



# PARENT HANDBOOK

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## **INTRODUCTION**

On behalf of the Board Of Directors I would like to welcome the Killer Whale parents to the 2016/17 swim season! This is the latest edition of the Parent Handbook and its purpose is to provide you with information that will enable you to gain some understanding of the operation of a swim club and an overview of club policies.

Our goal is to give you access to all information whether it is by way of this handbook, email or our user friendly website: [crkw.ca](http://crkw.ca). Please ensure that your email address is up-to-date in our records so that you will receive all information pertaining to your child and their swim group. Through a lot of dedication and hard work over the past many years, the Killer Whale Coaching Staff and Board Of Directors have made this a great club for your child to be a part of. Swimming is an incredible sport as it helps develop your child with incredible physical fitness and a mental edge which is unmatched in other sports.

Supporting your child in swimming can be one of the most rewarding experiences of your life. You may soon find yourself cheering at competitions, timing during meets, or even going on to become a Swimming Canada certified official. Whatever your role, your child's experience in swimming is directly linked to your positive support. Please direct any questions or concerns to the appropriate person whether it be the coach, or executive member. We all have the same goal: to provide your child with the best experience in swimming possible!

Sincerely,

Scott Wenger  
President

## **CLUB HISTORY**

The Campbell River Killer Whales Swim Club (CRKW) is a non-profit organization headed by a professional coach and run by a volunteer parent group. It is supported through membership fees and fundraising.

The CRKW swim club has been in operation since 1979 and was incorporated in 1986. CRKW is an age group swim club and operates from September to June/July of each year.

Since 1974, many swimmers have had the opportunity to improve their swimming skills as well as participate in regional, provincial as well as national competitions.

CRKW has produced many successful national level swimmers including John Stamhuis and Alec Page. John and Alec have been very positive role models for the other swimmers in the club as well as great ambassador's for CRKW. Alec Page made the Olympic team in 2012 and we look forward to watching his successes in the years to come.

More recently CRKW's own Taylor Paddington just capped off her swimming career in Boise State. She earned a swimming scholarship in 2011 to compete with the NCAA Div 1 Broncos where she helped earn a Mountain West Conference Championship Title for Boise in 2014. Taylor's sister, homegrown talent Mackenzie Paddington competed in the 2016 Olympic Trials and was joined by another former Killer Whale Conner Skuse in the 2016 Summer Nationals.

### **VANCOUVER ISLAND REGION (VIR)**

Swim BC is organized into eight geographical regions, each region representing the clubs in those regions. CRKW is part of the Vancouver Island Region (VIR). The participating clubs are: Juan de Fuca Cohos, Comox Valley Aquatic Club, Duncan Swim Team, Pacific Coast Swimming, Ladysmith/Chemainus Swim Club, Nanaimo Riptide Swim Team, Ravensong Aquatic Club, Port Alberni Tsunami's, Tye Aquatic Club and Island Swimming.

### **SWIM BC**

Swim BC is the governing body for amateur competitive swimming and was incorporated in 1963. As the provincial governing body for the sport, Swim BC is responsible for the conduct and administration of swimming in British Columbia. In this capacity, Swim BC formulates rules, implements policies and procedures, regulates the provincial championships, disseminates safety information, administers a multitude of funding programs, and selects athletes to represent BC at National, Provincial and Regional Games. They also provide opportunities for young swimmers to participate in age-group camps held in different places throughout the province.

### **CLUB PHILOSOPHY**

The CRKW program is founded on the belief that swimming offers an exciting and valuable experience in a young person's life. In a program that is well directed, every participant can gain from his or her experience, whether or not he or she ever wins a single race. It is for this reason that the following objectives have been adopted:

- \*To provide a competitive environment for all swimmers in a positive and non-invasive manner that will carry them forward into provincial, national as well as international stages.
- \* To provide opportunities for social and emotional development.
- \* To provide a wholesome and worthwhile physical and recreational outlet.
- \* To provide opportunities to learn as well as practice good health, exercise and lifestyle habits.
- \*To provide training and competition to all swimmers at all levels consistent with ability, desire and performance levels.
- \* To provide the opportunity to gain self-esteem and self-worth by making a commitment to the sport.
- \*To learn a sport that provides lifelong enjoyment.

CRKW Executive and coaching staff encourages open lines of communication between coaches, swimmers and parents. We will always be open and honest regarding our plans and philosophies, and hope you will be equally open and honest regarding your questions and concerns. When you have a question, go to the source. We encourage and expect your questions and comments, so please do not hesitate to ask.

Children's involvement in sport should be fun and safe. CRKW works to provide a safe place for your children to experience sport. CRKW follows Sport BC's harassment policy and involves coaches, volunteers, sport and recreation organizations, government, the participants and you, the parent.

