



**THE MISSION STATEMENT OF THE
EDMONTON KEYANO SWIM CLUB**

EKSC VISION STATEMENT

Our vision is to foster an atmosphere of swimming excellence by attracting athletes of all abilities from the novice to the international level by providing opportunities for all to maximize their potential and by building strong community support.

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LETTER FROM THE DIRECTOR OF SWIMMING / HEAD COACH

To all EKSC Members,

Welcome to all new and returning members to the 2009-2010 swim season. The last season was a moving year for the club where we saw improved performances in the pool that resulted in podium results. Through commitment, hard work and the pursuit of excellence, Keyano swimmers moved up the ranks and were very competitive locally, nationally and at the international level. For our newest members, you will begin the journey of learning and enjoying all this great sport has to offer. All Keyano swimmers must strive to be the best they can be.

This season is year two of the Olympic quadrennial, and we are on track of realizing one of our goals of qualifying an athlete(s) on the London 2012 Olympic Team. For this to occur, all EKSC swimmers must improve and become more competitive in their respective age groups and in the senior ranks. We have gone from being a participant to being a player and now must move to become a winner. Our vision is;

“To foster an atmosphere of swimming excellence by attracting athletes of all abilities from the novice to the international level by providing opportunities for all to maximize their potential and by building strong community support.”

The EKSC Board of Directors and Office staff continue to develop the governance and business side of the program and understand if our swimmers are to achieve their goals, we must operate in a way that allows the coaches to coach and the swimmers to swim. That is why we are all here. With the amended club bylaws in effect and the commitment to long term planning, our chances of success have improved. The EKSC club website continues to be our main hub of communication, and I encourage all members to browse through it for information on the club and swimming in general.

This season we welcome three new coaches to the team and with our returning staff, we will lead this club to improved performances throughout the season. Our group of hard working parents/volunteers will again host well run swim meets this season. We will be hosting Novice Series Meets, Blue Bears, AB SC Age Group Champs and EKI. Our goal and expectation are to have all Keyano members contribute the success of the club and working at swim meets is one area where all can contribute.

This season we will continue with the theme of “Team First” and that motto applies to all swimmers, parents, coaches, office staff, and support staff of the Keyano Swim Club. Every member of Keyano is on the “team” and will be expected to contribute to its success in and out of the pool. When you register, you agree to all Keyano policies and procedures and club ideals. To be a successful team, we need everyone on board and supporting the club direction. The following Team Philosophy is one that all Keyano members and staff will live by daily.

- *Respect every team member. Treat everyone, including yourself, with respect, dignity, and consideration. Respect everyone's, including your own, right to pursue goals consistent with team purpose.*
- *Accept that each EKSC member is important. Everyone has the opportunity to participate and to make a contribution. Your acceptance and support of all team members is expected and greatly appreciated.*
- *Acknowledge every team member. In our program, everyone counts. No one is invisible. Let everyone know that s/he is noticed and appreciated.*
- *Value Swimming Excellence. We choose to hold fast swimming, good training and thorough preparation in extremely high regard. Welcome difficult, goal-oriented challenges. Seek out challenges that will help you swim faster and win. Seek out opportunities to swim more, harder, and better. Act as if you want to train and you want to race. Relish and protect each opportunity.*
- *Contribute. We expect you to continually contribute to our program and to foster our mission.*
- *Support everyone's action for excellence.*
- *Encourage everyone's action for excellence.*
- *Challenge everyone to take action for excellence.*
- *Complement and applaud everyone's action for excellence.*
- *Advocate EKSC. We expect every team member to act as an advocate for our program. Say nothing but good things about our program, our staff, and our team members. If you notice inadequacies, raise the issue within the club as per our policies on complaints, but continue to serve as an EKSC ambassador to the swimming world. We will not speak ill of any aspects of our program, members, coaches, or staff.*
- *Appreciate everyone's respect, acceptance, support, encouragement, compliments, challenges, and appreciation.*
- *Make it fun. Enjoy your swimming. Express your enjoyment of training and competing. Please encourage others to talk about the fun. Please note that there is a huge difference between making the pursuit of swimming excellence fun and having fun at the expense of the pursuit of swimming excellence.*

Through our collective diligence in support of the Keyano Swim Club, its members, staff and vision, we will create an environment "Where Success is Inevitable". Thank you for choosing to be member of the Keyano Swim Club for the 2009-10 season and we all look forward to fast swimming.

Go Bears!

Steve Price
Head Coach / Director of Swimming

LETTER FROM THE PRESIDENT

STAFF

COACHING AND OFFICE STAFF

KINSMEN POOL		
Head Coach / National Select Group Coach	Steve Price	780 432-9448 ext 224
Assistant Head Coach / Age Group Elite Coach	Jason Chugh	780 432-9448 ext 225
Head Age Group Coach / AG Select 1 Coach	Brad MacCallum	780 432-9448 ext 226
Age Group Select 2	Nicole Gurney	780 288-0938
Senior Development Coach / Web Master	Josh Hockin	780 709-7946
Assistant Coach – all groups until Dec 09	Andrew Symes	780-952-1954
BONNIE DOON POOL		
Head Coach Development 1	Katerina Symes	780 934-8628
Dev 3 / Dev 2 Coach	Erin Sutherland	780 504-0282
CONFEDERATION POOL		
Head Satellite Coach Development 1	Mark Phillips	780 716-2582
Development 2	Leanne Morgan	780 217-2911
Development 3	Adrienne Funk	780 994-8579
JASPER PLACE POOL		
Head Coach – Development 1	Brodie McCreadie	780 660-1322
Development 2	Braiden Beamish	780 906-7163
Development 3	TBA	
See web-site: www.eksc.com for bio's		
OFFICE STAFF		
Office/Team Manager	Colleen Marchese	780 432-9448 ext 223
Travel Coordinator	Nova Robinson	780 914-3493
Book Keeping	Don Patton	780 432-9448 ext

BOARD OF DIRECTORS 2009-2010

President		
Vice-President		
Past President	Cheryl Wall	780 466-0775
Head Coach / Director of Swimming	Steve Price	780 432-9448 ext 226
Secretary		
Treasurer		
Membership Chair		
Competitions Chair		
Bingo Coordinator	Greg Kostiuk	780 473-8200

BINGO HALL COORDINATORS

Castledowns	Greg Kostiuk	780 473-8200
Parkway		
ENEBA		

POOL COORDINATORS

Bonnie Doon		
Confederation		
Jasper Place		
Kinsmen		

KEYANO CLUB HISTORY

Following the 1978 Commonwealth Games, which were hosted by Edmonton, the Jasper Place Swim Club and the South Side Swim Club amalgamated to form the Edmonton Keyano Swim Club. In subsequent years, the North Edmonton Sharks and Bonnie Doon Blue Fins joined Keyano. The parents of the founding clubs were dedicated to the spirit of swim competition and provided the environment for swim excellence. The club soon gained national recognition and continues to rank as one of the top swim clubs in Canada.

The name Keyano (a Cree word meaning unity and friendship) was chosen from the teddy bear mascot of the same name used for the Commonwealth Games. The incredible success of the Canadian Swim Team at the Commonwealth games and the success of Edmonton in hosting this event were the catalysts that served to launch the Edmonton Keyano Swim Club.

In its first full season, Keyano adopted the "Grizzly" as the mascot for the team. As the grizzly bear was indigenous to Northern Alberta, a fierce competitor, an excellent swimmer, it seemed a powerful symbol for Keyano as the club worked to seek a place in the world aquatic community.

For more club history available at www.eksc.com

ATHLETE DEVELOPMENT

ATHLETE DEVELOPMENT PHILOSOPHY

The philosophy of the EKSC program is structured to allow for a graduated development of the swimmer. The philosophy can be summed up as follows. We want the swimmer reaching his/her maximum potential as an athlete and a person.

This high quality program offers the development of technically sound swimming & racing skills, teaches good training habits, which in turn will lead to great performances relative to the swimmers age and maturity. Through sensible programming, sound coaching and a graduated building of the athlete's career path, will allow for a nurturing of the maximum potential of each swimmer. By adhering to best practices of long term athlete development, EKSC swimmers will enjoy success at all stages of their swimming career.

