

BRANT ARTISTIC SWIMMING CLUB

254 N. Park Street, Brantford, ON N3R 4L1

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BRANT ARTISTIC SWIMMING CLUB HANDBOOK

This handbook is designed to help Parents and Athletes have a successful year by providing information, guidelines, and club policies.

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WELCOME TO BRANT ARTISTIC SWIMMING CLUB

This handbook is designed to help athletes and parents to have a successful season by providing helpful information, club guidelines and policies.

Brant Artistic Swimming Club is a registered artistic swimming club with Ontario Artistic Swimming, the provincial sport governing body, and with Canada Artistic Swimming, the national governing body.

Through this affiliation, our athletes are registered to compete provincially. Brant Artistic Swimming Club Athletes are registered as members of Ontario Artistic Swimming and Canada Artistic Swimming. Ontario Artistic Swimming has a group insurance plan that covers all clubs and registered members of Ontario Artistic Swimming when engaged in sanctioned club activities (liability for the club and sport accident for registered members). We are a federal level not-for-profit corporation. For more information on the above organizations, please visit their websites:



www.ontarioartisticswimming.ca



www.artisticswimming.ca

www.baswim.com

MISSION STATEMENT

The purpose of the Brant Artistic Swimming Club is to provide a positive environment for the development of artistic swimming that is enjoyable for both swimmers and coaches who are striving for excellence.

CLUB OBJECTIVES

To build Competitive Teams and to continue to recruit pre-competitive swimmers. This purpose and the objectives will be accomplished with the active participation of every swimmer and parent. The success of the Brant Artistic Swimming Club depends not only on the dedication and enthusiasm of our swimmers and coaches, but also the support of the parents, whose volunteer efforts and cooperation combine to make us a team and ensure that our high standards continue.

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EXECUTIVE

Below is your current season's Executive. They are governed by approved by-laws. If you wish to see a copy of the Bi-Laws, kindly contact the President.

President	Connie Martin	president@baswim.com
Registrar	Kim Froman	registrar@baswim.com
Treasurer	Liz Woloshin	treasurer@baswim.com
Fundraiser	Sarah Girard	fundraising@baswim.com
Communications	Jenna Lyons	communications@baswim.com
Secretary	Melissa Kaczur	secretary@baswim.com
Head Coach	Julia Wheeler	coachjulia@baswim.com

COACHING TEAM

The Brant Artistic Swimming Club employs its coaching staff based on qualifications, experience and qualities that will benefit the athletes and club. Coaches are trained to the standards of the National Coaching Certification Program.

CLUB MEMBERS

All Brant Artistic Swimming Club families are part of the Team. Every family will honor the following volunteer & fundraising commitments:

1. Fundraising Commitment
2. Volunteer Commitment
3. Host Meet Commitment

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THE SYNCHRO SEASON AT A GLANCE



July – December

- Registration (July)
- Season Kick-Off Training Week (August)
- The BASC Annual Parent Meeting (October)
- Meet schedules published
- Additional routines set
- Additional practice times set
- Team try-outs (as required)
- Club Suit decision and ordering
- Travel planning
- Team apparel orders
- Holiday breaks (Thanksgiving and late December)
- Athlete and coach clinics
- Parent education sessions
- Team meetings to discuss competitions
- Suit and headpiece decoration
- Qualifying Competitions

SWIMMING / TRAINING

- Conditioning: building an aerobic base, strengthening, flexibility, team building
- Figure development: review/learning of sculls, positions, transitions
- Routine choreography: creative development, mental training

January – March

- Provincial and national qualifier competition planning
- Athlete and coach clinics
- Parent education sessions

SWIMMING / TRAINING

- Conditioning becoming more routine specific, synchro specific strength, flexibility, continued work on figures and routines, mental training/goal setting, nutrition/recovery

April – June

- Continued competition focus
- Ontario Provincials, Inter-Provincial, and National competitions
- End of season performance celebration
- Year-end party including awards & recognition
- AGM - Parent/Club member and Executive meeting

SWIMMING / TRAINING

- Refinement of routines and figures, conditioning very specific to routine and figures, strengthening, flexibility, mental training, individual performance plans

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The season fee is based on Ontario Artistic Swimming and Canada Artistic Swimming affiliation fees, pool rental, coaches' wages and other fixed expenses. If applicable, additional fees for extra routines (solos, duets, and combo events) will be collected for the extra pool time, coaching time and competition registrations required. Please contact the Treasurer with questions about the annual fee, or club financing in general.