We aspire to be a great swim club full of positive thinkers and fast swimmers. There is a place for everyone. We hold in high esteem the swimmer who tries, stays positive and motivated and remains committed to the program even if they never win a single race, medal or ribbon. We also recognize that not everyone wishes to be an Olympic champion. While we do work hard to produce an environment conducive to healthy competitive swimming, we won't forget the young person who swims for the fun of swimming. We endeavour to treat all swimmers with respect and compassion, to treat them fairly and to guide all swimmers **TO BE THE BEST THEY CAN BE!**

## **COACHING STAFF**

Head Coach  
Jim Campbell

Assistant Coach  
Jenna Beaudin

I Can Swim Director  
Marissa Boyle

## **RESPONSIBILITIES**

### **Coach-Parent-Swimmer Triangle**

the most fundamental concept in swimming, or any sport, is the triangular relationship between the coach, parent and athlete. A strong triangular relationship produces the best results for the swimmer's swimming development and overall maturity. The triangle collapses when one of the parties fails to fulfill its responsibilities or when one party attempts, usually with good intentions, to take over the responsibility of the other party. Open lines of communication are encouraged as well as fundamental in a successful triangular relationship. It is necessary for all parties to address all questions as well as concerns as soon as they arise and not wait for the problem to fester.

### **Swimmer**

The primary role of the swimmer is to determine what their personal swimming goals are and then work towards those goals. It is the swimmers responsibility to advocate for themselves and their personal goals.

### **Coach**

The primary role of the coach is to develop a training program that will allow each swimmer to reach their stated goals. It is the coach's responsibility to educate a swimmer and to provide both encouragement as well as constructive criticism of their performance. Ideally we endeavour to have the coach encourage and motivate in ways that are positive, safe, healthy as well as constructive.

### **Parents**

The primary role of the parent is to supply love, recognition, support and the encouragement necessary to help your young athlete feel good about themselves. It is not the parent's role to coach their child. If your child is receiving criticism from you and the coach, no one is there to give them the encouragement and support, which is very important in the development of a young athlete. Please let the coach do the coaching.

Parents need to work with the coach to develop this strong triangular relationship between the coach, parent and athlete. If there is confusion in this relationship and parents try to grapple with issues themselves, without guidance from a coach, some parents can jeopardize a good coach-child relationship. A strong coach-parent-swimmer relationship helps reinforce a good coach-child relationship as well as a good parent-child relationship. Please try to develop a dialog with your child's coach so you can guide this relationship.

## **COACHES RESPONSIBILITIES**

- \*Develop a training program that allows the team and each swimmer, to achieve their goals.
- \*Establish rules and regulations for the team
- \*Determine practice groupings based on the swimmer's age, ability and attitude.
- \*Recommend the number of practices per week and the length of each practice a swimmer needs to reach their goal.
- \*Recommend the meets swimmers should enter, and the events the swimmer should enter.
- \*Responsible for any last-minute instruction, when appropriate, prior to a swimmer's swim in a meet, and to be responsible for all post-performance critique.
- \*Conduct and supervise warm-ups for the swimmers at all meets.

## **RESPONSIBILITIES OF THE SWIMMER**

### **Attendance at Practice**

Swimmers are expected to attend the swim practices according to their group schedule and should be on deck fifteen minutes prior to the start of all practices. In order to avoid disruption of practice due to the late arrival of swimmers, all swimmers should be on time. Any absence or tardiness is to be accounted for by the swimmer. Please email your coach and let them know (if possible) if you will be away or late.

### **Preparation for Practices**

Swimmers shall have their goggles, suits and team shirts at every practice. Water bottles should be filled. Back up goggles and caps are important in the event of breakage. All swimmers are responsible for their own belongings and will remember to take them home with them at the end of every practice.

A healthy snack should be eaten immediately following practice. Apple and nuts, chocolate milk, a baked potato are all good choices. Swimmers are to bring and/or purchase only foods that promote good health. Swimmers should avoid eating junk food such as chips, pop and candy as these foods damage the body and prevent proper repair of the body after exercise.

### **Team Apparel**

Team uniforms display pride in our club and in our sport. Team shirts are to be worn at all swim meets. Fans can easily identify Killer Whale racers by their black cap and, which can only add excitement to any race. For focus meet competition, swimmers must wear a racing suit, not a training suit. During practice sessions swimmers may wear suits of their choice that still allow swimmers to train appropriately. Caps and goggles and other equipment are available through the Team Aquatics Website. If you have any questions about appropriate equipment please ask your swimmers coach.

## **CONDUCT**

During practice, and at all other times when swimmers are assembled as a team, conduct will be reasonable and of an acceptable standard.

It is imperative that each swimmer focuses his/her attention on the coach and the coach's instructions and on following the coach's directions in the water. Because of this, behaviour that is disruptive to other swimmers (e.g. stopping mid pool, grabbing other swimmers, purposefully and continuously splashing other swimmers, excessive talking and/or inappropriate treatment towards their peers) while practicing will have consequences mutually decided by the coaching staff and the executive. It is usually the Head Coach who is responsible for the discipline of swimmers while they are on the pool deck.

Swimmers are asked to show respect for others and for the property of others. Abusive language, fighting, vandalism, alcohol or use of drugs go against Swim BC policies and have very rigid consequences.

It is requested that all parents stay off the pool deck so that swimmers can concentrate on what the coach is saying. This is also important so that the coach can guide and implement strategies without the parents distracting the swimmers.

