Member Handbook

Okotoks Mavericks Swimming

Revision	Date	Description	Created	Approved
1.0	August 1, 2018	2018-2019 Season	Angie T.	Darrel F.

Contents

1. Club Vision 2018-2023 4
2. Club Mission 4
3. Club Organization 4
4. Parent Responsibilities 5
4.1 Be Enthusiastic and Supportive 5
4.2 Let the Coach "Coach" 5
4.3 Be Punctual 5
4.4 Create a Positive Environment 5
4.5 Respect Pool and Club Rules 5
4.6 Swimmer Illness and Injury 6
5. Swimmer's Responsibilities 6
5.1 When Training 6
5.2 When Travelling 6
5.3 When at Meets 6
6. Qualifying Standards and Swim Meets 7
6.1 Qualifying Standards 7
6.2 Fundamental Circuit Swim Meets 7
6.3 Invitational Meets 7
6.4 Alberta Festivals 7
6.5 Provincials 7
6.6 Championships 8
6.7 Alberta Summer Games 8
6.8 Western/Eastern Championships 8
6.9 Canadian Junior Championships 8
6.10 Canadian Swimming Championships 8
6.11 Canadian Swimming Trials 8
6.12 Stroke Clinics & Camps 8
6.13 Select Travel Teams 9
6.14 FINA Point Ranking System 9
7. MAVS Swim Program Outline 9
7.1 Pre-Competitive Program 9
7.1.1 Rookies 9

7.2 Competitive Programs 9
7.2.1 Waves 10
7.2.2 Breakers 10
7.2.3 Rogues 11
7.2.4 Jaws 12
7.2.5 Junior Mavs 13
7.2.6 Tsunami 14
7.2.7 Senior Mavs 15
7.2.8 Mavericks 16
7.2.9 Performance 17
7.2.8 Varsity 18
8. Registration Fees and Fee Structure 19
8.1 Swim Alberta Fee 19
8.2 Annual MAVS Swim Fees 19
8.3 Multiple Swimmer Discount 20
8.4 Swim Meet Fees 20
9. Financial Transactions 20
9.1 Family Account 20
9.1.1 Credit Cards 21
9.1.2 Cheques 21
9.1.3 E-transfer Payments 21
10. Fundraising 21
10.1 Club Fundraising and Swim-a-thon 21
10.1.1 Swim-A-Thon (or MAVS Organized Raise-a-Thon) 22
10.1.2 Spring Fundraising Event 22
10.1.3 Swim Meets 22
10.1.4 Casino 22
11. Equipment 22
12. Communication 23
12.1 E-Mail 23
12.2 Website 23
12.3 Board Meetings 23
12.4 General Meetings 23

12.5 Annual General Meeting 23
12.6 Coach-Parent Meetings 23
12.7 Social Activities 23
13. Volunteering & Officiating 24
13.1 General 24
13.2 Officiating – Competitive Groups 25
13.3 Officiating Program 26
14. Policies and Procedures 27
14.1 Complaints and Discipline Policy 27
14.1.1 Complaints Procedure 27
14.1.2 Discipline Procedure 28
14.2 Appeal Policy 28
14.3 Team Travel Meets and Training Camp Policy 29
14.3.1 Definition 29
14.3.2 Attendance 29
14.3.3 Costs 29
14.3.4 Varsity Swimmers 30
14.3.5 Exceptions 30
14.4 Chaperone Selection Policy 30
14.5 Hazing Policy 31
14.6 Confidentiality Policy 31
14.7 Team Logo 31
15. Code of Conduct 31
15.1 Parent / Guardian Code of Conduct 31
16. Swim Meet Protocol 32
16.1 Swimmer Attending 32
16.2 Parent Attending as a Spectator 32
16.3 Parent Attending as an Official 33
17. Swim Jargon 33

1. Club Vision 2018-2023

To Develop Exceptional Kids Through Competitive Swimming

The new club vision was approved at the May 2018 annual general meeting (AGM) and the strategic plan to achieve this vision will be added to the manual once developed by the 2018-2019 board of directors.