Many swimmers at the National and International level are in their twenties. The average age to win an Olympic medal is 22 and getting older with each Olympics. With that in mind, the EKSC program is geared for a swimmer's development to reach its peak when the swimmer is emotionally and physically capable of handling the commitment, dedication, discipline and the demands, while maintaining the necessary enthusiasm to pursue their goals and succeed.

TEAM GOALS

1. To develop each athlete to their maximum potential.
2. To create an atmosphere of team spirit, unity and support and to contribute to the development of a positive winning attitude.
3. To encourage the development of competitive "mental toughness" (determination, confidence, pride) as a team and as individuals.
4. To pursue excellence more diligently than our opposition.
5. To behave with good sportsmanship at all times.

CLUB COMMUNICATIONS

1. Our primary source of communication is our web-site: www.eksc.com
2. Information meetings are held throughout the year at all the pools.
3. General meetings of the membership are held two times each year. The Board of Directors meets once each month, and the Executive of the Board also meets once each month. The board of directors and the executive of the board meet on a regular basis.
4. Each of the satellite pools has a pool coordinator. The pool coordinator assists with registration and communication, co-ordinates some fundraisers at the pool level, and answers questions for new members.

For information please see:

1. **Web-site**
2. **Red Book**
3. **Bear Tracker Newsletter**
4. **Swim Canada website (www.swimming.ca)**
5. **Swim Alberta (www.swimalberta.ca)**
6. **Swim News**, published (January – October) and mailed directly to your home. The subscription is included with your registration fee.

MODE OF OPERATION

The operation of Keyano Swim Club is a co-operative effort on the part of swimmers, coaches, office staff, parent volunteers and alumni.

Every one of these players has a very important role to play. Successful swim clubs are known to be swimmer centered, coach driven, and parent supported. Parents of swimmers are members of the club, electing a Board of Directors, financing the club, officiating at swim meets and fundraising. The Board of Directors, in consultation with the Director of Swimming, is responsible for developing policies and procedures

that will strategically lead the club towards its vision. The coaches and office staff are responsible for managing the club on a day-to-day basis according to the policies established by the Board of Directors and the Director of Swimming.

GROUP MOVEMENT - THE FISH IN THE POOL APPROACH

In the development of a swimmer, it is necessary to advance a swimmer from one group to another. The EKSC approach is to provide a transitional period of time where the swimmer is asked by the EKSC staff to move up to the group above and swim a few workouts per week in the new group. This allows for a proper assessment by the coaching staff as well as an adjustment period for the swimmer and parents to the commitment level, training intensity, practice times, peer group, higher level competitions, etc.

The idea is to give the developing swimmer some experience of being the big fish in the small pool (existing group) and conversely the small fish in the big pool (new group). This philosophy runs consistently throughout the levels of swimming training and competition. Experience in this type of setting creates opportunities to develop leadership qualities and skills as well as social skills when encountering new situations. The self-confident swimmer who has experienced this type of nurtured growth is more successful and has a clearer understanding of the necessary steps to achieve at the higher level than one who has been parachuted into the group above and left to sink or swim.

In most cases, the use of this strategy is at the discretion of the EKSC coaching staff. Group movement outside of the above-mentioned scenario is restricted to the end of each championship season. (Jan, Apr, Sep) **The groupings of swimmers are based on level of development, performance, attitude and commitment.**

PROGRAMS/GROUPS

DEVELOPMENT 3

PROGRAM	Beginner level where your child will learn to swim confidently and with efficient technical skills. This annual program contains three sessions and an introduction to competition. Your child will be advanced to Development 2 when they achieve the appropriate skill levels.
GOAL	Learn the basics of swimming, stroke and turn and start skills. Introduction to swim meets.
PARTICIPATION	Two 45-minute and one 60-minute session per week.
APPAREL	New families receive a team shirt and latex cap Returning families receive a team shirt. Please see equipment list for additional apparel and equipment needed for your group.

DEVELOPMENT 2

PROGRAM	Swimmers will seek to attain the highest degree of technique for this level. Swimmers are expected to know the skills developed in the Development 3 program.
GOAL	Achieve Alberta Age Group Trials qualifying times. Develop stroke, turn and start skills. Start to compete within the city as well as at region swim meets.
PARTICIPATION	Four 1 hour sessions per week.
APPAREL	New families receive a team shirt and latex cap Returning families receive a team shirt. Please see equipment list for additional apparel and equipment needed for your group.

DEVELOPMENT 1

PROGRAM	Swimmers should seek to achieve the highest degree of technique for this level. Goal setting takes on an important role. Time management skills are introduced. Emphases on maintaining flexibility and increased strength by focusing on body weight exercises. Further development of strokes and technique.
GOAL	Compete at provincial level meets. To achieve Alberta Age Group "A" standards.
PARTICIPATION	Five to six, 1.5 hours sessions per week
APPAREL	New families receive a team shirt and latex cap Returning families receive a team shirt. Please see equipment list for additional apparel and equipment needed for your group.

AGE GROUP SELECT 2

PROGRAM	This developmental program is for the 10 to 13 year old swimmers with an emphasis on technique and long term development. Swimmers should have attained an Alberta Age Group "B" qualifying time and be committed to the program goals. Emphasis on strengthening of all technical skills, goal setting and time management. Introduction to dryland training.
GOALS	Developing proficiency in all strokes, turns and starts. To maintain "B" qualifying times and work towards Alberta Age Group "A" standards. Achieve finals at Provincial and other invitational meets. Compete at all designated regional and provincial meets. Attend training camps. Move up to Age Group Elite 1.
PARTICIPATION	Five to six 1.5 to 2 hour sessions per week plus dry land. 100% attendance expected and to move to the next level. 80% attendance required to compete.
APPAREL	New families receive a team shirt and latex cap Returning families receive a team shirt. Please see equipment list for additional apparel and equipment needed for your group.

AGE GROUP SELECT 1

PROGRAM	This advanced training program for the 11 to 13 year old swimmers with an emphasis on technique and long term development. Swimmers should have attained an Alberta Age Group "A" qualifying time and be committed to the program goals. Emphasis on strengthening of all technical skills, goal setting and time management. Introduction to dryland training.
GOALS	Work towards proficiency in all strokes, turns and starts. To maintain "A" qualifying times and work towards Age Group National qualifying times. Achieve finals at Provincial and other invitational meets. Top 50 in TAG. Compete at all designated provincial and out of province meets. Attend training camps. Move up to Age Group Elite.
PARTICIPATION	Six to seven 2 hour sessions per week plus dry land. 100% attendance expected and to move to the next level. 80% attendance required to compete.
APPAREL	New families receive a team shirt and latex cap Returning families receive a team shirt. Please see equipment list for additional apparel and equipment needed for your group.

AGE GROUP ELITE

PROGRAM	This group is aimed at the 13 -15 year old swimmers pursuing Age Group National qualification, Western Champ qualifications and Canadian and Provincial youth team representation and above. Emphasis on strengthening of all technical skills, goal setting and time management. Event specialization is introduced and dryland training is emphasis at this level. Swimmers in this group are expected to develop self reliance.
GOAL	Work towards proficiency in all strokes, turns and starts. Qualify for Age Group Nationals and Western Champs. Achieve finals at Provincial meets and above. Top 50 in TAG. Compete at all designated provincial and out of province meets. Attend training camps. Move up to National Select.
PARTICIPATION	Eight to nine 2 hour sessions per week plus dryland. 100% attendance expected and to move to the next level. 90% attendance required to compete.
APPAREL	New families receive a team shirt and latex cap Returning families receive a team shirt. Please see equipment list for additional apparel and equipment needed for your group.

SENIOR DEVELOPMENT

PROGRAM	This group is aimed at swimmers 15 and older in pursuit of fitness and competing at local swim meets. Emphasis of all technical and training skills. Basic dryland training will be part of the program. Swimmers are expected pursue their best at this level.
GOAL	Work towards proficiency in all strokes, turns and starts. Qualify for and compete at local swim meets and Senior Provincials.
PARTICIPATION	5 sessions per week plus dryland. More available if pursuing moving to National Select. 90% attendance required to compete.
APPAREL	New families receive a team shirt and latex cap Returning families receive a team shirt. Please see equipment list for additional apparel and equipment needed for your group.