### ***Important things to remember:***

- \* No shoes or boots are allowed on the pool deck.*
- \* Parents, if watching, must stay in the viewing room area or roped off viewing section.*
- \* Running shoes are to be brought for dry land activities and they are to be removed before going onto the pool deck after going outside.*
- \* Lifeguards are to be obeyed and respected at all times while in the pool area.*
- \* Equipment is to be stored neatly where it is supposed to go at all times. Swimmers will put away all kick-boards and pull buoys before leaving the pool deck.*
- \* Always walk in the facility.*
- \* Garbage and litter is to be picked up and put in the trash bins provided.*
- \* Be an ambassador for the Killer Whales and treat all patrons of the Strathcona Gardens Complex with respect and courtesy.*

## **RESPONSIBILITIES OF THE FAMILY**

### **Punctuality**

All swimmers shall arrive at least fifteen minutes before the start of warm-up at swim meets, in team uniform and ready to participate in the pre-warm-up stretches.

### **Assistance and Support**

Check the bulletin boards, as well as your email for appropriate notices such as general notices, upcoming meet announcements and entry information.

Participate in club functions.

Serve as board members, committee members, and volunteer time to help run and organize club meets.

Take an interest in your child's swimming and support them by attending meets. Try to have at least one parent present at as many meets as possible.

Keep club dues current and volunteer in fundraising events.

## **THE PARENT-SWIMMER RELATIONSHIP**

It is not the intention of any CRKW coach to advise a parent, or parents, on how to raise their children. No one understands the parent-child relationship better than a parent does. In an athletic environment, human nature often prevents a parent from remaining detached and objective in matters concerning their children. All of the CRKW coaching staff have been competitive swimmers at one time and have had to deal with the issues you may be confronting. If you have questions or concerns please get them involved so they can help. Contact them personally or via email and ensure that everyone is aware of any situation that may be arising. When communicating and contacting the coaches, please be respectful of times you are contacting them and understand that there will be up to a 24 hour response time in place. Remember, it is imperative that all lines of communication are kept open to achieve the most positive experience of swimming possible.

Everyone involved in this type of training program must realize that each individual learns at a different rate and responds differently to the various methods of presenting skills. Each swimmer is an individual who has their own skill sets and their own talents. The slower learner obviously takes more time to learn, and requires more patience on the part of the parents and coaches. Each swimmer reaches their goals at different rates. It is important for everyone involved that swimmers focus on their own achievements and not on the achievements of their peers. Parents need to keep the sport of swimming in perspective and realize the ultimate swimming goal for a parent should be a swimmer that is self-motivated, self-confident and feels good about themselves and the goals they have achieved as well as the goals they are working towards achieving.

## **CHARACTERISTICS OF SUPPORTIVE PARENTS**

\*You emphasize the importance of the "team" and cheering for teammates.

\*You applaud everyone's efforts and comfort those that need it.

\*You realize that coaches are human, just like you, and feel terrible when they make a mistake - just like you.

\*You understand that only the four fastest children can be on the "A" relay team.

\*You help new parents "learn the ropes" in a positive way.

\*You promote team unity.

\*You help handle paperwork so that the coach can do the coaching.

\*You realize that one single swim is not all that is important; it's the process that counts.

\*You realize that every swimmer is a winner as long as they try.

\*You support your child's swimming by helping support the organization that brings your child the opportunity of swimming as part of a team.

\*You officiate a swim meet even though you may have to DQ your own child.

### ***Communication***

There are several sources of information for the CRKW club's activities: Website, email, coaches, board members, bulletin board in viewing room, and AGM.

#### ***\*Website***

Parents are responsible for accessing and interpreting the information that has been provided through the above means. The webpage, [www.crkw.ca](http://www.crkw.ca) is the best resource and will have most information on it. Parents should be aware of practice times, swim meets, swim camps, fundraising activities, meetings, clinics, special events, Killer Whale requirements, fee structure, club policies, etc.

Coaches check their email messages daily if you need to contact a coach before practice. Depending on the circumstances, they might not receive the message before practice, but will more than likely receive it that day. If you have any correspondence for the executive or committee members, you can email them. All email addresses are found on our website.

Coaches would like to keep open lines of communication with parents. Talk to your coach before or after practice. Parents are to keep off the pool deck during all practices and swim meets. All concerns regarding coaching are to be addressed to the appropriate coach. Should there be a specific concern of a parent regarding his or her child's participation and/or coaching, the procedure to follow is listed below:

1. Parent speaks to the coach concerned; if not satisfied,

2. Parent speaks to the head coach; if satisfaction is still not achieved,

3. Parent speaks to the parent/coach liaison and/or another executive member of the club; if there is still no resolution of this concern,

4. Parent should write a letter to the Board of Directors concerning the problem, reviewing the communications the parent has had with the coaches as well as the executive, and stating what he or she considers to be a resolution for the concern.

## **TIPS FOR BEING A GOOD SWIM PARENT**

1. Do not impose your ambition on your child. Remember that swimming is the child's activity. Improvements in progress occur at different rates for each individual. Don't judge your child's progress based on the performance of other swimmers or based on what you think should be achieved. The best thing about swimming is that everyone can strive to be his or her personal best, regardless of age or ability.