1. The registration fee and season fee are due at the time of registration. The registration fee is due in full. The season fee may be **paid in full for the entire season** at the time of registration by cheque, cash or online direct bank payment. The season fee can also be paid in twelve **(11) equal installments** by way of online direct bank payment or etransfer. Payments must be made by the 1st of each month.
2. Other expenses invoiced for competitive and recreational swimmers (including but not limited to travel, meet fees, routine suit) are due within two weeks of billing and are non-refundable.
3. **Trio's, Duets, and Solos** will be billed individually and may also be **paid either in full for the entire season** or in **(10) ten equal installments** by way of etransfer or online direct bank payment once the duet, trio or solo has been decided. Payments must be made by the 1st of each month.
4. Insufficient Funds will be subject to a \$25 administration fee.
5. Any Brant Artistic Swimming Club member whose account isn't paid, risks removal of the athlete and membership. If a situation arises, you must contact the Club Treasurer to create a proactive plan to bring or keep your account up to date.
6. If a competitive or recreational swimmer chooses to leave midseason, payment for all financial commitments the club has made on behalf of the swimmer will be due immediately.
7. Purchased bathing suits and equipment costs are non-refundable.
8. No swimmer will be permitted to enter the pool until fees are paid and the appropriate forms are completed.

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REFUND POLICY

As a non-profit, volunteer organization, the season fees are based on expected budget costs and are divided equally between athletes. As such, a commitment to swim is also a financial commitment to the Club.

1. Refund requests must be in written format and submitted to the Executive via president@baswim.com prior to October 1st, 2020, and a \$40.00 administration fee will apply to the registration refund. Following that, no refund of Registration Fees is available. After October 1st, 2020, no refunds of Registration or Season fees will be issued. In addition, any fees paid to Ontario Artistic Swimming and Canada Artistic Swimming on the athlete's behalf will not be refunded.
2. Medical Departure: If a Competitive or Recreational swimmer leaves due to illness supported by medical certification, fees will be refunded on a pro-rated basis until December 3, 2020, subject to a \$50.00 administration fee. After that date, no refund is available, and any fees, paid or post-dated are non-refundable. All financial commitments the club has made on behalf of the athlete (including but not limited to travel, meet fees, routine suit, and routines) will be due immediately.
3. Purchased bathing suits and equipment costs are non-refundable.
4. Try Synchro refunds must be in written format and submitted to the Executive via president@baswim.com

ATTENDANCE

1. Attendance at all practices is mandatory for all Competitive Athletes and strongly recommended for Novice Competitive. Teams require "perfect" attendance so that routines can be created and practiced. Everyone is important to the team.
2. Coaches must be notified no less than 3 practices in advance of the date the athlete will be absent.
3. Competitive Athletes need to discuss any and all absences with their coaches in advance, in person, by phone call, or by email. Should an Athlete fall ill, Covid Protocols must be followed prior to return to sport. In case of an unavoidable and unexpected absence, call the coach as soon as possible. Nonemergency or Covid health related absences will not be permitted for two weeks prior to any competition. All competitive athletes must compete in "Lisa A" in order to be registered for any further competitions.