We will achieve our club vision through:

1. *Excellence in coaching*
   1.1.
2. *Support of progressive technology and equipment*
   2.1.
3. *Actively facilitate opportunities to excel*
   3.1.
4. *Financial sustainability, prudence and integrity through good governance*
   4.1.
5. *Connect our athletes and families to the new Okotoks Mavericks Swimming community*
   5.1

2. Club Mission

Okotoks Mavericks Swimming (MAVS) will provide an opportunity for individual swimmers to reach their maximum potential through a positive experience in the sport. We encourage and foster individual growth, team spirit and sportsmanship.

3. Club Organization

Okotoks Mavericks Swimming (MAVS) is a registered non-profit organization whose members include the parents and/or guardians of our swimmers. The board of directors consists of the past president and the following elected members:

Executive:	President	**Directors at Large:**	Membership Director
	Vice President		Fundraising Director
	Secretary/Equipment		Officials Director
	Treasurer		Meet Manager
			Aquatic Sports Advocate

Elections for the board of directors will occur at each AGM (May) in the following manner:

1. In odd numbered years: President, Vice-President, Fundraising and Officials Directors.
2. In even numbered years: Secretary, Treasurer, Membership, Meet Manager and Aquatic Sports Advocate.

The duties of each board position, as well as current board members and their contact information, can be found on the club website (see club by-laws and board members in the about tab).

4. Parent Responsibilities

A MAVS parent's main responsibility is to provide a stable, loving and supportive environment. This will encourage your child to progress in their athletic endeavors. Show your interest by ensuring that your child attends practices and by attending their swim meets to cheer them on.

MAVS parents are not participants on their child's team, but directly contribute to the success that their child experiences in the team atmosphere. Parents also serve as role models as many children often emulate the parent's attitudes. It is important to be aware of this and to show good sportsmanship at all times towards coaches, officials, opponents and teammates.

Many insightful and educational articles can be found on the club website located in the parent section.

4.1 Be Enthusiastic and Supportive

Children need to establish their own set of goals and strive to make progress towards them. Be careful not to impose your own performance standards upon your swimmer. Do not burden your child with unreasonable expectations when it comes to winning or achieving their best times. A healthy environment encourages learning and fun, which will go a long way in developing a positive self-image within your child.

4.2 Let the Coach "Coach"

The best way to help a child achieve his/her goals and reduce the natural fear of failure is through positive reinforcement. No one likes to make a mistake and if your child does make one, remember that he/she is still learning. Encourage their efforts and point out the things they did well. If you need to meet or talk with a coach, please make an appointment prior or after the conclusion of practice. Parents are not permitted on deck during practice time as this allows the coaches to focus their attention on the swimmers without distraction.

4.3 Be Punctual

There is an expectation for your child to attend practices, team meetings, competitions and special events. The coach wants your child to enjoy the experience of swimming as much as possible. The coach also has a responsibility to look out for the team as a whole. Being punctual is an integral part of getting the most out of allotted pool times and ensuring arrival commitments are kept, so that events go as scheduled. Being late is disruptive to the team environment. If your child is going to be late or miss a scheduled function, please let the coach know.

4.4 Create a Positive Environment

MAVS is a non-profit, volunteer run organization. There will always be room for improvement in the club's operations and the pace at which those improvements are made will vary as volunteers' available time and skills allow. To foster a positive environment and culture members shall:

- Refrain from negative talk and actions (concerns and questions should be directed to a coach or a board member)
- Refrain from discussing coach competency and club operations in the presence of swimmers
- Proactively volunteer and contribute your time and skills to the club

4.5 Respect Pool and Club Rules

MAVS must operate within the rules and regulations of the Okotoks Recreation Centre and the Town of Okotoks. If you have any questions concerning pool rules and regulations, please discuss these with MAVS coaching staff.

4.6 Swimmer Illness and Injury

Coaches depend on parents to inform them if their swimmer is ill or injured. If a swimmer is diagnosed with a communicable disease, it is very important that they not enter the pool or be on deck for the protection of other swimmers and pool patrons. The coach may require a doctor's note prior to allowing the swimmer back into training after an illness or injury.

If a swimmer is ill or injured, the coaching staff will have full discretion over allowing a swimmer to participate in practice or competition. However, parents must make the final decision if the coach gives approval for the swimmer to participate.