2. Leave the job of coaching to the coach. You have taken your child to a professional coach. Do not undermine that coach by trying to instruct your child on the side. Your job is to support, love and hug your child no matter what. The coach is responsible for the technical part of the job. You should not offer advice on technique, or race and training strategy. That is not your area. This will only serve to confuse your child and prevent that swimmer/coach bond from forming.

3. Have only positive things to say at a swim meet. If you are going to show up at a meet, you should cheer and applaud, but never criticize your child or the coach.

4. Do acknowledge your child's fears. A first meet or first 400m freestyle can be a stressful situation. It is totally understandable for your child to have apprehension. Don't yell or belittle; just assure your child that the coach would not have suggested an event or situation if the child was not ready.

5. Respect your child's coach. The bond between coach and swimmer is special, contributing to your child's success as well as enjoyment. Do not criticize the coach in your child's presence. It will only hurt the child, in and out of the water.

6. Be a willing volunteer. Your swim club as well as all the swim meets are run (with the exception of the coaches) exclusively by volunteer parents. Volunteering helps the club run better and makes for a more positive experience for your child.

## **ATTENDING MEETS**

Travel to out of town meets will always be a part of the club's activities. Out of town competitions are often the most exciting for the swimmers! There is a new pool to race in, new location and new competitors.

The swim club participates in several swim meets throughout the year. The schedule is sometimes revised during the season for various reasons out of our control. You will be informed of any changes by email. All meet information can be found on the CRKW website. Please log into the website, select the meet, child and attend or decline and SAVE CHANGES.

Please keep in mind that if you withdraw your child from the meet after the published deadlines, you will be responsible for the non-refundable meet fees that have already been incurred by CRKW.

Recommended gear for swim meets:

- \*at least 2 swim suits (one racing suit if required)
- \*at least 2 towels
- \*2 pairs of goggles
- \*2 CRKW caps
- \*running shoes and/or flip flops
- \*books, deck of cards, ipod, to occupy during rest periods
- \*warm up clothing for between races
- \*team shirt

Upon arrival at the pool, swimmers are expected to check in with their coach. Swimmers are expected to keep their coaches informed of their activities at all times when leaving the pool deck. All swimmers are asked to stay on deck during the course of the meet to help foster team unity and team spirit. Swimmers are part of a team so all efforts should be made for them to support fellow teammates. Sitting with the team and cheering for team members are all part of being a team. Parents are asked to stay off the pool deck during all meets unless they are officiating. Parents are not approved to enter or scratch their swimmers at a meet. This may only be done by the Coach.

## **HOSTING A MEET**

A basic commitment of every family of the CRKW swim club is that in each of the meets hosted by the club, an adult representative of that family shall volunteer to assist the meet manager. CRKW will be hosting approximately 4 Regional meets throughout the swim season. It requires approximately 45-50 people to successfully run a meet. Training for all of the positions will be made available throughout the year by our Director of Officials. Please check your emails for more details.

Each family, when they first become involved in swimming, should make an effort to attend officials' clinics and earn qualifications in one or more of the officiating categories.

LEVEL 1-Timer, Place Judge, Marshall

LEVEL 2- Clerk of Course, Chief Timer, Chief Place Judge, Chief Judge Electronic, Recorder/Scorer, Stroke/Turn judge, Head Lane Timer

LEVEL 3-Starter, Meet Manager

LEVEL 4-Senior Referee

LEVEL 5-Master Referee

Assistance is also required in the areas of set-up, clean-up, sponsors, donations, raffles, prizes, deck food and runners.

The more parents who participate, the less of a demand it is on those who are volunteering. Often meets are delayed due to lack of volunteers. This is very frustrating for the meet manager, coaches, officials and especially unfair to the swimmers. If we have to depend on other parents from the other clubs to assist at our meet, we will then be obliged to help at their meets. Most parents when they attend out of town meets prefer to watch their child race.

Please volunteer your time at our meets, so we can extend the courtesy to allow our visiting clubs the chance to watch their child swim and enjoy our town.

## **WHAT HAPPENS AT A MEET**

The meet itinerary for each meet will be posted on the bulletin board and our website.

Swimmers will usually arrive 15 minutes before a scheduled warm up. Warm-ups are mandatory for all club members. The purpose of warm-ups is to allow the swimmers to warm up their muscles and to do final preparation before competition begins.

### **The Start of Competition**

Approximately 5-10 minutes before competition is scheduled to begin, swimmers are asked to clear the pool and the first swimmers go to the marshalling area. Usually 10 and under girls will be assigned Event #1, with the 10 and under boys swimming Event #2. Swimmers can identify their swims by checking the heat sheets posted by their coach where their club is located on the pool deck. Heat sheets will be available for purchase for the parents.

When the time comes for the swimmer to race, they approach the timer directly behind their lane and prepare to swim immediately. When prepared, the swimmer should stand behind the block in their lane waiting for the referee and starter signals. When the referee is ready for the race, he or she will blow a whistle. Swimmers should then step on to the front of the blocks.

