

### **Treasurer:**

- 1) Will be responsible for the financial accounting and bookkeeping of the club and all aspects of this:  
These duties include collection of membership dues, accounts payable, depositing monies within the bank, establishment and maintenance of all checking and savings accounts, and generation of monthly reports.
- 2) Will work with the President to establish the yearly budget.

**Team Manager:**

- 1) Will be responsible for the travel arrangements, hotel bookings for all swim meets outside of our own
- 2) Will be the head contact person for the Communications Representative and will be responsible for ensuring information is being passed to all groups effectively and in a timely manner. Close contact and follow-up with each parent group leader and coach will be required.

**Sponsorship Chair:**

- 1) Will be responsible for the complete sponsorship program. This includes: general information and distribution at registration, collection of sponsorship forms and monies, distribution of Sharks Bucks to families, distribution of receipts and certificates to sponsors, recording of all information and the passing of this information in a timely manner to the executive as required.

**Equipment Manager:**

- 1) Will be responsible for ordering, distribution, and collection of monies and selling of all equipment and clothing needs of the club.

**Registrar:**

- 1) Will be responsible for keeping club registration records and contact information on all swimmers
- 2) Will complete registration of all members with Swim Sask.
- 3) Will be responsible for the provision of updated group lists to the Communications Representative and executive and coaching staff as necessary.
- 4) Will be responsible to collect the "group change form" and explaining the restructuring of the fee system to parents when a child moves groups or joins throughout the year (All movement will be made according to Policy and the Treasurer and Communication Representative must be notified of the changes.)

This job will require the collection of funds at registration or transfer which will then be passed onto the treasurer. The Communication Rep. will need correct demographic information so that they can delete those that have left the club and add new members to their email and contact list.

**Fundraising Chair:**

- 1) Will be responsible for planning, initiation and carrying out of all fundraising activities of the club.

Involves some bookkeeping and shark buck distribution.

## **NON VOTING POSITIONS:**

### **Meet Manager:**

a) Will be responsible for the setting up of the meets to include all aspects . The Head Coach will do the computer seeding of swimmers.

b) Will have several assistants working beneath him/her for assistance:

1) Officials Chairperson: This person will be required to set up all necessary clinics for officiating and introduce new parents/ volunteers to the officiating system. Will also contact and set up officials for all hosted meets.

2) Food and Beverage Chairperson: Will be responsible for the planning, prep and execution of all refreshments at our hosted meets.

### **Social Director:**

Will be responsible for assisting the club in making social arrangements as necessary. ( Eg: Xmas Party, year end parties.)

- Will be responsible for all assisting with gifts and awards as requested

### **Web Master:**

Will be responsible for the continual updating of information on the web page.

### **Mini Meet Manager:**

Assist the coaches with club hosted mini meets. This person will be responsible for ensuring that equipment used at mini meets such as stop watches are returned to the club lockers at the end of the meet, arrange for prizes and a social that may follow the mini meet.

### **ASQ Representative:**

Acts as the liason between Muskoday Reserve and PASS Club and PAGC and PASS Club. This person will be responsible as well for monthly attendance reports that need to be given to the Head Coach and the Vice President.

### **Communications Representative:**

Responsible for the dissemination of club information to all club members. The Registrar will provide this person with updated group lists.

### **Sponsorship Board Representative:**

1) Will be responsible for the maintenance of the Sponsorship Board hung in the FJD Pool, lane sponsor signs, and sponsorship logos on club banner.

## Swim Meets

Throughout the year our athletes participate in swim meets on a local, provincial and national level. **At the local level families are required to assist with officiating at the swim meet dated Dec 6<sup>th</sup> -7<sup>th</sup>, 2008 and Jan 31<sup>st</sup> - Feb 1<sup>st</sup>, 2009.**

Your child's coach is the best person to discuss these meets with. (Expectations in regards to how many and which meets a child is expected to attend varies according to the Program that they are registered in.) Some of these meets have specific entry times you must have in order to qualify, while others are considered developmental meets and have no such qualifying times. The higher the level of competition, the faster the time standards are.