NATIONAL SELECT

PROGRAM	For swimmers pursuing excellence at the National and International level. Swimmers must demonstrate an attitude, commitment level and performance standard consistent with levels required for selection to representative teams for Canada. Proficiency in all technical skills, goal setting and time management will be expected. Event specialization and dryland training are emphasized at this level. Swimmers in this group are expected to demonstrate self reliance in pursuit of excellence and set a standard for other EKSC swimmers to aspire to.
GOAL	Olympic Gold and every level up to that standard. Must be at a Western Champs final level and above. Be at a Senior National standard and above. Compete at all designated meets and attend all training camps.
PARTICIPATION	Up to eleven 2 hour + sessions per week plus dry land. 100% attendance is required.
APPAREL	New families receive a team shirt and latex cap Returning families receive a team shirt. Please see equipment list for additional apparel and equipment needed for your group.

RETURNING UNIVERSITY SWIMMERS

PROGRAM	Same as Senior Development or National Select
GOAL	Same as Senior Development or National Select
PARTICIPATION	Same as Senior Development or National Select
APPAREL	New families receive a team shirt and latex cap Returning families receive a team shirt. Please see equipment list for additional apparel and equipment needed for your group.

FINANCIAL MATTERS

TRAINING FEES

Keyano begins its group training in early September and continues until late June/July. Training Fees can be paid at the beginning of the season or in three payments on

Sept 20, Jan 4 and Apr 1. Training fees are based on what group your swimmer trains in. Training fees are **not pro rated** as to how many practices are attended each month. Coach's salaries, pool fees, and club financial obligations remain the same regardless of number of practices a swimmer attends. Training Fees will be adjusted if your swimmer changes groups during the season.

Training Groups	Option A with Bingos	Option B no Bingos	Swim-A-Thon
Development 3	\$ 720 + 3 bingos	\$1020	\$ 50
Development 2	\$1155 + 10 bingos	\$2155	\$100
Development 1	\$1365 + 12 bingos	\$2565	\$150
Age Group Select 2	\$1560 + 15 bingos	\$3060	\$200
Age Group Select 1	\$1680 + 18 bingos	\$3480	\$250
Age Group Elite	\$2100 + 20 bingos	\$4100	\$250
Senior Development	\$2000 + 10 bingos	\$3000	\$250
National Select	\$2625 + 22 bingos	\$4825	\$300
University	\$ 250 per month	\$ 250 per month	none
Returning University	\$ 250 per month	\$ 250 per month	none

**** Student swimmers (18&Over) Returning University Swimmers may work club bingos to a maximum of 2 per month for a \$50.00 credit per bingo to their account. Bingo credits can not be cashed in if a swimmer leaves the club.**

FEE SCHEDULE FOR MEMBERS MAKING ONE PAYMENT – 5% DISCOUNT

Payment is due **no later than Sep 21.** Training Fees will be adjusted if your swimmer changes groups during the season. Bingos will be portioned over the course of the season.

Training Groups	Option A with Bingos	Option B no Bingos
Development 3	\$ 690 + 3 bingos	\$ 990
Development 2	\$1100 + 10 bingos	\$2100
Development 1	\$1300 + 12 bingos	\$2500
Age Group Select 2	\$1482 + 15 bingos	\$2982
Age Group Select 1	\$1600 + 18 bingos	\$3400
Age Group Elite	\$2000 + 20 bingos	\$4000
Senior Development	\$1900 + 10 bingos	\$2900
National Select	\$2500 + 22 bingos	\$4700

FEE SCHEDULE FOR MEMBERS MAKING THREE PAYMENTS

Sep 21, Jan 5, Apr 1. Training Fees will be adjusted if your swimmer changes groups during season. Bingos will be portioned over the course of the season.

Training Groups	Sep 21	Jan 5	Apr 1
Development 3	\$ 340 or \$ 240 + 1 bingo	\$ 340 or \$ 240 + 1 bingo	\$ 340 or \$ 240 + 1 bingo
Development 2	\$ 720 or \$ 385 + 4 bingos	\$ 720 or \$ 385 + 3 bingos	\$ 720 or \$ 385 + 3 bingos
Development 1	\$ 855 or \$ 455 + 4 bingos	\$ 855 or \$ 455 + 4 bingos	\$ 855 or \$ 455 + 4 bingos
Age Group Select 2	\$ 1020 or \$ 520 + 6 bingos	\$ 1020 or \$ 520 + 5 bingos	\$ 1020 or \$ 520 + 5 bingos
Age Group Select 1	\$ 1200 or \$ 560 + 6 bingos	\$ 1200 or \$ 560 + 7 bingos	\$ 1200 or \$ 560 + 6 bingos
Age Group Elite	\$ 1367 or \$ 700 + 7 bingos	\$ 1367 or \$ 700 + 7 bingos	\$ 1366 or \$ 700 + 6 bingos
Senior Development	\$ 1000 or \$ 667 + 4 bingos	\$ 1000 or \$ 667 + 3 bingos	\$ 1000 or \$ 666 + 3 bingos
National Select	\$ 1609 or \$ 875 + 8 bingos	\$ 1609 or \$ 875 + 7 bingos	\$ 1609 or \$ 875 + 7 bingos

OTHER FEES

- 1. Physiotherapy Assessment – \$50.00** (for Kinsmen Groups) An optional bi-annual physical therapy assessment at the Kinsmen Physical Therapy Clinic will be offered to the swimmers training at the Kinsmen Pool.
- 2. Race Tech Video Analysis – \$180.00** (for Kinsmen Groups) Race Tech is the National Team swimming and race video service for all top swimmers in Canada. Race Tech will be scheduled to come to Edmonton three times during the season to provide above and below water video analysis of a swimmer's technique. Swimmers will receive a copy of their video on a flash drive. Swimmers that sign up will also receive three video race analyses per season at swim meets Race Tech attends. Subsequent race analysis will be offered at a discount price. This service is highly recommended.
- 3. Christmas Training Camp –TBC** (For Dev 2 groups and Up). The fee for training over the Christmas Holidays will be set closer to the date and will help cover the cost of extra pool time, guest speakers and other activities.

BINGOS

- The Edmonton Keyano Swim Club is associated with four bingo halls in Edmonton:
 - Castledowns Bingo 12227 137 Ave.;
 - Parkway Bingo 360 8170-50 St.;
 - Edmonton North East Bingo Association (ENEBA) 12711-52 St.
- Money earned from these bingos represents a significant portion of the Club's operating funds. Loss of any one of these bingos would result in losses in revenue that would necessitate a considerable increase in membership fees.
- Understaffed bingos can result in the Keyano Swim Club being fined by the respective bingo association or having its bingo license suspended by the Alberta Gaming and Liquor Commission. Therefore we must all do our part to ensure we

fully staff our Keyano bingos whenever we have one scheduled. Bingos are held 365 days a year, so be ready to do your part.

4. Your family will be required to work between zero and 20 bingo shifts per swim year, depending on the training level of your swimmer. For Families with more than one swimmer they will work the highest level swimmer bingo plus five (5) additional bingos for second and other children to a maximum of 25 shifts per family.

AT THE BINGO HALL

1. Always keep in mind that bingos are an essential source of funding for our Swim Club and that you are representing Keyano Swim Club when working a bingo.
2. Always arrive on time - if you are late or do not do your job adequately, you can be sent home, in which case you will be considered a "no show" and you will not receive credit for that bingo.
3. If you trade and your replacement does not show up at the bingo hall where you are scheduled, you will be considered a "no show".
4. If you miss or are late for a scheduled bingo, one of your Parent Performance cheques may be cashed.
5. When you arrive at your scheduled bingo hall to begin your shift, sign-in legibly so we can assign the credit to the correct account!
6. Keyano Swim Club does not pay for food or beverage for bingo workers.