After the whistle, the referee will hand over control to the starter by the means of a hand signal. The starter will then tell the swimmers to "take your mark". Under the careful eye of the referee and the starter, the race will begin at the firing of the electronic flash and the sound of a horn simultaneously.

Each swimmer is responsible for meeting the coach before and after each race. If a disqualification occurs (DQ), the coach will be made aware and will then relay that back to the child. If your child is disqualified in an event, be supportive rather than critical. For beginning swimmers, a disqualification should be treated as a learning experience, not as a punishment. A

disqualification alerts the swimmer and coach to what portions of the swimmer's stroke needs to be corrected. They should be considered in the same light as an incorrect answer in school work - they point out areas which need further practice. The disqualification is necessary to keep the competition fair and equitable for all other competitors. A supportive attitude on the part of the official, the coach, and the parent can also keep it a positive experience for the disqualified swimmer.

### **The Rules**

The technical rules of swimming are designed to provide fair and equitable conditions of competition and to promote uniformity in the sport. Each swimming stroke has specific rules designed to ensure that no swimmer gets an unfair competitive advantage over another swimmer. The technical rules for each stroke may be found in the publication "Swimming Canada Rules and Regulations".

Certified officials observe the swimmers during each event to ensure compliance with these technical rules. If a swimmer commits an infraction of the rules, they will be disqualified from that event which means they will not receive an official time nor be eligible for an award in that event. Disqualifications may result from actions such as not getting to starting blocks on time, false starting, walking on or pushing off the bottom of the pool, pulling on the lane ropes, or unsportsmanlike conduct. For a description of the technical stroke rules, please refer to the latest edition of the SNC Rule Book.

### **Officials**

Officials are present at all competitions to implement the technical rules of swimming and to ensure that the competitions are fair and equitable. Officials attend clinics before being certified. All parents are encouraged to get involved with some form of officiating.

## **TYPES OF SWIM MEETS**

Throughout the swimmers' careers they will have the opportunity to attend and participate in a variety of swim meets all based on time standards set by Swim BC and Swimming Canada (SNC). When a swimmer is entered in a meet his/her time for a specific event must be known, since some meets have a minimum qualifying time. Entry times are also used to place swimmers in heats. Swimmers with no times, which means they have not yet raced that event, are entered with "NT" which places them in the slower heats at first. All swimmers will receive a personal best time (PBT) each time they improve their previous time in an event. As a swimmer trains and develops, their times for each event usually become faster and they qualify for a higher standard. There are certain time standards for each age group further separated by gender.

### **Regional Meets**

Swimmers attend these meets after learning basic competition skills. Swimmers work towards meeting Regional time standards and eventually BC time standards in individual events. It's a regional athlete development level that enables swimmers to qualify at faster competitions.

### **Provincial AA's**

A provincial competition for swimmers who have achieved 2 "AA" qualifying times. These standards can be viewed on our website, Swim BC, or in the viewing room.

### **Provincial AAA's**

BC's premiere swimming championships. To enter the meet, swimmers must have attained 3 "AAA" qualifying times. These standards can be viewed on our website, Swim BC or in viewing room.

### **Canadian Junior Championships**

A national competition open to swimmers 18 or younger. Three qualifying standards must be achieved.

### **Western Canadian Championships**

Competition for swimmers beginning age 13 that have achieved the qualifying standard required.

### **Senior Summer Nationals**

National Competition for senior swimmers that have achieved qualifying standard.

### **Canadian Trials**

National Competition for swimmers beginning age 14 standard for qualification in various international events.

## **FUNDRAISING**

At the beginning of each swimming year the CRKW Board of Directors establishes a fee schedule for the various groups of swimmers in the club. These fees cover approximately one half of the club's budget. To cover the balance, the club depends on proceeds from Bingo, and the remainder of the budget is met through the fundraising assessments on each level of swimmer. As with all organizations involving children, fundraising and volunteer help are paramount to club success.

### **Sponsorship Signs**

Swimmers may complete some of their fundraising through the sale of a sign on our sponsorship board at Strathcona Gardens. Due to limited wall space, there is a limit to the number of signs any swimmer can obtain – to be determined by the executive. These signs will be on display in the Strathcona Gardens Pool for one year and come in the following sizes:

Large- 27"X73"      \$400.00  
Medium- 27"X36"    \$300.00  
Small- 5"X 36"      \$125.00

(Extra Large No longer available for new sponsors \$500 renewal)

\*\*\*Please note that we are not allowed to display signs that advertise alcohol at Strathcona Gardens. Due to space limits, there may be limitations on signage to be determined by the executive.

### **Bottle Collection**

The Bottle Collection is easy! Each swimmer will have an account at Island Return It Bottle Depot. Have friends and family save their bottles for you and in no time you will reach your commitment. Please remember to write your swimmer's name on the back of the receipt so that they receive credit for the bottles! 100% of the funds you raise go towards your fundraising account.

### **Splash-a-thon**

TBA (On your regular swim day – Times to be announced)

Strathcona Gardens Pool

Our biggest fundraiser! Swimmers collect pledges and swim their hearts out for 2 hours! Parents come out and cheer them on and help count their laps. Half of the funds you raise go towards your fundraising account and the other half is split with the club which will then be used to buy prizes as well as equipment needed by the club.