### SWIM MEET POLICY

Note; please see policy section of this handbook

### Travel and Meet Costs

Every swim meet has an entry fee that varies from \$5 to \$10.00 **per swim** and is set by the host club. This entry fee is the responsibility of each parent to pay. Travel costs and arrangements are the sole responsibility of the parent. Please note that there is a deadline on your entry form which must be strictly adhered to. All athletes traveling with other families are required to pay the rider fees as previously outlined.

#### WHO GOES?

**All athletes registered in the competitive program are required to attend one away from home swim meet, plus home meets during the year.**

There are various levels of swim meets throughout Canada. The levels include: local "developmental" meets, invitational meets, provincial championship meets, age group (club national) meets, western finals, and beyond. Each level after the developmental meets have specific time standards for each event, and each age group, as set by the province. The actual times vary from province to province. These time standards will be available on our web site soon.

There are two "Seasons" in swimming. The year starts off in September with meets being held in **Short course** meters (25 m pools). This season runs until February when 'short course provincials' are held. Following that the season turns to **Long course** (50 m pools), and runs until the middle of August with 'long course provincial championships' held in early July. For the past decade, Manitoba and Saskatchewan have combined their Provincial Championships (held in Feb and early July) in order to have more participating swimmers and a more competitive and high caliber meet. Participation in swim meets is decided on by the Head

Coach, executive, swimmers and parents of those who qualified for the meet. Each meet is dealt with on an individual basis.

Most swim meets are structured so that swimmers compete against their peers. This usually means that the swimmers will compete against others within the same age group. For swimming in Canada, the usual age groups are: 10 years and under, 11-12 years, 13-14, and 15 and over. Provincial time standards have been established, for "AA" and "A" times, for the age groups above. Provincial time standards are calculated from national rankings of swimmers. They are revised from time to time. There are no time standards for ages 8 and under. At that age, participation, not time standard is the goal.

Swimming competitions have different goals depending upon the needs and levels of the swimmers who will enter the meet. At the entry level into competitive swimming, swimmers need to gain experience in competing, the chance to practice setting and achieving goals for their own performances, as well as the chance to put their own achievements up against those of their peers. DEVELOPMENTAL meets are set up for this purpose. Swim Sask has established guidelines for clubs in deciding which events will be swam at the various developmental meets. Your swimmer and coach will choose which events your swimmer will enter. In Saskatchewan, the annual swim meet calendar is established so that there are a number of developmental meets throughout the year. Swimmers at the developmental level usually do not travel to meets outside provincial borders.

Once swimmers have gained some experience in competing, and have established some 'times' of their own, they may be ready for the next level of competition. These are various categories of swim meets, often called 'Invitational' or 'Open' meets, which meet the need of swimmers who need faster competition. These meets are usually structured with specific entry time standards. Swimmers must have achieved the entry times for each event in order to enter the meet. A Man-Sask Provincial is an example; swimmers may only enter those events in which they have previously achieved an "AA" time.

After swimmers have begun to achieve national rankings in their events, they need higher levels of competition. Meets such as Westerns, Age group nationals, National Championships, and international competitions at the elite level meet the needs of these swimmers.

Prior to each swim meet, the coach will hand out **swim meet consent forms**. (They are normally handed out to the swimmers about three weeks before the meet date.) This form provides all the meet details and must be completed in full by the swimmer's parents, and returned by the date indicated. You must also include the appropriate entry fee which will be indicated on this sheet. The **date of return** is very important. If you are late in returning your paper, your child will miss the meet as all entries must be sent in by the coach to the host team by a certain date or your swimmer is not 'entered'.

**Please note:** If there are time standards for the swim meet, only those swimmers who have qualified will be given this form.

### **Packing for a Swim Meet**

The five basic guidelines to follow:

1. **Team Sharks clothing must be worn at all times while on the pool deck**
2. Pack light
3. Label everything
4. No valuables
5. **Enough**, but **only enough** spending money

2. **PACK LIGHT:** swimmers should only pack what they can carry themselves, and what they themselves can look after and remember to bring home. One idea is to use a large duffel bag (to hold clothes, sleeping bag, pillow and personal articles), as well as to take their swim bag with on deck requirements. Swimmer spend most of their time at the pool, and most of that time in their bathing suits, so multiple changes of clothing are an unnecessary waste of precious packing space. Send only sleepwear, clean underwear, socks, and maybe one change of outerwear. Personal toilet articles, medication, etc. should be packed in spill and break proof containers. It is a good idea to have the swimmer do their own packing. This way they are more likely to remember to bring it home if they packed it themselves.