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TEAM SELECTION

1. The purpose of team selection is to match swimmers of similar skill on a team. Assessment of swimmers by the club's coaches is done under the direction of the Head Coach. The process begins in September and may last through October when teams are finalized.
2. Swimmers are assessed on the following criteria:
 - Synchro ability (figure positions, routine skills)
 - Athletic ability (strength, endurance, power)
 - Attitude and commitment
 - Attendance
3. Teams are formed based on individual swimmers' ability and age; although the categories are age based, a swimmer will not necessarily participate on a team based solely on their age. For example, a 12 year old swimmer may be placed on a 13-15 team with parent agreement.
4. Participation by swimmers in any extra routines (i.e. combo, duet, and solo) is only on recommendation of the coaches, based on:
 - Swimmer's skills
 - Pool time availability
 - Coach Availability
 - Finally, parent support

Please Consider

Everyone brings different and unique strengths to the sport. We strive to develop the overall athlete – to enhance identified talent, to create a positive training experience and to facilitate an environment to achieve set goals. Individual goals will be different for each athlete. With enthusiasm, hard work and focus, everyone will learn valuable lessons along the way and have fun at the same time!

Private and Semi-Private Training Requests

Additional private and semi-private training can be requested to supplement regular training. Requests are to be made to the team coach who will discuss options with the Head Coach. Please note the ability to accommodate these requests depends on pool space and coach availability, and therefore cannot be guaranteed.

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BE PART OF THE DASH REQUIRED CLUB GEAR



Equipment	Try Synchro	Novice	10 & Under Program & Competitive
One-Piece bathing suit ³	✓	✓	✓
Swim Cap ³	✓	✓	✓
Goggles ³	✓	✓	✓
Nose Plug(s) ³	✓	✓	✓
Black Figures Suit ²		✓	✓
Club Team Suit ²		✓	✓
Club Swim Cap ²		✓	✓
Yoga Mat ³		✓	✓
Black Gymnastic Shorts ³		✓	✓
Club Jacket ¹			✓
Club Bag ¹			✓
Club Tank Top ¹			✓
Club Tights ¹			✓
Competition Suits ¹			✓

1. Ordered through Brant Artistic Swimming Club.
2. Supplied by Brant Artistic Swimming Club (included with fees)
3. Supplied by Athlete

IMPORTANT

Athletes are expected to bring all appropriate gear to all practices, meets, and competitions.

Full Club uniform is **required** to be worn at all competitions by all athletes.

SPIRIT WEAR

Additional non-uniform Brant Artistic Swimming branded clothing will be available for purchase throughout the year. There will be sizes available for all athletes and parents! The Spirit Wear is optional everyday type clothing and is **not** to be worn at competitions by the athletes.

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PARENT & GUARDIAN GUIDELINES AND RESPONSIBILITIES

1. Support and respect all athletes, coaches, executive and other parents. Verbal or any other type of outburst/harassment toward any person involved with The Brant Artistic Swimming Club will result in automatic dismissal from the Club without refund of payment. This includes: verbal name calling, yelling at another person, slanderous comments or physical attacks towards any individual involved with The Brant Artistic Swimming Club, The Brant Artistic Swimming Club, Ontario Artistic Swimming or Canada Artistic Swimming.
2. Parents/Guardians are not allowed on deck anytime during practice. If you need to be there for any reason, please do not attempt to speak to your athlete or their coach while they are on deck or in the pool. The coach needs your athlete's undivided attention so that the swimmer can best learn. If you have concerns, your swimmer's coach will be available to talk to you at a mutually convenient time. Parents/Guardians should not attempt to question the coach regarding concerns about policy issues. These questions or concerns should be addressed only to the members of the Executive, in writing.
3. All parents are required to attend requested meetings.
4. Information on the Club will be available on the Club website, www.baswim.com. Any unanswered questions or concerns can be directed to the Executive via email at communications@baswim.com. **It is your responsibility to ask questions.**
5. All Parent/Guardians are encouraged to find out how the Club operates and help to keep it functioning. Our board meets a minimum of once per month. The Brant Artistic Swimming Club needs the help of **ALL** members as there are many jobs that need to be done to keep the Club running smoothly and growing. The Parents/Guardians of all Athletes are expected to participate in social or club activities, meets and/or fundraising.
6. The Brant Artistic Swimming Club recognizes the importance of maintaining your confidentiality and privacy. Therefore, during registration a consent is signed to allow for publicity, news releases, photographs, video, and membership lists etc. In the event a swimmer is subject to a Custody Order and requires additional privacy measures, please contact the Club President at president@baswim.com.
7. Swimmers and Parents are expected and encouraged to promote the club with a positive attitude regarding sportsmanship, competition, and fair play. This is to be reflected both in and out of the water, at competitions and in the daily training environment.
8. Swimmers and Parents are expected to follow and respect all guidelines and rules which are put in place by the Coaching Team and Executive of The Brant Artistic Swimming Club.
9. Please refer to Ontario Artistic Swimming Conduit Policy for additional information and expectations <https://ontarioartisticswimming.ca/ontario-artistic-swimming-policies/>