### **Other Fundraising Oppurtunties**

Salmon Barbecue

Flower Bulbs

#### **Fundraisers cont..**

Bottle Drives

Beer and Burger Night

Auction Night

Christmas Craft Fair

Thrifty Foods cards

Boston Pizza receipts

Poinsettia/wreath

And much more!!

Finally, we are always looking for new and fresh ideas! If you are interested in assisting in fundraising or other committee's, please contact any executive member and we'll be happy to welcome you aboard!

## **VOLUNTEER POINT SYSTEM**

Our volunteer point system was put into place to encourage families to participate in club functions. Volunteers are needed in order for the swim club to be successful. Timers, officials, executive members, deck food, splash-a-thon coordinators, year-end party coordinator are just a few of the ways that you can help out and be an important part of your swim club! Each swim level is assigned a certain number of points required as a part of your commitment to the club. Each level is also assigned a certain amount of meet days the parents are required to help out at. Each point is worth \$30. By volunteering, you are not only being an important part of making your club great, you are also working off points! If you volunteer throughout the year and earn all of your points, your VPS obligation is fulfilled and your financial commitment is completed! It's that easy! So come on out and help, be a part of your club, meet new people and have some fun while you're at it!

## **FEE'S AND FINANCIAL POLICY**

The appropriate membership fees shall be paid either in total or in monthly post-dated cheques (dated for the 1st of every month) at the time of registration or by credit card via online registration.

Post-dated cheques are also required for fundraising and VPS commitments. These cheques will be held on deposit and destroyed once all fundraising obligations have been met. If you wish to get your cheque back please contact the fundraising coordinator directly. If you are registered with a credit card outstanding fees will be charged with card on file. If paying meet fees or apparel by credit card there will be a 3% surcharge added by the Treasurer.

Sessional swimmers (I Can Swim and Splash) will not be refunded after the end of the second week of the session they are registered in. This pertains to their swim fees, insurance as well as any other fees associated with this program.

**Late Joiners:** If joining before the 15th of the month, seasonal swimmers will owe for the current month. If the swimmer joins after the 15th of the month, they will be obligated to pay for in full payment for all of following months. Late seasonal joiners will be responsible for their fundraising and VPS obligation in a pro-rated manner as applicable to the Early Withdrawal deadlines. Refer to the following page for specific amounts due.

**Fees:** All fees will be paid by authorized pre-payments. Families with more than 3 swimmers will qualify for a Swim BC registration discount. A 50% discount for fundraising obligation will be given to the 3rd and subsequent swimmer of that immediate family. A 50% discount will be given to the 4th and subsequent swimmer for monthly fees with the 50% discount pertaining to the swimmer in the lowest level of swimming.

## **Campbell River Killer Whales Commitment and Financial Policy**

1. **Registration:** All swimmers must be registered with Swim BC. Swim BC is the Provincial organizing body for swimming in BC. For more info about Swim BC and swimming in general, visit [www.swim.bc.ca](http://www.swim.bc.ca)
2. Swimmers will not be registered until any overdue accounts have been paid in full.
3. **Fundraising:** Each family must take part in or provide monetary fundraising support as designated in the registration package for the season.
4. **Volunteer Point System:** Each family must fulfill their Volunteer Points or provide monetary compensation (\$30.00 per point).
5. **Early Withdrawal:** Any member can withdraw early from a program with a doctor's note and have the remainder of their fees given as a credit towards the next session/season that swimmer wishes to attend (within 365 days). This credit is not transferable to another swimmer.

**Early Withdrawal Policy** In the event that a swimmer leaves the program prior to the end of the season, a **30 day Notice of Termination** must be received in writing by the Club Registrar and/or the Treasurer. If the member gives notice after the 7th of the month, this month will be assessed as time in the club and a further month's swim fees will be required. Members will also be responsible for the fundraising and VPS portion that they were in the club for. For example, if the swimmer leaves as of January 1st, the fundraising and VPS owing will be for September through to December.

### **Joining after Registration Date**

Swimmers joining the club after the start of the season are still responsible for their fundraising and VPS from the date that they start the club. For example, if they begin on January 1st, they will be responsible for fundraising and VPS from January through to June.

6. **Late Joiners:** Members are responsible for all mandatory fundraising, when joining the club. When members join they will be allowed 45 days to fulfill their sponsorship obligation. The amount will be pro-rated at the time of registration.
7. **Fees:** All monthly swim fees will be paid by post-dated cheques or a credit card on file. Also, it is the responsibility of the payer to incur any N.S.F. or bank charges associated with cancelled or returned cheques. NSF cheques will be charged \$20.00.

### **Arrears will be dealt with as follows:**

- \* 15 days in arrears from statement date-notification from the treasurer
- \* 20 days in arrears from statement date-swimmer will be denied workouts and swim meets
- \* 60 days in arrears from statement date account shall be sent to a collection agency

**Delinquent accounts will be assessed, without exception, in accordance with the above schedule.**

7. The procedure for the implementing and enforcing the Commitment Policy has been arrived at after careful consideration of all alternatives. The decisions described in this document are

considered fair to all and absolutely essential in order for the Club to operate successfully. The equitable sharing of this workload is the goal of the Commitment Policy, as well as maintaining swim fees at a reasonable amount for all families.