Swim bags should contain swim suits (both practice and competition), 2 pairs of goggles, 2 **sharks** caps, two towels and two sets of 'on deck' **team** clothes. (Pull boys, hand paddles, and other training apparatus are not required and should be left at home). The chaperone will have limited quantities of extra caps and goggles in the event of loss or breakage.

3. **LABEL EVERYTHING:** use indelible markers to label everything! (When there are a dozen 'Sharks' at the meet, each wearing a Sharks T-shirt etc., it is quite easy for items to get lost or misplaced .

4. **NO VALUABLES:** Personal belongings can disappear quickly. Locks are not always available at the pools, therefore it is a good idea to send a combination lock to the meet. Do not send anything of significant monetary or personal value. (This would include new shoes, electronic equipment (games) etc).

Please note, the chaperone will check the swimmer area at the end of each day but cannot be responsible for lost personal effects.

**Best Rule: If you can't afford to replace, or don't want to lose it, do not bring it!!**

5. **ENOUGH, BUT ONLY ENOUGH , SPENDING MONEY:**

Occasionally, money is needed for a meal on the way to a meet. The team manager will often suggest a packed lunch from home for consumption during travel. An average of \$15-\$20 per day should be sufficient, depending on the age and appetite of your swimmer. If you cannot afford to send your child for a team supper, **do not** feel that you need to. Set guidelines for your expectations about the use of spending money, but remember that cheap, good food is often hard to find at swim meets. Supper on the way home generally will cost close to \$15.00. Souvenirs such as meet T-shirts may be available at some meets. Your swimmer should know whether such purchases are permitted, and what their spending limit is. Money will not be lent out without parental permission. It is a good idea to send snacks for the day or weekend with your athlete. Packaged granola bars, fruit leathers, juice boxes, and crackers often work well. And please don't forget about a water bottle!! If you would like the chaperone to look after your swimmer's money, please put it in a labeled envelope with your swimmer's name and the amount on it.

## **OFFICIATING**

Swimming is a sport that relies upon volunteers for efficient operation of its competitions. Even at the Olympics, these officials are volunteers who have learned by training and experience, beginning at their local clubs. We all know that every swimmer will not become

an Olympian nor will every parent volunteer move up the ranks to become a master official. Nevertheless, we rely heavily upon parent volunteers to run our swim meets.

***IT IS AN EXPECTATION THAT ALL PARENTS/FAMILIES WILL ASSIST WITH THE OFFICIATING AT ALL SWIMS CLUB SPONSORED MEETS.***

Officiating is a great way to meet other parents within the club, and to begin to learn the 'rules' of competitive swimming. It is also a great way to have a 'front and center close' view of the competition, and to interact with the swimmers.

Within our club, an *officials chairperson* is appointed by the Sharks' Meet Manager. This person has the responsibility to find all the officials needed for each session of each meet we host. The Officials Chairperson will contact each family in advance of the scheduled meet, and will indicate how many sessions of the meet each family will be asked to work. Swim/Natation Canada (S. N.C.) has established rules governing which officials are required for sanctioned meets. Training sessions will be run prior to each meet and all families are asked to have both parents trained to officiate. (A person can not be put into an officiating position for which they are not trained.) This means that everyone starts out as the "Timer" and then moves on from there.

Other positions which require further training sessions include: Marshall and Safety Marshall, Head Lane Timer, Chief Timer, Judge of Stroke and Turn, Clerk of Course, Chief Judge Electronics, Chief Finish Judge, Electronics Operator, Starter, Recorder/Scorer.

Parents are strongly encouraged to take these clinics, and to become more experienced officials. All officials are required to wear WHITE at swim meets. White pants/shorts, white golf shirts/T-shirts/blouses are required. The pool deck is wet and slippery and outdoor shoes are prohibited for health reasons. Rubber soled deck shoes or sandals are required. Bare feet, or unsecured thong type footwear is not recommended. Please note: Officials almost always get wet and the atmosphere is usually hot and humid. Loose cotton garments are recommended.