5. Swimmer's Responsibilities

All of our swimmers directly represent our club when at practice, meets and training camps. It is expected that all swimmers conduct themselves in a manner that will ensure that the club is portrayed in a positive light.

5.1 When Training

- Obey all pool regulations as instructed by the lifeguards
- Be on deck 15 minutes prior to the start of your training session
- Report to the coach whenever you are late, or if you need to leave early
- Notify your coach if you are unable to attend practice
- Do not enter the water until directed by the coach for safety reasons
- Attend all scheduled training sessions on a regular basis

5.2 When Travelling

- Behave in a polite manner when using public facilities or when dealing with others
- Be responsible for the condition of your motel/hotel rooms. Leave the room in the same condition that you found it in
- Be respectful and appreciative of the efforts of parents who volunteer their homes to take you in as a billet
- All swimmers are prohibited from having illegal substances on their person or premises

5.3 When at Meets

- Swimmers are to report to their coaches 15 minutes prior to warm-up unless otherwise directed
- All swimmers are to remain in the designated club area within sight of their coach
- Swimmers MUST wear team uniforms on deck and when competing
- The decision of the meet officials is final; only coaches will protest
- Switching hotel rooms is strictly prohibited. Chaperones & coaches can be consulted, but their decisions are final
- Always be supportive of your teammates
- Look after your personal belongings and ensure that your name is clearly marked on your equipment
- Swimmers shall NEVER leave the deck, or their hotel room without the direct permission of the designated chaperone or coach
- Always strive to leave a good impression. You represent MAVS and the swimming community

Should a swimmer seriously violate any of the above or behave in a fashion which discredits the club, the swimmer may be sent home immediately at the direct cost to the swimmer's family.

6. Qualifying Standards and Swim Meets

Attending swim meets is an important aspect of our competitive swim program. Meets provide an opportunity for athletes to measure the improvement in their swimming and for them to develop their ability to perform in a competitive situation. Meets promote team spirit and can be a well earned reward for training hard.

Swimmers will have the opportunity to participate in a wide variety of meets. Our club is in the southern region of Swim Alberta. Provincial meets will be held as determined by Swim Alberta and national meets as determined by Swimming-Natation Canada (SNC).

6.1 Qualifying Standards

In Canada, each provincial swimming organization sets their own qualifying time standards for swimmers to achieve during each season. Swim Alberta sets time standards for swimmers to attend Provincial Festivals, Provincials and Championships. Swimming/Natation Canada sets the time standards for swimmers to attend National level meets. The time standards are reviewed and set every two years – even numbered years for Swim Alberta; odd numbered years for Swimming/Natation Canada.

When a swimmer ages up on their birthday their time standard will change to the corresponding age group. Copies of the provincial time standards for each age group can be found on the Swim Alberta web site at http://www.swimalberta.ca/times/time-standards . Copies of the national time standards can be found on the Swim Canada web site https://www.swimming.ca/en/resources/teams-selection-policies/national-standards-2017-2018/

6.2 Fundamental Circuit Swim Meets

Fundamental circuit meets are novice developmental level meets. Swimmers are de-qualified from any event in which they have achieved a provincial time standard. The focus age for these meets is 12 and under swimmers only. Any swimmer who achieves a championship time standard are exempt from attending these meets.

6.3 Invitational Meets

These meets are sanctioned throughout Alberta and out of province and last from two to three days.

6.4 Alberta Festivals

Festivals are new Swim Alberta competitions that provide provincial competition exposure for younger swimmers. Swimmers are required to meet qualifying standards in order to attend. Separate festivals will take place in Southern and Northern Alberta and races will be swum as timed finals. Age categories will be as follows: Male: 8, 9, 10, 11 and Female: 8, 9, 10.

6.5 Provincials

Provincials are held one week before Championships and swimmers are required to hold one provincial standard to attend. Swimmers with one championship time can attend to try and achieve a 2nd championship time. Swimmers with two or more championship times are de-qualified and attend the Championship meet. Provincials are no longer separated into North and South and will be run with heats and finals. Age groups are as follows: Male 13&U, 14-15, 16&O – Female 12&U, 13-14, 15&O. Event winners at Provincials will qualify for the Championship meet.