### **Injury/Illness/Holidays/Cancellation Policy**

1. Notice of termination must be received, in writing, by the registrar and treasurer, thirty days prior to the end of the month in which the swimmer is leaving. See Commitment Policy withdrawal for specifics. The Notice of Termination will be taken into affect from the date the Termination letter was received irregardless of time of injury.
2. In the case of injury or serious illness, the treasurer must be notified immediately. Fees will be retained for the first two weeks from the time the treasurer is notified. As no fees are charged thereafter, the swimmer is not guaranteed a return to the same group. On groups with waiting list, the swimmer may choose to pay to hold his/her place.
3. If a swimmer is recovering from injury or illness, but still wishes to continue swimming, a doctor's certificate explaining the swimmer's limitations, shall be forwarded to both the coach and executive.
4. If a swimmer departs from the program for family holiday's fees must still be paid in full.
5. Club membership fees are non-refundable
6. Swim BC fees are non-refundable
7. First month fees are non-refundable
8. Fundraising and VPS monies will be pro-rated
9. Swimmers cannot return the following season till any and all outstanding balances have been paid
10. A charge of \$20.00 will be issued on all NSF cheque

### **Late Meet Entries**

Any late entry fees incurred due to an entry form not being received by the deadline stated on the meet entry form will be passed on to the swimmer. Submitting a late meet entry form could subject the swimmer to not being able to participate in the meet.

Every opportunity is made to make sure you are aware of the upcoming meets. To be sure you don't miss the deadlines consider the following.

- \*Check your emails often and ensure that the club registrar has your correct email address
- \*Check the website often
- \*Check the bulletin board often
- \*Touch base with your child's coach, in person or via email
- \*Ask your child if the coach talked to them about anything specific coming up.

## **APPAREL POLICY**

1. All apparel purchases will be made through the apparel manager.
2. Payment is due when apparel is picked up.
3. Any apparel not paid at time of pick up will be subject to the club's arrears policy.

## **SWIMMERS CODE OF CONDUCT**

As a Campbell River Killer Whale team athlete, I recognize and agree to conform to the following Code of Conduct at all times while representing my sport and community.

- \*Offer congratulations to my opponents, win or lose, and to cheer on my teammates.
- \*Act and conduct myself with dignity and with respect for others and the property of others.
- \*Display pride in our club and sport by wearing the team uniform at all competitions.
- \*Be humble in victory and courageous in defeat.
- \*Always teach and practice good sportsmanship.
- \*Promote positive high team spirit and morale.
- \*Strive to do my best, and encourage all team members to do the same.
- \*Deal justly, kindly, impartially and intelligently with all of my fellow members.
- \*While taking part in any Killer Whale function:
  - ~I will act responsibly towards coaches, chaperones, teammates, officials and parents at all times. I will be polite and treat others the way I would like to be treated.
  - ~I will not use cameras or other multimedia devices in any change room, shower or bathroom facility as this is against Club as well as facility policy.
  - ~I will not leave the pool facility without permission from both the coach and chaperone.
  - ~I will abide by the curfew set by the coach or chaperone.
  - ~I will conduct myself in a safe and respectful manner at all times, especially while at a billet's home or in a hotel.
  - ~I will make healthy and nutritional choices regarding meals during swim meets.
  - ~I will not possess, use or be under the influence of alcohol, drugs or tobacco.

I understand that violating any of these may cause me to be sent home, at my parent's expense and subjects me to dismissal from the team. This Code of Conduct remains in effect as long as I am a member of the Campbell River Killer Whales Swim Club.

## **TRAVEL POLICY**

### **Coaches Responsibility**

1. Coach will be responsible for swimmers while on deck.
2. Coach will also be responsible for swimmers at coach/athlete social functions, which parents/chaperones do not attend.

3. Coach will be responsible for setting and conducting all practice times and places during competition.
4. Determine curfew times.
5. Work in close co-operation with the chaperone on all matters.
6. Shall not be under the influence of drugs or alcohol while responsible for the swimmers.
7. Coaches will have separate accommodation. \*exceptions may apply

### **Chaperone Responsibilities**

1. Chaperone is responsible for swimmers at all times except while they are on the pool deck and in the care of the coach.
2. Handle medical and dental treatment and be aware of medical irregularities. Chaperone will have in their possession current and signed CRKW medical forms which will have each swimmer's care card number.
3. Chaperone will be responsible for arrangement of meal and snack schedules for the duration of the meet. Prior to the meet the chaperone will consult with parents and swimmers regarding meal preferences.
4. Report any sickness or injury to the coach.
5. Report any incidents likely to bring discredit to the team. Together with the coach decide disciplinary action to be taken and report such action to the parents of the swimmer(s) concerned and to the Board of Directors.
6. Submit an expense report to the Board of Directors of the Club upon completion of the trip. Accommodation, travel and food receipts are to be in the report.
7. Shall not be under the influence of drugs or alcohol while responsible for the swimmers.
8. Be prepared to look after swimmers money if they so desire.
9. Check pool area and motel for any damage (prior to room assignment and before checkout).
10. Chaperone should not accept any duties on deck in an official capacity at a swim meet such as timing or stroke/turn official etc.
11. Cost of the chaperone will be borne by all swimmers attending the meet who are not being attended by their parents at all times.