BINGO SCHEDULES

1. Your bingos for the new swim season begin in September and must be completed by August; schedules are made up in three-month periods except for September, which is done for one month
2. Bingos are posted on the web-site in advance for sign up. Once the sign up deadline has passed you are responsible to fill the shift you signed up for. In the event you cannot work your shift you may trade with another member or find someone to work it for you. You will only be allowed to sign up for one quarter of your bingo allotment per quarter of your bingo allotment quarter. Once the deadline passes for sign up, every swim family is allocated the number of bingos they need to fulfill the 25, 50, 75 and then 100% commitment.
3. REMEMBER: even if you fail to sign up for your bingos you will be scheduled for a quarter of your bingos every 3 month session. All families will work bingos from September to August, so if you have plans to go on a vacation please advise the office in writing so we do not schedule you for a bingo on those dates.
4. Once the job sign up deadline has passed for the bingo it is your responsibility to ensure your shifts are worked. In most cases you will receive a courtesy reminder call from the bingo chairperson a few days in advance of the bingo. Even if you do not receive a reminder you are still required to work your bingo. You are responsible for your bingo shift. If you are unable to work your assigned shift **you must find a replacement or trade with another family.** The person who works your shift must be qualified to do the job you are assigned and meet the minimum age requirement of 18.
5. **Bingos are nontransferable and have no cash value.**

6. Each Bingo Hall has a designated coordinator whose name and number will be included with each bingo roster. The Hall coordinator is Keyano's key contact at their respective hall. They are also your source for assisting with potential replacement workers. Once rosters are completed and sent out any changes you make to your schedule, the office and the chairperson of the bingo involved must be called and advised.
7. Any member who volunteers to chair at least 12 of their families' bingos per years will receive one bingo credit. Hall coordinators receive two bingo credits.

TRAVEL BINGOS

1. These are bingos that the halls ask us to cover for other clubs. They are short notice and can be work by any member to obtain travel dollar values.
2. In the event that short-notice bingo dollar values are earned, they can be used towards travel costs, equipment costs or fee for service items, i.e. massage. **This credit cannot be used towards membership fees.** This credit is not transferable and possesses no cash value.
3. These bingos must be worked by a member. The credits must be applied to the current swim year. Only bingos worked in July & August can be carried forward to the next swim year.

EXTRA BINGOS

1. Members may work extra bingos over their allotted bingo requirements to offset the cost of membership at a value of \$50.00 per Bingo shift worked.
2. These monies are non refundable and can only be used to offset the cost of swimming.

FINANCE POLICIES

REGISTRATION FEE - \$125.00 per Swimmer

This fee is assessed per swimmer each season and is a requirement from Swim Canada, Swim Alberta and EKSC. This allows the swimmer to compete in Swim Canada sanctioned meets and covers the swimmer with Swim Alberta basic insurance. A portion of this fee goes towards returning swimmers receiving an EKSC 30th Anniversary T-Shirt and Swim News Magazine. New swimmers/families will receive a T-Shirt, EKSC Cap, Swim News Magazine and a Parent Hand Book. The registration fee is due upon registration with Keyano.

SWIM-A-THON & OTHER FUNDRAISING ACTIVITES:

1. Each year, in spring, every Keyano swimmer is involved in a Swim-a-thon. Swim-a-thon is held in conjunction with Swim Alberta, and is another essential source of funds for our club.
2. Each swimmer receives a Swim-a-thon package including a pledge sheet and collection envelope. Swimmers are urged to collect pledges from family, friends, and corporate sponsors – either fixed donation or a donation for each lap the swimmer completes.
3. Tax receipts will be issued by Swim Alberta on request for donations \$10.00 or more if the donation is not from a family member. Once Swim-a-thon is

complete, and all pledge sheets are turned in, the bond cheques for Swim-a-thon will be returned to members who meet their commitments, the remaining cheques will be cashed. The office will notify members of the deadline for Swim-a-thon return and any late submissions will not qualify for Swim Alberta receipts.

4. Failure to hand in your allotted Swim-a-thon commitment by the due date will result in the amount being charged to your account and a 10% late fee assessed.
5. Swimmers joining at any point in the year will be assessed a Swim-a-thon fee.
6. Other fundraising events may on occasion be assigned at the discretion of the Board of Director's.

CAR RAFFLE – 2009 MINI COOPER CLASSIC

- a) Members are required to sell their allotment of Mini Cooper raffle tickets for 2009/10 season. Each book = 25 tickets.
 - i. Development 3 – 1 Book
 - ii. Development 2 – 1 Book
 - iii. Development 1 – 2 Books
 - iv. Age Group Select 2 – 2 Books
 - v. Age Group Select 1 – 2 Books
 - vi. Senior Development – 2 Books (Post Secondary Students 1 Book)
 - vii. Age Group Elite – 3 Books
 - viii. National Select – 3 Books
- b) Families with more than one swimmer will be assessed at the highest group their swimmer is in plus 50% for each additional swimmer. I.e. Nat Select = 3 Books, Age Select = 1 book (50% of 2 Books), Dev 2 = .5 Book (50% of 1 book) for a total of 4.5 Books to be sold.
- c) The draw will take place on March 15, 2010.
- d) Tickets are due in the club office no later than March 8, 2010.
- e) Tickets are available in the EKSC club office.
- f) Members will be charged for 1 book of tickets (\$250.00) in September.
- g) Members will be charged for each additional book(s) of tickets when they are picked up.
- h) Members joining after Dec 31, 2009 will have their ticket allotment prorated.
- i) There will be incentive to sell more than the allotted amount of tickets.
- j) Venues will be set up to sell tickets.
- k) More information on the raffle can be found on the club website.

MULTIPLE SWIMMER FAMILY DISCOUNTS

Families with multiple swimmers registered with EKSC, will receive a discount of \$150.00 per swimmer to a maximum of \$300.00 per season. (Development 3 and Returning University Swimmers do not qualify) Bingo requirement will be based on the highest group their swimmer is registered in, plus 5 more bingos for each of the other swimmers in the family to a maximum of 25 bingo's per season. Families with multiple swimmers choosing Option "B" for payments will have their fees adjusted to account for the multiple swimmer bingo discounts as per Option "A".

MEMBER'S ACCOUNTS

1. **Account Access:** Members will be able to access their accounts online via a secure sign-in at www.eksc.com once set up by the Keyano office.
2. **Payment Plans:** Credit/Debit card payments for training fees will be processed on **Sep 20, Jan 4** and **Apr 1** for members choosing Option A. Members choosing Option B must make payment in full on or before **Sep 20** to receive a **5% discount** on training fees. Discounts will be rolled back for early withdrawal from the Keyano Swim Club.
3. **Monthly Payment:** All Travel, Entry Fees, Equipment and other expenses will be posted on 21st of each month to the members account and will be due on the 1st of the following month.
4. **Payment Dates:**, Sep 21, Nov 1, Jan 5, Feb 1, Mar 1, Apr 1, May 1, Jun 1, Jul 1, Aug 1 and Sep 1.
5. **Online Payments:** Please make all payments online via the club website. Secure payments can be made via PayPal.
6. **Bingo Sign-Up:** Members can sign-up for bingos online via the club web site.
7. **Swim-a-thon Fees:** Swim-a-thon monies are due May 1st; only donations at arms length are eligible for a tax receipt. Monies must be into the office prior to May 1st to receive a tax receipt.

FAMILY SERVICE COMMITMENT

Providing a successful swimming program includes hosting swim meets and organizing other club activities. This requires every family's participation! A **\$100.00 per shift** for locally hosted and attended swim meets will be assessed to members that do not work their allotted shifts. Shifts will be determined for each meet and will be posted on the club web site.

MEMBERS JOINING LATER IN THE SEASON

For members joining later in the season all fees and bingo requirements will be prorated based on the number of months remaining in the season. Swim-A-Thon are not prorated for members joining prior to March 31. The Registration Fee will be due in full any time a swimmer registers. If transferring from another club the Swim Alberta registration portion will be deducted.

REFUNDS AND FINANCIAL COMMITMENTS FOR MEMBERS LEAVING THE CLUB

For members leaving the club prior to the end of the season, the following policies apply:

1. A written letter or email must be submitted to the Keyano Club Office informing the staff of your intention.

2. Registration Fees are non-refundable.
3. Members leaving prior to Jan 1st must pay full fees and complete their allotted bingos for Sep 8 to Dec 31.
4. Members leaving prior to Apr 1 but after Dec 31 must pay full fees and complete their allotted bingos for Sep 8 to Mar 31.
5. Members leaving after Mar 31 will receive no refund and must pay full fees and complete allotted bingos for the full season.
6. Bingos can be worked off or bought out at \$100.00 each. Bingos are non-transferable.
7. Discounts will be rolled back and fees must be paid in full if leaving the club.
8. An inactivation fee will apply for members leaving the club. See below
9. Members will not be released from the club until all fees and financial commitments are met.
10. Members leaving the club for legitimate medical reasons can apply for a refund or a reduced financial commitment (from date of letter received) based on medical documentation.