## **POLICIES**

### **Prince Albert **Sharks** Swim Club**

#### **1.1 SWIM MEET POLICY**

*Each year the executive may change or modify any policy depending on the circumstances of that year.*

1. All swimmers attending Developmental, Invitational meets, and Provincial Championships will be required to pay the entry fee *prior* to leaving for the meet.
2. Any swimmer attending the meet will be given opportunity to travel with another parent driver, if they need transportation. The team manager will make necessary travel arrangements.

THE RIDER FEE IS AS FOLLOWS;

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- |  |                |
|--|----------------|
| 1) Saskatoon, North Battleford               | - \$30 return  |
| 2) Regina, Moose Jaw, Swift Current, Yorkton | - \$50 return  |
| 3) All out of province meets                 | - \$100 return |
3. If a swimmer is required to stay in a hotel (not their own parent) then the policy is as follows;
- |                                |  |
|--------------------------------|--|
| Staying with chaperone;        | - equal share of all occupancy room cost |
| Staying without the chaperone; | - equal share of all occupancy room cost |
4. A chaperone will be assigned for each meet. The chaperone will assume full responsibility is as stated in this handbook.
- \*\* The Executive has the right to alter policies if circumstances warrant such a change.

## Prince Albert **Sharks** Swim Club

### Parent and Athlete Codes of Conduct

Research done by the National Youth Sports Safety Foundation (NYSSF) and the Massachusetts Governors committee on Physical Fitness and Sports found that too many children are leaving sports activities because the fun is unfairly taken away by adults.

The above organizations along with representatives from more than thirty sports, medical, educational and professional organizations convened to create a Code of Conduct for parents, spectators and fans to abide by. The Sharks Parent Code of Conduct is 95% of that Code of Conduct with the remaining 5% developed specifically for swimming and the PASS swim team.

Athlete Agreements are very much a standard in sports. A majority of the PASS Athlete Agreement comes from Swim Saskatchewan Athlete Agreements for the Sask First Team and for participation in the Canada Games\_\_

**The PASS club requires that all parents, athletes and members act according to the codes of ethics and conduct included in this handbook. Please read carefully the following two documents that you and your child will be required to sign and return to the PASS executive and coaching staff.**

The PASS team strives to maintain a high reputation and standard. It is our belief that by providing guidelines, we further enable all of our athletes and parents to develop and have fun in the process. These documents are intended for that purpose and by following them we are following the example of many elite athletic bodies and in the end help our children and their team members to grow emotionally and physically while participating in this worthwhile sport.

## Prince Albert **Sharks** Swim Club

### Athlete Code of Conduct

#### 1.3

**This Athlete code of Conduct is established in the interest of promoting good sportsmanship, leadership, and self-discipline amongst our athletes. All swimmers in the Sharks Swim Club are expected to comply with this Code of Conduct during all team activities, including training, travel, and competition and other team events as organized by the club or coach.**

1. Swimmers will conduct themselves in a manner which reflects positively on themselves, our club, our team and our city at all times, including training, competition, travel and club events.
  - a. Swimmers will be humble in victory and gracious in defeat.
  - b. Swimmers will respect the rules and regulations of our home and /or the host facility
  - c. Swimmers will treat other swimmers, coaches and officials with respect and courtesy at all times.
2. During a trip, swimmers will not leave the hotel, residence or pool without the permission of the coach or team manager.
3. During a trip, swimmers will obey curfews as designated by the coach and team manager.
4. Swimmers may not leave the group prior to completion of the day at the pool or leave the hotel unless a request has been submitted to the chaperone or coach and approval has been given for your departure from the designated pool or hotel by the coach or chaperone.
5. Swimmers will adhere to the dress code established for the team; that is that each swimmer participating in the swim meet must wear a team shirt while on deck and a Shark's cap while competing.
6. The PASS Club and its coaching staff strictly forbids the use by its athletes of any performance enhancing drugs as defined by the Canadian Centre for Ethics in Sports. Performance enhancing drugs include all anabolic steroids and may include erythropoietin and any sympathomimetic or stimulant medications, including bronchodilators and decongestants, except where medically required for the treatment of an illness.
7. The PASS Club and its Coaches strictly forbid the use of any illicit substances, alcohol, hallucinogenic drugs and tobacco by its athletes at any swim competition, training session or at any event where you are associated with the club.
8. The willful damage, defacement or destruction of any property or any facility during training, competition, or club associated events by an athlete will not be tolerated.
9. Any breach of these rules – may result in immediate disciplinary action taken by the coach or chaperone. As outlined in the discipline policy (see attached).