### **Swimmers and Parents Responsibilities**

Swimmers traveling under the jurisdiction of the Campbell River Killer Whales Swim Club, Swim BC and Swim Natation Canada (SNC) shall agree to:

1. Bear the cost of the chaperone and coach. Cost of chaperone and coach will be borne by all swimmers attending the meet who are not being attended by their own parents at all times.
2. Bear the cost of the bus and van expenses and the driver's accommodation. Cost shall be borne by all the swimmers using the club transportation.
3. Swimmers shall abide by the Code Of Conduct and will be subject to the disciplinary actions of the code.

4. Visitors will be at the discretion of the chaperone.
5. Physical damage occurring in a room is the responsibility of the swimmers occupying the room.
6. Swimmers are encouraged to communicate any problems or concerns to the chaperones just as they would to their own parents.
7. Swimmers under the age of 12 shall not leave the presence of the coach or chaperone unless accompanied by a responsible adult (parent or guardian) arranged by the swimmer's parent prior to the meet.
8. Swimmers are to check in with chaperones and coaches when leaving the hotel or pool.

### **Club Responsibilities**

1. There shall be a predefined amount of swimmers per chaperone. Ideally one chaperone for every 6 swimmers not being attended by their own parents.
2. Female and male athletes will be roomed separately.
3. Will be responsible for making all payments with regards to all meet expenses incurred by the head coach as per current employment contract.
4. Club ensures the coach travels with more than one swimmer at anytime. Swimmers traveling with the coach will require prior approval of the parents/guardians and board approval.

### **Social Media Policy**

The Campbell River Killer Whales are well aware of the increased use of online communication and social media by its registered athletes. Given that our athletes use social media as their primary source of communication, the Club has established a policy for acceptable use of social media by our athletes. This policy is essential for CRKW to provide a safe and positive environment for all its athletes. CRKW is committed to providing such an environment for all its members.

#### **ACCEPTABLE USE POLICY:**

Each CRKW athlete must exhibit ethical and responsible conduct in all online communications and activities and respect the rights and privacy of all other CRKW athletes. CRKW expressly prohibits cyberbullying or cyberstalking of any CRKW athlete or any other person by any means or method, including but not limited to the use of Facebook, Text Messaging, Instant Messaging, Twitter, E-Mail, Instagram, SnapChat, and any other social media application. Cyberbullying and Cyberstalking are unacceptable and will not be tolerated.

#### **CYBERBULLYING:**

Cyberbullying involves the use of electronic information and communication technologies to support deliberate, repeated, harassing, intimidating and hostile behaviour by an individual or group through personal attacks or other means that harms others, whether intentional or not.

### CYBERSTALKING:

Cyberstalking involves the use of electronic information and communication technologies to communicate words, images, or language directed at or about a specific person, causing substantial emotional distress to that person.

Harassing, intimidating, and hostile mean any electronic communication that is perceived as being motivated either by any actual or perceived characteristic including race, colour, ethnicity, religion, gender, sexual orientation, physical attributes, socioeconomic status, physical or mental ability or disability or any other characteristic related to athletic performance that a reasonable person should know under the circumstances:

1. will have the effect of harming another athlete or has the effect of substantially interfering with another athlete's performance or opportunities or;
2. has the effect of having a negative impact on another athlete's emotional or psychological well-being or;
3. has the effect of insulting or demeaning another athlete to cause disruption in or substantial interference with practice, any swim meet, or any other CRKW related activity or;
4. has the effect of creating a hostile environment for any athlete at any CRKW activity or swim meet or;
5. has the effect of substantially disrupting the training process or the orderly operation of any CRKW practice, workout, or other events or swim meets of any other club.

### REPORTING:

If cyberbullying or cyberstalking does occur, the incident will be dealt with promptly. Any athlete who is being bullied or stalked or is aware of any such bullying or stalking occurring is asked to talk to his or her parents or talk to a CRKW coach and/or the CRKW President. When an athlete talks to his or her parents or a coach/president, the athlete should also show to the parents or the coach the electronic communication that constitutes the incident. Safeguarding the electronic communication as evidence of the bullying or stalking will help CRKW conduct its investigation of any incident. While there is no time limit for reporting bullying incidents, reporting quickly gives the Club an opportunity to address the situation immediately and stop the bullying.

Upon receiving a report of cyberbullying or cyberstalking, the Head Coach and CRKW President will commence an investigation of the incident. The results of the investigation may include but are not limited to immediate temporary suspension from the Club or immediate permanent expulsion from the Club.

CRKW takes cyberbullying and cyberstalking seriously and all athletes and parents can be assured that CRKW will support them when an incident is reported. This type of bullying and stalking is counterproductive to the team atmosphere and team spirit CRKW wants to maintain and foster on a daily basis. Again, CRKW is committed to providing a caring and supportive environment for all of our athletes.