INACTIVITY AND REACTIVATION FEE

To become inactive from the club **a written letter or email must be submitted to the Keyano Club Office** or you will be fully liable for all training fees. A **\$100.00** administration fee per swimmer will be assessed for swimmers becoming inactive. If inactive for less than 150 days, a reactivation fee will be charged upon returning. Inactivity for medical reasons is not subject to the reactivation fee. Please note, swimmers can not transfer to another club unless all fees are paid in full to the departing club.

NSF FEES AND LATE PAYMENTS

1. **NSF Payments:** (cheques or credit card): \$25.00 each time; and NSF payment may also result in a *Late Payment Assessment*.
2. **Late Payment Assessment:** \$20.00 after the due date for training fees and other expenses. Payments for Travel, Entry Fees, Equipment and other expenses are due on the 25th (automated credit/debit transactions for credit/debit cards) of each month. The billing system will automatically add the late payment assessment of \$20.00 to accounts not paid in full by the due date.
3. **Payment Dates:** Sep 21, Nov 1, Jan 5, Feb 1, Mar 1, Apr 1, May 1, Jun 1, Jul 1, Aug 1 and Sep 1.

Additional Late Payment Penalties

1. **60 days past due:** swimmer will not be entered into meets.
2. **90 days past due:** swimmer will be removed from the pool.

BILLING DEPARTMENT CONTACT

Please contact the Keyano Office at 780-432-9448 or officeeksc@gmail.com for account and billing enquiries.

Keeping Track

The Keyano office staff maintains accurate records of your family's fees and commitments. Each time you work a bingo, you earn a credit towards your total bingo commitment.

Discretion of the Board of Directors

The Board of Directors of the Edmonton Keyano Swim Club is authorized to review individual cases and total club situations, and make necessary adjustments and changes to the above fees and commitments. If you are unable to meet your financial, bingo obligations due to extenuating circumstances contact the President.

If your swimmer's training level changes

When your swimmer moves to the next level, the membership fee, bingos will be adjusted and pro-rated based on the number of months remaining to the end of the swim year. Swim-a-thon will advance to the next level commitment.

If Your Swimmer Joins Part Way through the Swim Year

If you join Edmonton Keyano Swim Club after the swim year has started, the financial commitments will be as follows:

1. **Registration Fee:** must still be paid in full when your swimmer is registered.
2. **Membership Fee and Bingos:** prorated based on the number of months remaining to the end of the swim year.
3. **Swim-A-Thon:** full fees with registration prior to March 31, 2010. The swim year runs from September to the end of June/July (ten or eleven months) for purposes of calculating financial commitment for swimmers either joining or quitting part way through the year.

If your Swimmer Chooses to Leave the Club

You are responsible for advising the Keyano office, **in writing**, if your swimmer decides to leave the Club. The resignation will take effect on the day in which your letter of notification is received in the office. A \$100.00 administration fee will be assessed. Members leaving prior to Jan 1st must pay full fees and complete their allotted bingos for Sep 8 to Dec 31. Members leaving prior to Apr 1 but after Dec 31 must pay full fees and complete their allotted bingos for Sep 8 to Mar 31. Members leaving after Mar 31 will receive no refund and must pay full fees and complete allotted bingos for the full season. Bingos have no cash value and are nontransferable. Swimmers will not be released from the club until all financial commitments are met.

If you leave before Swim-A-Thon you will be assessed the full Swim-A-Thon commitment as it is part of your fees after Jan 1, 2010 and ½ prior to December 31, 2009. Reminder: the registration fee is not refundable.

*****EXCEPTIONAL CIRCUMSTANCES:**

There can be circumstances within a family unit that need to be considered and looked into for relief from financial, officiating, and other commitments of the members. If this is the case write a letter to the Keyano Office, confidential to the club president, and your request for special arrangements will be forwarded to the executive of the club for evaluation and for a decision. This information is not accessible to anyone but the Executive, and the Head Coach and the accountant if needed. Your letter must be very specific in what you are requesting relief from and the circumstances that affect you being unable to fulfill the parent commitment. If your letter does not give enough information, you stand the chance of being denied your request. You will receive a letter confirming the Executive decision on your request following the next executive meeting after receiving your letter.

COMMITMENTS

SWIMMER'S COMMITMENT

Competitive swimming requires tremendous physical conditioning and mental discipline from which swimmers will benefit for the rest of their life. To develop as a competitive swimmer, swimmers are expected to:

1. Abide by the Team Pledge and Code of Conduct.
2. Attend all workouts and arrive on deck ten minutes prior to the scheduled starting time.
3. Participate in workouts for the entire session.
4. Follow the directions of coaches in a co-operative manner.
5. Adhere to appropriate diet to maintain maximum energy levels.
6. Participate in swim meets.
7. Wear only approved EKSC apparel at swim meets (Be neat - be proud).
8. Conform to dress codes when traveling to and from meets when required.
9. Provide, use, and maintain training equipment as specified by the coach (i.e. goggles, flippers, hand paddles, pull buoys, etc.).
10. Maintain positive and open communication with both coaches and parents.
11. Inform coach and office if unable to attend a meet or workout.
12. Inform coach of any outside influences that may impact swimming performance.
13. Be gracious and polite when staying with a billet host family.
14. Give an appreciation gift to billet host family when billeted out-of-town.
15. Adhere to curfews while attending meets.

16. Be a positive ambassador for the Edmonton Keyano Swim Club at all times.

SWIMMERS PLEDGE

1. I will abide by the EKSC code of conduct and training requirements.
2. I understand that the pursuit of excellence in swimming requires a long-term commitment, unswerving dedication and a willingness to sacrifice to this goal.
3. I will accept the disappointments and hurdles that must be encountered and do my best to overcome them.
4. I acknowledge the fact that failure is a part of the learning process necessary to pursue the goal of ultimate success.
5. I believe that confidence, determination and enthusiasm can turn defeat into victory.
6. I unconditionally commit to team goals in order to create the environment necessary for success.
7. I will willingly work harder than the opposition.
8. I subscribe to the creed that the greater the challenge, the greater the reward.
9. I will enthusiastically contribute to team goals and have a positive attitude.
10. I will conscientiously apply myself with desire, determination, discipline, confidence and mental focus in an effort to develop my potential to the best of my ability.

SWIMMER CODE OF CONDUCT

The purpose of this code is to promote the best possible individual, team, and program responsibility which supports the development of first class citizens at all times.

As a swimmer with EKSC, I agree to:

1. Commit to team goals and program requirements
2. Attend all workouts, swim meets and meetings required by the coaches;
3. Display proper respect, honesty and sportsmanship toward fellow competitors, coaches, officials, administrators and parents;
4. Refrain from any immoral, inappropriate or unacceptable behavior, during any Team activities (training, travel and Team functions):
 - a. Use of drugs other than those prescribed by your physician is unacceptable at any time.
 - b. Smoking is unacceptable at any time.

- c. Use of alcoholic beverages is unacceptable at any time.
 - d. Breaking curfew established by the coaching staff.
 - e. Any illegal activity or other activity which would reflect negatively upon EKSC;
5. Maintain a lifestyle that will allow proper sleep, rest and nutrition for optimal performance.
 6. Display a positive and supportive attitude toward the program, coaches and teammates.
 7. Will abide the Keyano Team Pledge, SNC Harassment policy and Swim Alberta Hazing Policy.

Failure to follow these commitments / guidelines may result in disciplinary action at the discretion of the Head Coach / Director of Swimming any one or all of the following penalties can or may be applied:

1. Swimmer may be suspended from the team until the swimmer and parents have had a conference with the Head Coach and appropriate disciplinary actions have been implemented.
2. Swimmer may be suspended from attending an upcoming meet.
3. Swimmer may be sent home immediately from a travel meet/camp at his own expense and if there is extra expense it will be swimmer's responsibility to pay.
4. Violation of General Conduct Rules on team trips will result in the swimmer being suspended from ALL team trips for the remainder of the swim year and/or a specific period.
5. Membership may be revoked.