The base standard will be set using the 5-year average of 16th place using Alberta's overall short course season rankings. Low subscription events will be set using the FINA points of a similar discipline (e.g. 400 IM time set using 200 IM FINA points). Provincial short course standards will be set 10% slower than the base standard. All long course standards will be calculated by adding 2%.

6.6 Championships

This is a long course meet and features the fastest swimmers in the province. Swimmers are required to have two championship times to attend and all swimmers who qualify are eligible to swim seven events with qualification standards for distance events. Age groups are as follows: Male 13&U, 14-15, 16&O – Female 12&U, 13-14, 15&O.

6.7 Alberta Summer Games

In alternating years Alberta runs the Alberta Summer Games for swimmers within a set age range. Swimmers compete to represent Zone 2.

6.8 Western/Eastern Championships

The Speedo Western Canadian Championships brings together a great mix of Canada's senior, youth and junior swimmers. This regional competition is held annually in April in various cities throughout Western Canada and is held on the same weekend as the Speedo Eastern Canadian Championships. This long course competition serves as an excellent racing and development opportunity for Youth and Junior competitors. There are no bonus races and all qualifying times must be achieved in long course meters.

Girls 13-15/16 & over Boys 14-16/17 & over

Stroke 50 events will be in an Open category with no ages.

6.9 Canadian Junior Championships

This meet is designed to give swimmers age 13 through 18 the opportunity to race against the best athletes in their age group in Canada. This long course meet is held every summer in various cities across Canada. Qualifying times must be achieved in long course.

Ages as of July 26: Girls 13/14&15/16/17 Boys 14/15/16&17/18

Swimmers are only allowed to participate in the events they have qualified in and there is no limit to amount of races.

6.10 Canadian Swimming Championships

The fastest swimmers in the country of any age group compete at the summer (long course) nationals. Qualifying times are set by SNC and there are no bonus races. This meet usually occurs the week after Canadian Junior Championships. The times for this competition are a bit slower than the trials national standard.

6.11 Canadian Swimming Trials

Every spring (usually in early April) there is a national meet that is used as a trial for major camps and meets. Depending on the year this could be the Olympic, Commonwealth, Pan Pacific, Pan American, or World Championship Games. This is also where the best swimmers will be selected for junior teams of similar caliber. This competition showcases the fastest swimmers in the country and there is no age category or bonus races. Outside of Canada hosting a major game, this is the fastest competition of the season.

6.12 Stroke Clinics & Camps

Swim Alberta and Swim Canada run stroke clinics and training camps for select swimmers as part of their high-performance swimmer development strategy. Swimmers are chosen to participate based on several performance criteria. This criterion is set by Swim Alberta and Swim Canada to meet their overall strategic plans.

6.13 Select Travel Teams

Swim Alberta and Swim Canada select swimmers for a variety of national and international competitions as part of a high-performance development program. There are a few ways for swimmers to make a travel team, but generally selection is based on standout performance in more than one event. Members of travel teams will have their meet attendance costs subsidized or in some cases paid for completely.

6.14 FINA Point Ranking System

This system is used to rank a swimmer's performances against the best in international competition. The fastest time in the world in a specific event is 1000 points. All times less than that receive a scaled number of points. The FINA Point Ranking System is often used to select swimmers for travel teams and stroke clinics. You can view your swimmer's FINA points on www.swimrankings.net .

7. MAVS Swim Program Outline

MAVS hosts tryouts for new members each June. All new swimmers to the club must be evaluated by MAVS coaches to ensure proper placement within the club based on athlete ability. Final decision for group placement is the responsibility of the coaches.

7.1 Pre-Competitive Program

7.1.1 Rookies

This is a 30 - 45 minute, 2 practice per week introductory pre-competitive program focused on stroke, skill development and an introduction to the competitive sport.