**I \_\_\_\_\_ have read and understand the expectations of me as laid out by this athlete code of Conduct. I agree to act within these guidelines at all times and will strive to be the best athlete that I can be. I understand that any breach of these rules may result in disciplinary action and have read this discipline policy (attached) as well.**

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

**Guardian** \_\_\_\_\_ **Date** \_\_\_\_\_

## **Prince Albert **Sharks** Swim Club**

### **1.4**

### **Parents Code of Conduct**

Sports are supposed to be fun – for the children and youth. Many parents and fans don't realize that their actions and behavior, whether verbal or nonverbal, can have a lasting emotional effect on children. Too many children and young adults are leaving sports because the fun is unfairly taken away by the adults.

The essential elements of character-building and ethics in sports are embodied in the concept of sportsmanship and six core principles:

- **Trustworthiness**
- **Respect**
- **Responsibility**
- **Fairness**
- **Caring**
- **Good Citizenship**

The highest potential of sports is achieved when competition reflects these six “pillars of character.” The following Code of Conduct is for parents and spectators to abide by at every practice, swim meet or team event.

**As a parent or spectator:**

**I Will:**

- ✓ Encourage my child to participate in swimming
- ✓ Remember that children and young adults participate to have fun and that swimming is for my child, not for myself
- ✓ Trust in my child's ability to have fun as well as to perform and achieve excellence on his/her own
- ✓ Help my child to learn the right lessons from winning and losing and from individual accomplishments and mistakes
- ✓ Be a positive role model for my child and encourage sportsmanship by showing respect and courtesy and by demonstrating positive support for all other competitors, coaches, officials and spectators at every practice, swim meet or any other team event
- ✓ Refrain from coaching my child or any other participants during swim meets and practices
- ✓ Show respect for all the coaching staff at all times
- ✓ Insure that my child will attend all practices possible and when not possible, I agree to inform the coach in advance
- ✓ Inform the coach of any physical disability or ailment that may affect the safety of my child or the safety of others
- ✓ Teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence
- ✓ Demand that my child treat other players, coaches, officials and spectators with respect regardless of race, creed, color, gender or ability
- ✓ Teach my child that doing one's best is more important than winning so that my child will never feel defeated by an outcome
- ✓ Praise my child for competing fairly, trying hard and make my child feel like a winner every time
- ✓ Emphasize skill development and attending practices and how they benefit my child over winning

- ✓ Promote the emotional and physical well-being of all the athletes ahead of any personal desire I may have for my child to win
- ✓ Respect the officials and their authority during swim meets
- ✓ Never question, discuss, or confront coaches in front of the athletes
- ✓ Take 72 hours as a “cooling off” period, should emotions require doing so, to speak with the coach at an agreed time and place
- ✓ Demand for my child a sports environment that is free from drugs, tobacco and alcohol
- ✓ Refrain from the use of drugs, tobacco and alcohol while at the pool during a swim meet or a practice
- ✓ View practices from the mezzanine

**I Will Not:**

- ✓ Speak despairingly or negatively about a coach or coach’s actions in front of the athletes at the pool, at home or any other place
- ✓ Sit with my child nor coach my child while at swim meets
- ✓ Undermine the authority of the coach at a practice or a swim meet
- ✓ Go on to the pool deck at a practice or a swim meet without first getting permission from the coach
- ✓ Disagree with a coach’s decision or action in front of the athletes and will discuss such concerns directly with the coach at an appropriate time and place
- ✓ Interfere with the coach and my child at a practice or a swim meet
- ✓ Demonstrate threatening or abusive behaviour
- ✓ Engage in any kind of unsportsmanlike conduct with any official, coach, player or parent such as booing and taunting, refusing to shake hands or using profane language or gestures
- ✓ Encourage any behaviours or practices that would endanger the health and well-being of the athletes
- ✓ Ridicule or yell at my child or other participants for making a mistake or performing poorly