PARENT'S OR GUARDIAN'S COMMITMENT

1. Encourage their swimmer and ensure that they understand the swimmer responsibilities as listed in the previous section.
2. Read the Red Book, Parent Hand Book, Club website and Bear Facts.
3. Attend pool and club meetings.
4. Ask questions and communicate any concerns (The line of communication for administrative concerns is pool coordinator, office staff, club president) The line of communication for concerns about the swim program is coach, head pool coach, head age group coach, head coach, club president).
5. Inform coach and office if their swimmer is unable to attend a meet.
6. Inform coach of any injury or illness, which prevents swimmer from participating in daily training or competitions.

7. Communicate with coach about any outside circumstances that may impact the performance or attitude of the swimmer.
8. Refrain from consulting with coaches or swimmers during training/competition.
9. Provide swimmer with encouragement and allow coaches to provide the required technical and critical direction.
10. Officiate at swim meets; participate in adhoc committees, and fundraising activities.
11. Meet all financial commitments.
12. Work the required number of bingo shifts and follow the bingo guideline

PARENT'S OR GUARDIAN'S CODE OF CONDUCT

Edmonton Keyano Swim Club as an organization highly encourages the following parental behavior:

1. Open communication between parents, swimmers and coaches emphasizing goal-setting and focusing on the performance expectations and behavior of both the swimmer and the parents.
2. Meeting with the coaches/swimmers/parents during prearranged times not to interfere with practices. (pool time is too valuable)
3. Positive reinforcement of all swimmers in all situations - team spirit, team loyalty and unity.
4. Parental involvement on the Board of Directors and in organizing and running of meets and other team events

Edmonton Keyano Swim Club as an organization will not tolerate the following behavior from parents:

1. Any behavior that brings discredit or disruption to our swimmers, coaches and our organization
2. Coaching your children at practice or during meets. That is the coach's job.
3. Interrupting or confronting the coaching staff on the pool deck during practice or competitions.
4. Abusive language towards coaches, swimmers, parents, officials or your own children or any of the swimmers.

As a parent of a swimmer and a member of Edmonton Keyano Swim Club, I will abide by the following guidelines and club policies and procedures.

1. Practice *teamwork* with all parents, swimmers and coaches by supporting the values of
Discipline, Loyalty, Commitment and Hard Work.

2. As a parent, I will not coach or instruct the team or any swimmer at a practice or meets (from the stands or any other area) or interfere with coaches on the pool deck.
3. Demonstrate good sportsmanship by conducting myself in a manner that earns the respect of my child, other swimmers, parents, officials and the coaches at meets and practices.
4. Maintain self-control at all times. Know my role.
 - a. Swimmers – Swim
 - b. Coaches – Coach
 - c. Officials – Officiate
 - d. Parents – Parent
5. As a parent, I understand that criticizing, name-calling, use of abusive language or gestures directed toward the coaches, officials, and/or any participating swimmer will not be permitted or tolerated.
6. As a member of the EKSC, we are also members of Swim Alberta and SNC and we are bound by their Harassment Policy.
7. As a member of the EKSC we must abide by all of its club policies.

Sanctions: Should I conduct myself in such a way that brings discredit or discord to Edmonton Keyano Swim Club I will voluntarily subject myself to disciplinary action. Edmonton Keyano Swim Club and the Board of Directors maintain the right to terminate any membership with/without cause in the interest of our vision, mission and objectives

COACHES' COMMITMENT

Coaches with the Edmonton Keyano Swim Club are expected to:

1. Behave in a manner consistent with the Code of Ethics and Conduct of the Canadian Swimming Coaches', the Teachers Association, and the Alberta Coaches Coalition.
2. Operate within the policies of the club as printed in this Red Book, with special attention to the Athlete Development Philosophy and Swim Meet Policy.
3. Ensure that swimmers understand their responsibilities as outlined in this Red Book.
4. Support the team goals.
5. Foster the development of swimmers in all four swimming strokes from a technical point of view.
6. Assist swimmers to develop appropriate mental skills.
7. Participate with swimmers, individually or as a group, in meaningful goal setting.

8. Communicate with swimmers, emphasizing positive feedback as much as possible.
9. Communicate with parents to share concerns, resolve problems or discuss performance on an on-going basis.
10. Communicate with parents in a formal and systematic way on an ongoing basis.

CLUB'S COMMITMENT

The club, through its Board of Directors and staff, has the following responsibilities:

1. To ensure that the club operates according to the by-laws of the club (A copy of the by-laws are available in the Keyano office).
2. To ensure that the club operates within the guidelines of Swim Alberta and Swimming/Natation Canada.
3. To support the swim program.
4. To ensure that qualified and competent staff is hired to meet club goals.
5. To ensure that adequate facilities are provided.
6. To evaluate the effectiveness of club programs and staff performance.
7. To maintain accurate financial records.
8. To prepare an operating budget for presentation to and approval from the membership.
9. To establish the fee structure for the club.
10. To schedule members to work appropriate bingo and casino shifts.
11. To provide a reasonable number of fundraisers for families.
12. To prepare, maintain, and revise operating policies and procedures as required.
13. To communicate club policies and procedures to the membership.
14. To ensure that club policies are administered on a fair and equitable basis.
15. To rule on exceptional circumstances in a timely manner.

EXECUTIVE/BOARD/AGM

There are three levels of directors in Keyano:

The Executive

The Executive consists of the President, Past President, Vice President, Secretary and Treasurer. They meet on a regular basis, as needed. All office queries, appeals, exceptional circumstance, appeals and information is sent to this meeting for directives and decisions.

The Board

The Board of Director's consists of the Executive committee, Fundraising, Membership, Gaming, Com Public Relations, Gaming, Competition Directors as well as other Directors as deemed necessary by the board. The Board meets on a regular basis. Any member is welcome to attend the meeting; however, if you wish to address the board, you must contact the President one week prior to the meeting to be placed on the agenda.

Pool Coordinators

Every satellite pool has a pool coordinator, under the direction of the Membership Director. The pool coordinator assists the satellite pool coaches organize meetings, social events, relays information about club activities and provides information and assistance to members in understanding the operations of the swim club.

Keyano Annual General Meeting (AGM)

1. As a non-profit organization, Keyano holds one AGM per year in June, and a Semi Annual in mid-season to present the audited financial statements.
2. For the AGM, you will receive a package in the mail with minutes from the last AGM, a proxy if you are unable to attend, and financial information. You will receive a notice by mail two weeks prior to the mid season meeting.
3. It is very important that the members of the club attend the AGM. Without a quorum, there will have to be another meeting scheduled.
4. These meetings will be very informative to you as a member and we hope to see every one of you attend the meetings.

Elections

The board looks for people to fill the executive and director positions. You need only make one call to the office or the president and your name will be placed as a nominee for the position you would like to hold. At the AGM in June, the members then vote on the nominees and the new board for the upcoming season.

Keyano Bylaws & Policies

Every member of the club should know how the club functions. In the Keyano Office, there is a complete set of By-laws and Policies for Keyano.

Minutes of Board Meetings

After every Board meeting, the minutes are forwarded to the office. A member can come into the office and read these minutes. We do not copy these or send them out.

SWIM MEETS

1. Keyano is a competitive swim club, as such all swimmers are expected to compete in swim meets. Swimmers spend most of their time training for competitions. The actual competitions are called swim meets. Keyano hosts several swim meets each year for our own swimmers to compete against other

clubs' swimmers. Please see the meet schedule on the club website for list of meets.

2. When we host a swim meet, it requires the co-operation and participation of hundreds of volunteers. A meet manager is in charge of the meet, but many other people are required for officiating, operating computer systems, and preparing and serving food.
3. Swimmers sometimes have to achieve a certain time standard to enter a meet. Time standards have the following designations: Age Group Trials Qualifying Time, 'A' Time, Western National Time Standards, Age Group National Time, and Senior National Time.
4. EKSC swimmers will also travel to other cities and towns to compete in competitions that other swim clubs are hosting. When swimmers travel to other meets, one or more chaperones assist the coach in some aspects of swimmer supervision.
5. The clubs in the Edmonton region have an agreement that all clubs will provide officials to other clubs' hosted meets based on the number of swimmers attending the meet.