Requirements:

- Comfortable putting face in the water & submerging with breath control
- Able to float comfortably in deep water, on back and front (with face in), unassisted
- Basic flutter kick on front and back, unassisted
- Demonstrates the ability to swim 5 to 15 meters unassisted (at coach discretion)
- Fundraising is required

Program:

- Teaching fundamentals and developing basic motor learning skills, balance, and coordination in the water
- Emphasis on having fun, loving the water and the sport
- Focus on streamlines, basic freestyle, backstroke technique, and dolphin kick
- Introduction to underwater skills & diving
- Season runs September to April
- Participation in club functions
- Movement to the next group is at the coach's discretion

7.2 Competitive Programs

MAVS offers 9 different levels of competitive programs. From the swimmer who is new to competition to the swimmer working towards national time standards. Volunteering, fundraising and officiating at meets will be expected from each competitive family (see the volunteering/officiating policy). As the swimmer progresses through the competitive program, the level of expectation in each of these areas will increase. The exact program details may vary and/or be modified

throughout the season based on the coaching recommendations and club's needs. Swimmers will be expected to adhere to and comply with program modifications throughout the season as they may be implemented.

7.2.1 Waves

This is a 45 minute, 2 practices per week program for the swimmer who is able to swim a minimum of 25 meters of the pool non-stop and unassisted. This program builds on the skills developed in Rookies as well as introduces new components of the competitive sport. Swimmers in this group will compete at our 2 home-hosted meets (Jack Frost Open Invitational in November and Black and Blue in February) and by coach recommendation, swimmers from this group may be selected to swim at any of our fundamental circuit meets throughout the city.

Requirements:

- Able to glide on front and back (streamline) with kick
- Able to swim 25m on front unassisted, face in the water
- Able to swim 25 m on back, unassisted
- Comfortable jumping into and working in deep water
- Fundraising is required

Program:

- Continued development of body position, balance and coordination in the water
- Emphasis on having fun, loving the water and the sport
- Focus is on freestyle, backstroke, and dolphin kick
- Introduction to starts, turns, and breaststroke components
- Season runs September through April
- Participation in club functions
- Movement to the next group is the coach's discretion

7.2.2 Breakers

This is a 45 - 60 minute, 3 practices per week program for the swimmer who is able to swim a minimum of 25 meters of the pool non-stop.

Requirements:

- Able to swim 25m recognizable freestyle
- Able to swim 25m recognizable backstroke
- Comfortable training into deep water
- Optional participation in junior circuit swim meets
- Fundraising in required

Program:

- Continued development of fundamentals including body position, streamlining, and underwater skills
- Emphasis on having fun, loving the water and the sport
- Progressive improvement of technique and endurance in freestyle, backstroke, and breaststroke
- Learn competitive starts and turns

- Session runs September to the conclusion of the junior circuit season (end-April / beginning of May, based on competition schedule)
- Participation in club functions
- Fundraising is required
- Selection to this group and any forward movement is at coach discretion only and will be based on the following:

  Race Speed: Best times in comparison to age group

  Work Ethic: Training toughness

  Trainability: Listening to instructions and application of skills

  Technique: Stroke mechanics and technique in relation to age group

  Potential: Having the skills and ability to achieve success at the provincial, national and/or international level

  Attendance: Swimmers must have a minimum 80% attendance

  Performance requirements may change before each new season

  Coaching staff will have full discretion over group placements

7.2.3 Rogues

This is a 60 minute, 3 practices per week program for the swimmer who is able to swim a minimum of 50 meters of the pool non-stop.

Requirements:

- Able to demonstrate 50m of streamlining on front and back, using flutter and dolphin kicks
- Able to swim 50m recognizable freestyle
- Able to swim 50m recognizable backstroke
- Able to demonstrate basic breaststroke components
- Participation in junior circuit swim meets is expected
- Fundraising is required

Program:

- Continued improvement of fundamentals: developing basic motor learning skills, balance, and coordination in the water
- Emphasis on having fun, loving the water and the sport
- Progression in the four competitive strokes; freestyle, backstroke, breaststroke and butterfly, along with their proper starts and turns
- Increasing endurance and race / event experiences
- Introduction to a variety of training methods, including pace clocks and interval training
- Session runs September to the conclusion of the junior circuit season (end-April / beginning of May, based on competition schedule)
- Participation in club functions
- Selection to this group and any forward movement is at coach discretion only and will be based on the following:

Race Speed: Best times in comparison to age group

Work Ethic: Training toughness

Trainability: Listening to instructions and application of skills

Technique: Stroke mechanics and technique in relation to age group

Potential: Having the skills and ability to achieve success at the provincial, national and/or international level