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ATHLETE RESPONSIBILITIES AND CODE OF CONDUCT

- I will always come prepared for practice. This includes: bathing suit, cap, nose clip, goggles, running shoes and workout wear, and water bottle.
- I will arrive 10 minutes before the start of practice so that I am ready to begin on time.
- I will participate with maximum effort in every area of practice unless an illness or injury prevents such effort.
- In all instructional situations, I will actively listen with respect. Focus will always be on the coach when she/he is speaking and giving instructions.
- I will keep bags neat and packed in coach-designated areas or in lockers within change room.
- I will get all the necessary equipment for practice and will put everything away at the end of practice.
- I will wait for parents or guardian pick up in the lobby. I am not to wait outside the premises.
- In competition settings, I will arrive and leave in full uniform.
- I will be respectful to all competitors.
- Good sportsmanship will always be expected, whether an I am at practice, competition, club event or community public events.
- I will always support my teammates and coaches and will maintain an attitude that is in line with Club Values.
- In situations where I am under chaperone supervision, I will respect and adhere to all direction and instruction given by the adults in charge.
- Use of electronic communication devices is prohibited on deck during training sessions and meets.
- I will play by the rules of sport, demonstrating and encouraging good sportsmanship both in victory and defeat.
- I will be respectful by using appropriate language in appropriate tones when interacting with other athletes, coaches, officials, parents, and spectators. I will not taunt, use obscene gestures, or engage in boastful celebrations that demean fellow athletes.
- I will treat everyone fairly, regardless of gender, ethnic origin, race, religion, or sexual orientation.
- I will treat all athletes, coaches, officials, parents, and spectators with dignity and respect.
- I will stay away from drugs and other substance abuse.
- I will arrive early for all practices, meetings, and competitions, with only emergencies and illnesses being acceptable reasons for tardiness or absence.
- I will dress accordingly when practicing, competing and traveling.
- I will keep my academic performance at a "B" average or better without any "F"s to report.
- I will show humility amongst my teammates, competitors, coaches, officials, and parents.
- I will seek to become the best athlete I can be by participating appropriately and eating right.
- I will be honest. I will not lie, cheat, or steal, fight or damage the property of others
- I will stay focused for all practices as I am there to work hard for my teammates.
- I will do my best to play safely so as not to injure myself or any other athlete.
- I will cooperate with medical personnel in their efforts to care for my well-being.
- I will encourage and assist my teammates in becoming better athletes and human beings.
- Please see Ontario Artistic Swimming Conduct Policy for additional expectations
<https://ontarioartisticswimming.ca/ontario-artistic-swimming-policies/>

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COACHES



Coaches will:

- Demonstrate character traits such as honesty, fairness, respect, tact, sensitivity to personal/professional boundaries and to personal differences, courage, equal concern for means and ends.
- Treat athletes and parents with respect, dignity and courtesy in all situations.
- Respect athlete and family's values and goals.
- Take positive action to promote and create an environment supportive of the strategic goals of the club.
- Show concern, consideration and respect for athletes, including athletes or families with different values, background, culture and personalities.
- Display tact, cooperation, sensitivity and respect for the opinion's athletes, families and the Brant Artistic Swimming Club's executive board.
- Handle contentious issues respectfully, directly and decisively.
- Work to resolve conflicts between athletes and families by seeking truth and clarifying misunderstanding, listening for underlying concerns, and defining areas of agreement to resolve.
- Handle adhere to Conflict Resolution Policy.
- Refrain from any behavior that constitutes harassment.
- Refrain from violence or workplace type harassment.
- Maintain composure when challenged by athletes, families or the executive board.
- Work cooperatively with medical professionals in the diagnosis, treatment and management of athletes' medical and psychological treatments.
- Never encourage or permit an athlete to return to play prematurely or without the clearance of a medical professional following a serious injury.
- Not use their position as a national or provincial team coach to solicit athletes (or the Parents of minor athletes) unless first receiving approval from the coaches who are responsible for the athlete.
- Provide athletes and the Parents of minor athletes with the information required to be involved in the decisions that affect the athlete.
- Use inoffensive language and refrain from yelling at athletes in a manner that serves no productive training or motivational purpose.
- Maintain professional boundaries with athletes and refrain from interacting with minor athletes on social media other than through a distinct professional account.
- Avoid consuming alcohol in situations were minors are present or under the responsibility of the Coach. Take reasonable steps to manage the responsible consumption in adult oriented social situations associated with Brant Artistic Swimming Activities.
- Help athletes to reach the Club standards at competitions.
- Remain at meets for a minimum of 4 hours per day and must collaborate if alternate plans are necessary.
- Maintain communication between parents and athletes by consistently utilizing the club website, team emails and parent meetings.
- Required to wear a black, well maintained, clean shirt or up to date Brant Synchro Coaches shirt while in attendance at a meet or Brant Training Activity.
- Maintain a strictly professional relationship with Executives and Parents.

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ATHLETES



Athletes who have been selected to be a representative on a team for Ontario Artistic Swimming will have additional responsibilities to:

- a. Report any medical problems in a timely fashion, where such problems may limit the athlete's ability to travel, train or compete;
- b. Participate and appear on time in all competitions, practices, training sessions, events, activities or projects to which the athlete has made a commitment;
- c. Properly represent themselves as affiliated to their respective club and not attempt to enter a competition for which they are not eligible, by reason of age, classification or other reasons.
- d. Act in a sportsmanlike manner and not display appearances of violence, foul language or gestures to other players, officials, coaches or spectators.
- e. Adhere to Ontario Artistic Swimming rules and requirements regarding clothing and equipment.

PARENT/GUARDIANS AND SPECTATORS

Parents/Guardians of Ontario Artistic Swimming Representatives and Spectators at events will:

- a. Encourage athletes to play by the rules and to resolve conflicts without resorting to hostility or violence.
- b. Condemn the use of violence in any form and support all efforts to remove verbal and physical abuse, coercion, intimidation and sarcasm from the sport of synchronized swimming.
- c. Never ridicule a participant for making a mistake during a performance or practice.
- d. Provide positive comments that motivate and encourage participants continued effort.
- e. Respect the decisions and judgments of officials, and encourage athletes to do the same. Feedback on competition performances is provided by officials only to the coaching staff, so parents are encouraged to discuss any questions with your athlete's coach.
- f. Recognize that officials, executives and staff act in good faith, and in the best interests of the athletes and sport as a whole.
- g. Never question an officials' or Synchro Ontario staffs' judgment or honesty.
- h. Respect and show appreciation to all competitors, and to the coaches, officials and other volunteers who give their time to the sport.
- i. Promote the club with a positive attitude regarding sportsmanship, competition, and fair play.
- j. Refrain from the use of bad language, nor harass competitors, coaches, officials, parents/guardians or other spectators.

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FUNDRAISING COMMITMENT POLICY

Our major expenditures are coaching contracts, pool rentals and equipment necessary for the training and progress of our swimmers. In order to keep fees as low as possible, the club has various fundraising options throughout the season that athletes, and their families are expected to participate in. Please see website for planned events and dates.

1. Fundraising Commitments are as follows for this season:

"Try Synchro"	No commitment
"Novice Competitive"	\$300.00
"Competitive"	\$600.00

2. Fundraising Fees are included in the annual fee and divided into 10 monthly equal payments. You can get up to \$300/\$600 (Novice Competitive/Competitive) off the yearly cost for participating in fundraising activities possibly eliminating your last 1-2 months of fees.