EKSC SWIM MEET & TRAVEL POLICY (INCLUDING: LOCAL NON-HOSTED)

MEET SELECTION AND ATTENDANCE POLICIES

1. The coaching staff for each group will develop the competition schedule and will be posted on the club web site.
2. The coaching staff will establish the qualifying criteria for participation in each meet. Often the criteria will be set higher than the meet entry standard for out of town meets.
3. Swimmers will be prioritized according to the following criteria to attend meets.
 - a. Number of events the swimmers qualifies for
 - b. Training attendance
 - c. Attitude towards training and competing
 - d. Overall preparedness to compete
 - e. Health issues
4. It is the coach's discretion as to whether a swimmer is entered in a meet based on the above criteria. It is the expectation that Keyano swimmers are ready to compete well for all meets.

TRAVEL INFORMATION

1. Swimmers are required to travel with the Team for **all championship meets**. (See "Meet Selection and Attendance Policies" section regarding **10 yr old and under** swimmers). Designated "Championship Meets" will be indicated on the meet schedule. Keyano will arrange all out of town travel for these designated

championship meets. Travel arrangements for all other meets will be the responsibility of the **swimmer and swimmers' family**.

2. Swimmers that make alternate travel arrangements for their return trip from an out-of-town swim meet (e.g. Calgary) has the option to do so but MUST inform the office prior to the meet. In addition, the full cost of management fees will be charged to the swimmer regardless of this alternate travel arrangement.

FEES AND PENALTIES

1. Penalties and fees that result from changed or cancelled travel arrangements after the meet cancellation deadline will be charged to the swimmer/member's account.
2. All swimmers attending out of town meets are responsible for all management fees. (Coach & chaperones' transportation, accommodation, per diem)
3. Swimmers scratched from a swim meet past the meet cancellation deadline due to poor training attendance or discipline reasons will be charged full travel, management fee and/or entry expenses.
4. The estimated cost of participating in a meet (both in-town and out-of-town) will be sent to the family via email. Meets over \$1000.00 will require a 50% deposit and will be charged to the members account.
5. Upon reconciliation of total cost incurred from a travel swim meet further expenses or credits maybe applied to the members account.
6. Some travel meets/camps will require an advanced deposit and the deposit will be posted to the members account prior to swimmers' participation in the meet/camp.

MEET ENTRY INFORMATION

1. The meet schedule including **estimated** cost, qualifying standards and meet sign-up deadlines, for each group will be posted on the Keyano web site (www.eksc.com).
2. All swimmers that qualify for competitions and comply with Keyano's training and attendance criteria will automatically be entered in the appropriate swim meets.
3. **It is the responsibility of the swimmer/parent to notify Keyano, via the club web site, confirmation of their son or daughters' attendance prior to the meet sign-up deadline.**
4. Failure to withdraw from swim meets before the meet cancellation deadline (as per above #3) will result in the full share of travel, management fee and/or meet entry expenses being charged to the swimmer/member's account.

5. Withdrawal from swim meets due to medical reasons will be honored past the meet cancellation deadline with a doctor's certificate at no cost to the swimmer/member for management fees.
6. Swimmers unable to attend a swim meet due to illness must notify their coach and the Team Manager at the Keyano office prior to the competition date. Failure to do so will result in the swimmer/member being charged for the travel and/or meet entry expenses.
7. Any swimmer entered in a meet who does not qualify for the meet as a result of non-compliance with the "Meet Selection and Attendance Policies" criteria, will automatically be cancelled from the meet at no cost to the member's family.
8. Coaches will notify the swimmer/member via the club web site, email or directly if the swimmer qualifies to attend a meet.

TRAVEL OPTIONS & INFO

1. Swimmers are required to travel and stay with the team for out-of-town meets for designated meets. 11 & over swimmer's choosing not to travel with the team for a team travel meet shall be responsible for all shared team travel costs as though they were traveling with the team.
2. Swimmers may use points for air travel if cost of trip becomes prohibitive to attend.
3. If traveling using points, and arriving on a different flight than the team, it is the responsibility of the swimmer to meet the team at the pool or hotel at the specified time.
4. EKSC takes no responsibility for swimmers traveling on their own or staying away from the team.
5. In the case of 10 & under swimmers, it is recommended that they travel, stay, and dine with their parents for all meets. If a 10 & under swimmer chooses to travel with the team they have the option to do so with the consent from **all three** parties; their parents, the "meet" coach, and Keyano's Head Coach.
6. Departure and arrival times for all trips will be provided in the information sheet and posted on the website for each trip and distributed to those swimmers attending. Swimmers should call their parents on their cell phones for exact arrival time of busses/vans enroute from the competition.

SWIM MEET PROCEDURES

1. Warm up – as specified by Swim Canada.
2. Warm ups are conducted by a member of EKSC staff.
3. Warm ups usually begin one hour prior to the start of a competition. All swimmers are expected to be present and ready to begin at that time. Arrive 15 minutes prior to warm-up time.
4. Team members are required to warm up with the team unless excused by the coach.

5. A good warm up is an essential part of the competition process and is equally essential for a successful performance. Every athlete in the EKSC program deserves the opportunity to be successful.
6. It will be customary for EKSC to have a team area at swim meets and to sit together as a group. This helps promote team unity and spirit. When swimmers first arrive at the meet, they should find the team area.
7. Swimmers are to review a heat sheet or entry grid and check to see if they are properly entered in their events. If an error has been made, check with your coach so that corrective measures can be taken. Swimmers should check their entries with the coach prior to the swim meet to avoid unpleasant surprises. Entries will be posted on the club web site and club bulletin boards.
8. At the conclusion of each race, the swimmer must report directly to their coach. This gives the coaches an opportunity to discuss the race with the swimmer and add positive comments concerning splits, stroke technique, race strategy, etc. If a cool down area is available, swimmers are to warm down first, and then report to the coaches.
9. EKSC team members are not permitted to scratch from any events at a competition. They should consult with their coach and the coach will do the scratch. Similarly, the coach must approve late entries. In a meet with preliminaries and finals, it is expected that any EKSC swimmer qualifying to swim in the finals shall do so.
10. As a courtesy to the officials and meet hosts, parents and non-participant swimmers are asked to stay off the deck/competition venue unless competing or serving in an official capacity.
11. All questions concerning meet results, or an officiating call in the conduct of a meet should be referred to the coaching staff that will pursue these matters through the appropriate channels.
12. In general, all swimmers are to attend all sessions unless excused by the coach.
13. Swimmers are expected to rest and conserve energy between events and sessions, and to remain in the team area while at the pool. Please bring water and nutritious snacks in order to keep energy levels up.
14. In the event of a long waiting period between warm up and the swimmer's first race, the swimmer should briefly warm up a second time approximately 30 minutes before the swim.

KEYANO TEAM APPAREL - POLICY

ALL KEYANO SWIMMERS

1. Red Bears shirt
2. Keyano Bears swim cap
3. Keyano swimsuit
4. All Kinsmen levels require a track suit for travel meets.

Listed above are the minimum requirements when attending swim meets and must be worn.

All Keyano members are encouraged to purchase any other additional 'Bears' equipment that is listed on the equipment order form which is available on the website. Please note swimwear and equipment orders will be placed twice per year. Any additional equipment needs can be ordered through Team Aquatics Supplies.

A minimal amount of necessary equipment will be available for purchase in the Keyano office, i.e. caps, shirts. Equipment will be available in the office for sizing purposes.

AIR TRAVEL

The Keyano track jacket and appropriate attire (no ripped jeans) are required.

CHAPERONING SELECTION OF CHAPERONES

1. One or more chaperones will be assigned for each out-of-town trip, depending on the number of swimmers attending.
2. The need for chaperones will be advertised in the contracts, on the web-site and in the news letter, with as much lead time as possible. Parents can indicate their interest to the travel coordinator.
3. The Head Coach and Travel Coordinator select chaperones with input from the coach in charge of the meet.
4. Every effort will be made to share chaperone opportunities amongst the parents interested.
5. Occupants of chaperone's room will be determined by the coach/office. Chaperones are not allowed to share their rooms with their own swimmer.
6. Any travel meet that does not have a volunteer chaperone runs the risk of being cancelled.
7. Annual police check is needed and will be paid by the club.
8. There should be at least one experienced chaperone on every trip becomes the head chaperone and takes on added responsibilities of meeting ahead of time with the other chaperones to go through the expectations in the Red Book, provide training as to how things work, discuss food responsibilities during travel and other times as required during the meet, share possible menu ideas, allergies, other requests that the coaches might have and what communication has to be shared with the parents (i.e. money that needs to be collected for food and how it will be handled, request for information on food allergies, etc). This meeting also allows the opportunity for new chaperones to ask questions.
9. If an experienced chaperone is not available a meeting will be set up with a chaperone to assist new chaperones with planning and protocol.
10. If there are female swimmers and no female coaches attending a meet, there shall be a female chaperone accompanying the trip unless parents are willing to sign a waiver allowing their swimmer to travel without a female chaperone.