Attendance: Swimmers must have a minimum 80% attendance

Performance requirements may change before each new season

Coaching staff will have full discretion over group placements

7.2.4 Jaws

This group swims 60 minutes, 4 times a week with one 30-minute dryland session. The program runs from September until mid-June. There swimmers will be swimming approximately 1000-1300 meters per practice and furthering their technical skills in all 4 strokes, starts and turns, as well as underwater advantage. This group will mainly participate in local meets (Okotoks, Foothills, Calgary and area) and will be invited to attend limited invitational meets.

Requirements:

- Able to kick 50+m in streamline on front & back with both flutter kick and dolphin kick
- Able to swim 100m each freestyle and backstroke
- Able to swim 50m basic breaststroke
- Able to demonstrate 25m basic butterfly
- Must be keen to participate in swim meets, including junior circuit and select invitational meets
- Fundraising is required

Program:

- Emphasis on stroke technique, having fun, loving the water and the sport
- Improved technique and endurance in freestyle, backstroke, butterfly and breaststroke
- Progression of flip turns & finishes, racing dives and backstroke starts
- Expansion of meet event repertoire
- Development of streamlining and underwater skills
- Continued work on pace clock use and interval training
- Introduction to dryland training program (gross motor skills, plyometrics, balance and coordination, stretching)
- Participation in club functions
- Selection to this group and any forward movement is at coach discretion only and will be based on the following:

  Race Speed: Best times in comparison to age group

  Work Ethic: Training toughness

  Trainability: Listening to instructions and application of skills

  Technique: Stroke mechanics and technique in relation to age group

Potential: Having the skills and ability to achieve success at the provincial, national and/or international level

Attendance: Swimmers must have a minimum 80% attendance, including swim meet attendance

Performance requirements may change before each new season

Coaching staff will have full discretion over group placement

7.2.5 Junior Mavs

This group swims 5 days per week with 60-75 minute sessions plus one 30-minute dry-land session. The program runs from September until mid-June and is primarily for swimmers aged 8-10 years. These swimmers will be swimming approximately 1000-3500 meters per practice and developing aerobic excellence, furthering their technical skill in all 4 strokes as well as underwater advantage. These swimmers are working towards achieving their provincial time standards to participate at Alberta Provincials. Swimmers are expected to attend all meets when invited.

Attendance Requirements:

- Must have an attendance percentage of 80% in order to stay in their appropriate group
- Swimmers must talk to the coach by person or e-mail if they are to be excused from practice
- Swimmers missing due to illness will be excused from the participation requirement
- Attendance will be evaluated quarterly and monitored daily
- Swimmers are competitive swimmers only and as such are required to attend swim meets when invited

Performance Requirements:

- Swimmers MUST listen attentively and follow instructions of coach
- Swimmers to be committed to practice and give their best effort every practice
- Swimmers must be working hard on all 4 strokes and IM, as well as starts and turns in practice and meets
- Swimmers will be working hard to achieve their provincial time standards.
- Swimmers MUST listen attentively and follow instructions of coach
- Swimmers to be committed to practice and give their best effort every practice
- Selection to this group and any forward movement is at coach discretion only and will be based on the following:

Race Speed: Best times in comparison to age group

Work Ethic: Training toughness

Trainability: Listening to instructions and application of skills

Technique: Stroke mechanics and technique in relation to age group

Potential: Having the skills and ability to achieve success at the provincial, national and/or international level

Attendance: Swimmers must have a minimum 80% attendance

Performance requirements may change before each new season

Coaching staff will have full discretion over group placements

Program:

- Emphasis on aerobic conditioning
- Focus on stroke technique, starts, turns, and finishes
- Emphasis on individual and group goal setting

- Learning to make good nutritional choices
- Responsibility and self-discipline during practice and swim meets
- Swimming skill and knowledge
- Swimmers are expected to attend all swim meets when invited which range from 1-3 day swim meets in short and long-course pools and out of town team bus trip
- Fundraising is required

7.2.6 Tsunami

This group swims 60-120 minutes, 4 times per week. This group is primarily for swimmers aged 12-17 years old. These swimmers will be swimming approximately 2000-4000 meters per practice and working towards aerobic excellence, furthering their technical ability in all 4 strokes, the individual medley, as well as working on underwater advantage. We will also be focusing on fast swimming and racing within practice. Swimmers are not expected to attend all meets but highly encouraged to do so.