HOST MEET COMMITMENT

In the event that we are selected to host a Meet, we will require a large amount of volunteers to make it successful. These meets take an extraordinary amount of time and effort in planning and execution but are very rewarding for our athlete's and our club.

We will require each Novice Competitive family / designate to work a minimum of up to 10 hrs throughout the event.

We will require each Competitive family / designate to work a minimum of up to 20 hrs throughout the event.

You **MAY NOT** opt out of this commitment.

High school students are welcomed and encouraged to volunteer and receive credit towards their required hours but these DO NOT count towards your Family time commitment.

*Try Synchro athletes and their families are exempt from this commitment but are highly encouraged to participate.

VOLUNTEER COMMITMENT POLICY

The success of the Brant Artistic Swimming Club depends very much on the support of our families, whose volunteer efforts and cooperation are required to ensure that our high standards can be maintained. Volunteer opportunities will be posted on our website www.baswim.com and communicated via email throughout the season.

A commitment of 5 volunteer hours is required for all Novice Competitive athletes. Failure to complete will result in a \$100.00 penalty invoiced at the end of the season.

A commitment of 10 volunteer hours is required for all Competitive athletes. Failure to complete will result in a \$200.00 penalty invoiced at the end of the season.

Try Synchro 8 week program participants are exempt from this commitment.

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Positions and Committees will be communicated throughout the season as they become available. There is something to fit everyone's schedule and skill set – without you, the club cannot succeed!



CONFLICT RESOLUTION POLICY

1. If a parent has a concern or complaint, they are to report their concern in a well-articulated email to their athlete's team coach within 14 days of any incident of concern. The communication should include dates of any incidents, times etc.
2. The team coach is to confirm receipt and provide response within 48 hours. Communication is to be maintained in email form (no texts or calls) until a face to face meeting or until a resolution is reached.
3. At all times both parent and team coach are to remain courteous and respectful.
4. If for some reason the parent feels they need further support, the email concern and communication should be forwarded to the head coach requesting assistance to a resolution.
5. Head coach is to confirm receipt and provide conflict resolution suggestion within 48 hours.
6. Head coach is to provide opportunity for both parties to work through resolution process, fully documented including minutes of meetings and email correspondence.
7. If the issue is not resolved to your satisfaction, the parent and head coach is required to contact the President via email, forwarding existing correspondence and any other documentation for reference to further the conflict resolution process.
8. President to work collectively with all parties till a resolution is in place in a timely fashion. The President may require additional support through Board Executives if policies need adjusting or votes are required to get to a resolution.
9. We encourage all concerns to be brought forward without hesitation. Concerns and questions about logistics (e.g., uniforms, travel, fees, and registration) should be directed via email to the President. Daily training environment questions or concerns about performance and practice should be directed via email to team coaches and Head Coach (if necessary).
10. Please see Ontario Artistic Swimming Conduct Policy for additional expectations
<https://ontarioartisticswimming.ca/ontario-artistic-swimming-policies/>

ATHLETE INCIDENT POLICY AND PROCEDURES

The safety and well-being of athletes and coaches is a top priority. If at any time an athlete or coach is injured, the care and comfort of the injured member shall be the focus of the appropriate team coach and Head Coach.

Responsibilities when injuries occur on the pool deck include:

Coach:

- a) Immediate care of the athlete
- b) Notify the lifeguard and take the athlete to the lifeguard for first aid treatment
- c) Check the registration form in the binder for any medical concerns
- d) Communicate with other athletes and coaches to ensure the rest of group is
- e) Supervised
- f) Inform parent upon coaches' discretion
- g) Make notes on the incident on an incident report form in the back of the binder.

Athlete:

- a) Follow instructions of the lifeguard and coach.

Parent:

- a) Talk to the coaches before leaving the pool

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SOCIAL MEDIA POLICY



The Brant Artistic Swimming Club recognizes the prevalence of electronic communication and social media in today's world. Many of our athletes use these means as their primary method of communication. While the Club acknowledges the value of these methods of communication, the Club also realizes that there are associated risks that must be considered when adults use these methods to communicate with minors.