CHAPERONES' DUTIES AND RESPONSIBILITIES

1. Meet with travel coordinator to obtain all necessary information before departure.
2. If the meet is team travel with hotel or dorm accommodations the chaperone is responsible to oversee preparation of all meals
3. Supervise swimmers on transportation carrier. Coaches are responsible for swimmers conduct at the pool.
4. Chaperone(s) first duty is to team as a whole, which may mean that you are unable to stay and watch your child's individual performance.
5. Check transportation carrier at destination for belongings or garbage left on carrier.
6. Maintain a list of swimmer Alberta Health Care numbers, emergency contacts and allergies, food protocols.
7. Ensure the well-being of all swimmers.
8. Ensure that swimmers are dressed properly and conduct themselves appropriately.
9. Head counts on all departures and arrivals, bus, plane, hotel and pool.
10. Attend team meetings as requested by coaching staff.
11. Plan and arrange for team activities as requested by the coaching staff.
12. Arrange accreditation if required (select Championship meets only).
13. Inform swimmers of training times, departure times, entries and other pertinent meet information.
14. Preorder meals at restaurants when necessary.
15. Chaperone is not allowed to have their own child stay in their room as it is the chaperone's first duty to accommodate swimmers in their room in the event of an unforeseen medical or other emergency.
16. Retain and submit receipts for food, fare, hotel, and incidental expenses to the club office on return.
17. Discuss concerns/problems with the coach to work toward a resolution.
18. Ensure that all swimmers are picked up upon return to Edmonton.
19. Assist coach with any other requirements that may arise.
20. Confirm airport/bus/van departures and returns with the office 48 hours prior to departure.
21. Check in at hotel; distribute keys, review hotel rules and regulations.
22. May be required to drive 7 or 12 passenger van (with valid class 4 license)
23. May be required to drive swimmers to and from pool as per coach's instructions.
24. Accompany swimmers and signing for drug testing and securing return transportation to hotel if required.
25. Check swimmers' rooms at check-out.
26. Secure hotel account day before check-out, checking for and collecting from swimmers any unauthorized charges—phone, meals, movies, etc. Request that hotel ensure that long distance phone service and movie access is turned off.
27. Budget money for meals, recording expenditures, and submitting receipts.
28. Provide scheduled meals on time (including menu planning, grocery shopping and clean-up).

29. Perform evening room checks.
30. Provide wake-up calls as required.
31. Pack necessary items from supplies in swim office, including first aid kit.
32. The coach is in charge and will advise the chaperone of needs, protocol, and expectations and be responsible for discipline.
33. Unless acting as Chaperone, parents are not allowed to ride on the bus to and from swim meets.
34. If the swimmers are staying in hotel or dorm accommodations the chaperone to swimmer ratio shall be 1 chaperone for 12 swimmers. In the event that swimmers are being hosted by families there shall be one chaperone for the trip regardless of group size.
35. Prior to accepting the role, duties and responsibilities shall be read, agreed to and signed off by proposed chaperone.

MEMBERS RESPONSIBILITIES

SWIM MEETS – IN TOWN (HOSTED) MEETS

SWIM MEET OBLIGATIONS

1. Keyano families are obligated to officiate or participate at swim meets hosted in Edmonton.
2. Any swim meet hosted by Keyano may require a minimum commitment of three to nine shifts by Keyano families whether your swimmer is entered or not.
3. Any Edmonton-hosted meet (e.g., OSC, Silver Tide, etc.) requires a minimum commitment by Keyano families of 1 shift per swimmer participating in the meet. This is a reciprocal agreement with the other Edmonton area swim clubs.
5. Families that fail to request their obligated shifts will be given shifts as required by the meet manager up to their minimum obligation per meet. Failure to do so will result in a \$100.00/shift penalty charged to the account.
6. In the event a swimmer's family fails to meet its swim meet obligations, or to provide replacement officials or support workers, will result in a \$100.00/shift penalty.

KEYANO OFFICIALS DEVELOPMENT POLICY

FAMILY OBLIGATIONS

1. New families are required to take an officiating clinic in their first full year.
2. You have a commitment to progress as an official.
3. For each family, one parent will be a certified level 1 official at the end of the swimmers second year.
4. One parent in each family will be certified in at least one level 2 disciplines by the end of their swimmer's third year.
5. All swimmers returning for the swimmers fourth or more years will have one parent certified in at least two positions at level 2.
6. All level 2 complete by the time swimmer is at Junior National, Youth, or National levels, and the parent is contemplating the remaining senior levels.

KEYANO OBLIGATIONS

1. Provide Level 1 clinic at each satellite pool at least once during the swim season.
2. Provide Level 2 clinics as required throughout the swim year on Wednesday nights while development swimmers swim at Kinsmen.
3. Provide further clinics as required during the rest of the year

The following is information on Swim Alberta Insurance:

Swim Alberta Insurance (All Keyano members are insured through Swim Alberta) will not cover any activities outside of normal training and competitions. This includes all social activities away from the Kinsmen and Satellite Pools. Please go to this link for the details. <http://www.swimalberta.ca/clubs/insurance-3.htm>

Training Schedules

Red indicates morning swim times
Blue indicates afternoon swim times

Kinsmen:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Age Group Select 1	4:30-6:30	4:30-6:30	6:00-07:30 4:30-6:30	4:30-6:30	4:30-6:30	7:00-9:00
Age Group Select 2		4:30-6:30	4:30-6:30	4:30-6:30	4:30-6:30	7:00-9:00
Age Group Elite	5:45-7:30 4:30-6:30	4:30-6:30	5:45-7:30 4:30-6:30	4:30-6:30	5:45-7:30 4:30-6:30	7:00-9:00
Senior Development	5:30-7:00	6:00-7:30		6:00-7:30	5:30-7:00	7:00-9:00
National Select	5:45-7:45 2:30-4:30	5:45-7:45 2:30-4:30	2:30-4:30	5:45-7:45 2:30-4:30	5:45-7:45 2:30-4:30	7:00-9:00

Times do not include dryland training – times below are approximate.

Morning training - 15 minutes on deck prior to swim training.
 Afternoon training - 45 minutes to 1 hour on deck prior swim training.
 Afternoon training - 15 to 30 minutes post swim training.
 Sat morning training - 30 minutes post swim training.

Satellite Pools:

Bonnie Doon	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Development 1	4:00-6:00	4:00-5:30	4:30-6:30	4:00-5:30	4:00-5:30	7:30-9:00**
Development 2		4:30-5:30	4:30-6:00	4:30-5:30		
Development 3		4:15-5:00	5:15-6:15	4:15-5:00		
Olympic Way					4:30-5:00 5:00-5:30	

Confederation	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Development 1	4:00-5:30	4:00-5:30	4:00-5:30	4:00-5:30	4:00-5:30	7:30-9:00**
Development 2	4:30-5:30	4:30-5:30	5:00-6:00	4:30-5:30		
Development 3		5:00-5:45	5:30-6:30	5:00-5:45		

Jasper Place	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Development 1	4:00-5:30	4:00-5:30	4:30-6:30	4:00-5:30	4:00-5:30	7:30-9:00**
Development 2		4:30-5:30	4:30-6:00	4:30-5:30	4:30-5:30	
Development 3		4:00-4:45 4:45-5:30	5:15-6:15	4:00-4:45 4:45-5:30		
Olympic Way					4:30-5:00 5:00-5:30	

Times do not include dryland training – times below are approximate.

Afternoon training - 15 minutes prior swim training.

Afternoon training - 15 to 30 minute's post swim training.

Sat morning training – 15 minutes prior and 30 minutes post swim training.

**** All Development 1 Saturday morning practices are by invite only****

NOTE - ALL WEDNESDAY SWIMMING IS AT KINSMEN SPORT CENTRE