I acknowledge that I have read and understood the above Code of Conduct for parents and agree to abide by such codes. I also understand that any violation of the above codes could result in the suspension of myself and my child from further participation with the Prince Albert Sharks Swim Team.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Parent(s)/Guardian(s)

**Prince Albert Sharks Swim Club**  
**DISCIPLINE POLICY**

1.5

Revised September 2009

ALL Coaches will be expected to follow the discipline policy.

As a parent you can ensure that this policy need not be required, by informing your child of what is expected of them and by reviewing, signing and discussing the athlete code of conduct included in this handbook with your child.

#### **STAGE ONE**

The coach of the swimmer(s) will handle the behavior problem themselves by speaking with the swimmer(s) regarding the incident or behavior. The coach will document what happened, date the notation, and record how it was handled.

#### **STAGE TWO**

The coach will ask the Head Coach to help with the situation if the behavior has not changed. The date, the sequence of events and how it was dealt with will be noted and documented by both coaches.

#### **STAGE THREE**

The Head Coach will call the parents of the swimmers/swimmer involved in the inappropriate behavior. Together the two coaches and the parents will try to come up with a solution to the behavior problem. This will be dated, and documented by the Head Coach.

#### **STAGE FOUR**

If there is still no change in behavior, the Head Coach will discuss the situation with the executive. At that time all documentation in the proper sequence of events will be presented and measures taken discussed. Appropriate disciplinary action will then be decided upon. The parents of the swimmers/swimmer will then be asked to attend a meeting with the Coach and the Head Coach. Two members of the executive will also be present at this meeting. 1) Harassment Officer 2) Representative of the Executive as assigned by the executive. Documentation and a plan will be agreed upon and signed by the three parties: Swimmer/Parent; Coach/Head Coach; Member of the Executive.

#### **STAGE FIVE**

If the behavior does not change in accordance to the expectations/dates agreed upon by all parties, then the swimmers/swimmer will be asked to leave the club by the Executive and Head Coach. All measures will be taken to assure that the coaching staff, the executive as well as the swimmer are feeling that the situation has been handled in the best interest of the swimmer, team members, coaches and club. All documentation will be given to the executive and to the parents of those involved as well.

**Note: The PASS Coaching Staff and its Executive rule and have the liberty that should the coaching staff warrant the inappropriate behavior as severe enough ,any of the initial steps may be bypassed**

## 1.6

# Prince Albert **Sharks** Swim Club

## CHAPERONE POLICY

When the swim team travels to a swim meet a parent volunteer is required to act as a chaperone. A chaperone has responsibility for all the swimmers participating in the swim meet and to assist the coaches where required. The chaperone has to attend all sessions of the swim meet and be available to the athletes and coaches in case of an emergency. The chaperone is expected to be at the pool the same time as the coaches and swimmers, 15 minutes prior to the warm up time.

The duties may vary from meet to meet dependent on the number of swimmer and coaches attending, the length of the meet and other factors. The chaperone will be responsible to the head coach and ensure the safety, well being and behavior of the athletes.

### General Outline of Duties and Expectations

- Taking the team equipment bag to and from the meet, including the team banner
- Distribute caps and goggles when required by the swimmers and collect and record the amount due
- Driving a vehicle to and from the meet, possibly with swimmers requiring rides
- The chaperone should check with the team manager before each meet as to responsibility for payment of hotel rooms or vehicle rental for the coach and him/herself.
- Driving swimmers to and from the pool for swimmers staying at the hotel
- Supervising swimmers on the deck to ensure they behave appropriately
- Make arrangements for swimmers staying at the hotel to have transportation to and from the pool
- Handling expense money for swimmers that parents have requested the chaperone to do so
- Checking for articles or clothing left behind after each session
- Be available to the coach on the pool deck as requested
- At the hotel, make eating arrangements, arranging team suppers and wake-up calls as required or requested
- Providing support and supervision to swimmers attending other activities outside the pool or hotel if required
- Arranging for pick up of groceries, equipment or other items as required by the coaching staff or athletes
- Should the chaperone need to leave the hotel, inform the coach and if required, athletes, as to where going (in case needed to be contacted) and time of return
- Ensure swimmers leaving the hotel are doing so with an adult escort and inform the coach of the details
- Ensure athletes are behaving in an appropriate manner and are adhering to any lights out, wake up calls, or other situations as requested by the coach
- Advising the swimmers that any unacceptable or inappropriate behavior will result in the athlete being sent home immediately, at the discretion of the coach and chaperone, at their parents expense
- Informing the Team Manager or other designated person of the expected arrival time back home. Ensuring all swimmers are safely picked up from the drop off meeting place