All communications between a coach or other adult and an athlete must be professional in nature and for the purpose of communicating information about team activities and should not contain or relate to any of the following:

- a. drugs or alcohol use;
- b. sexually oriented conversation; sexually explicit language; sexual activity
- c. the adult's personal life, social activities, relationship or family issues, or personal problems; and
- d. inappropriate or sexually explicit pictures

Note: Any communication concerning an athlete's personal life, social activities, relationship or family issues or personal problems must be transparent, accessible and professional.

Whether one is an athlete, coach, board member or parent, the guiding principle to always use in communication is to ask: "Is this communication something that someone else would find appropriate or acceptable in a face-to-face meeting?" or "Is this something you would be comfortable saying out loud to the intended recipient of your communication in front of the intended recipient's parents, the coaching staff, the board, or other athletes?"

A simple test that can be used in most cases is whether the electronic communication with swimmers is **T**ransparent, **A**ccessible and **P**rofessional.

Transparent: All electronic communication between coaches and athletes should be transparent. Your communication should not only be clear and direct, but also free of hidden meanings, innuendo and expectations.

Accessible: All electronic communication between coaches and athletes should be considered a matter of record and part of the Club's records. Whenever possible, include another coach or parent in the communication so that there is no question regarding accessibility.

Professional: All electronic communication between a coach and an athlete should be conducted professionally as a representative of the Club. This includes word choices, tone, grammar, and subject matter that model the standards and integrity of a staff member.

If your communication meets all three of the **T.A.P.** criteria, then it is likely your method of communication with athletes will be appropriate.

Please see Ontario Artistic Swimming Conduct Policy for additional expectations
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FACEBOOK AND SIMILAR SITES

Coaches may have personal Facebook (or other social media site), but they are not permitted to have any athlete member of the Club join their personal page as a “friend.” A coach should not accept any “friend” request from an athlete. In addition, the coach should remind the athlete that this is not permitted. Coaches and athletes are not permitted to “private message” each other through Facebook. Coaches and athletes are not permitted to “instant message” each other through Facebook chat or other IM method.

The Club has an official Facebook page that athletes and their parents can “friend” for information and updates on team-related matters.

Coaches are encouraged to set their pages to “private” to prevent athletes from accessing the coach’s personal information.

TEXTING

Subject to the general guidelines mentioned above, texting is allowed between coaches and athletes during the hours from 7am until 9pm. Texting only shall be used for the purpose of communicating information directly related to team activities.

EMAIL

Athletes and coaches may use email to communicate between the hours of 7am and 9pm. When communicating with an athlete through email, a parent, another coach, or a board member must also be copied.

COMMUNICATIONS

The Brant Artistic Swimming Club strives to ensure all parents and athletes have access to the information they need to be successful in the club. All efforts will be made to target communications to the appropriate audience (e.g. recreational swimmers vs. competitive athletes).

1. The Brant Artistic Swimming Club will communicate with members through the following ways:
2. Email – The Brant Artistic Swimming Club sends out emails with pertinent club and training information throughout the competitive season.
3. Website – The Brant Artistic Swimming Club’s website contains information about the club including regular updates and time-sensitive notices.
4. Facebook - for regular updates on activities of The Brant Artistic Swimming community
5. Board Meetings are held monthly and minutes are taken at every meeting.
6. Parent/Member Meetings are held a minimum of once per year. The purpose of these meetings is to share information among parents, athletes, coaches, and the Board of Directors. Bring your ideas and improvement opportunities!
7. Team parents may be asked to telephone emergency messages to parents. The Board of Directors and coaches may also communicate via e-mail.
8. Team Meetings are held with the coach, parents, and athletes. These meetings are an opportunity to share team and club information and to make suggestions and ask questions.
9. Coaches will let athletes and families know their best times and preferred method (phone, e-mail) for communicating. Please do not call a coach after 9 p.m. unless it’s an emergency that cannot wait until the next day. Remember to talk with a coach only before or after practice. It is essential not to interrupt valuable practice time.

BRANT ARTISTIC SWIMMING CLUB

254 N. Park Street, Brantford, ON N3R 4L1

BE PART OF THE PACK