Please note the following :

**Revised September 2009**

**The team manager will assign the chaperone upon return of the meet consent forms.** Chaperone responsibilities begin when the swimmers board the transportation vehicle and continue throughout the weekend until the last swimmer is picked up by their parents at the end of the trip. Should the child requiring chaperoning be traveling in a different vehicle than the club assigned chaperone, than the traveling parent will be responsible for that child during that time period. (These travel arrangements are to be made by the swimmers parents themselves)

**The team manager will provide the chaperone with a list of athletes** along with the chaperone bag before departure. Please note that in the event of an emergency, appropriate medical information on each swimmer at the swim meet will be in the swim bag. Included in this information are such things as:

- List of allergies
- Medical and hospitalization numbers
- Home phone number, Emergency Contact Number

**Please remember to obtain the chaperone bag from the Team Manager before leaving for the swim meet.** It is suggested that you obtain it 2 days before the departure date and carefully check through it (there is a list of what should be in it- inside the bag) to be sure that it is complete.

#### **Note to all Parents of Swimmers in the Competitive Program**

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It is an expectation that all families with swimmers in the competitive program will take their turn at chaperoning at the various meets. Please review the meet list handed out at registration and mark which ones you are interested in chaperoning . When the meet consent form comes home with your child, please mark on that form if you are interested in chaperoning that particular meet. All decisions in regards to chaperoning will be made by the Team Manager and the family chosen will be contacted by her/him.

Thankyou

Prince Albert **Sharks** Swim Club  
PAYMENT OF FEES POLICY

1. All fees will be collected at the beginning of the year. Fee payments are equalized over the year and may not precisely reflect the number of swims in a given month. Fees are cashed for the upcoming month (in advance).
2. Your swimmer's portion of travel and accommodation expenses for out of town meets must be paid **prior** to departure. Please make payment in full to the adult you have personally made these arrangements with. Included in this, are the rider fees as outlined earlier.
3. All swimmers attending Invitational or Developmental meets are required to pay the entire entry fee. This must accompany your swim meet form.
4. Swimmers attending P.A. Sharks' sponsored developmental meets do not have to pay an entry fee.
5. Equipment (goggles/caps/etc) will **not** be issued without payment. You may set up a credit account with the Equipment Manager for the purpose of purchasing goggles and caps throughout the year for your swimmer. This alleviates the need of having your child carry cash in his/her equipment bag. If you wish to do so, please contact the equipment Manager to discuss the details with you.
6. ALL N. S. F. Cheques will be subject to a \$25 service charge.
7. **Thirty days written notice** of withdrawal from the Club is required. Notice must be given to the club president in writing.
8. Fees paid to Swim-Sask or ICS are non-refundable at any time.
9. Pro-rating will not take place during a month. There will not be a credit return provided for part months.
10. Meet fees paid and not attended **are not refundable** after the meet deadline.
11. Swimmers may not drop in and out of the club on a month by month basis. Once your child has joined, it is important that they remain committed for the annual term. If your child decides to quit swimming prior to the completion of the year, his/her space will be lost and another swimmer will be moved into this group. Please understand that our numbers are limited and your entire year commitment is necessary.
12. Swimmers who swim beyond the stated end of their swim year (For example- swimmers who qualify for a competition outside of the end time of their group) will be billed a monthly rate for the additional time. (If this affects your swimmer and family, please call the Treasurer and he/she will discuss it further with you.)