Attendance Requirements:

- Swimmers are encouraged to maintain 80% attendance to maintain a place in the group.
- Swimmers must notify coach if they will not be in attendance

Performance Requirements:

- Preference will be given to swimmers with two years or more of competitive experience
- Selection to this group and any forward movement is at coach discretion only and will be based on the following:

Race Speed: Best times in comparison to age group

Work Ethic: Training toughness

Trainability: Listening to instructions and application of skills

Technique: Stroke mechanics and technique in relation to age group

Potential: Having the skills and ability to achieve success at the provincial, national and/or international level

Performance requirements may change before each new season

Coaching staff will have full discretion over group placements

Program:

- Emphasis on aerobic conditioning
- Focus on stroke technique, starts, turns, and finishes
- Emphasis on fast swimming and racing during practice
- Emphasis on individual and group goal setting
- Learning to make good nutritional choices
- Responsibility and self-discipline during practice and swim meets
- Swimming skill and knowledge
- Possible opportunity to participate in spring training camp
- Fundraising is required

7.2.7 Senior Mavs

This group swims 60-120 minutes, 5 times per week, with 2 dryland sessions. This group is primarily for swimmers aged 10-12 years' old that have achieved or close to achieving their provincial time standard to attend Alberta Provincials. These swimmers will be swimming approximately 2000-4000 meters per practice and working towards aerobic excellence, furthering their technical ability in all 4 strokes, the individual medley, as well as working on an underwater advantage. We will also be focusing on fast swimming and racing within practice. Swimmers are expected to attend all meets when invited and it is mandatory they attend all provincial competitions if they qualify. Swimmers will be expected to attend team travel meets when invited. The group will also be invited to attend a spring training camp in Banff in the spring of 2020.

Attendance Requirements:

- Must have an attendance percentage of 80% in order to stay in their appropriate group
- Swimmers must talk to coach by person or e-mail if they are to be excused from practice
- A swimmers participation in another sport is not considered an excusable absence
- Swimmers missing due to illness will be excused from the participation requirement
- Attendance will be evaluated quarterly and monitored daily
- A swimmer will only get one warning quarterly throughout the season and if the attendance requirement is not met a second time the swimmer will be moved down a group
- If a swimmer does not meet the attendance standards they have the option to make up practices with the permission of the coach

Performance Requirements:

- Swimmers to hold a minimum of 1 provincial time standard to be eligible for and/or hold a place in this group
- Swimmers MUST listen attentively and follow instructions of coach
- Swimmers to be committed to practice and give their best effort every practice
- Selection to this group and any forward movement is at coach discretion only and will be based on the following:

Race Speed: Best times in comparison to age group

Work Ethic: Training toughness

Trainability: Listening to instructions and application of skills

Technique: Stroke mechanics and technique in relation to age group

Potential: Having the skills and ability to achieve success at the provincial, national and/or international level

Attendance: Swimmers must have a minimum 80% attendance

Performance requirements may change before each new season

Coaching staff will have full discretion over group placements

Program:

- Emphasis on aerobic conditioning
- Focus on stroke technique, starts, turns, and finishes
- Emphasis on fast swimming and racing during practice
- Emphasis on individual and group goal setting
- Learning to make good nutritional choices

- Responsibility and self-discipline during practice and swim meets
- Swimming skill and knowledge
- Swimmers are expected to attend all swim meets when invited which range from 1-3 day swim meets in short and long-course pools and out of town team bus trip
- Fundraising is required

7.2.8 Mavericks

This group swims 60-120 minutes, 6 times per week, with 2 dryland sessions. This group is primarily for swimmers 12 and over and have a championship time standard or hold a minimum of 3 provincial time standards and are getting close to a championship time. Swimmers in this group are required to be technically proficient in all 4 strokes. Swimmers will be swimming approximately 2000-4000 meters per practice and working towards aerobic excellence, furthering their technical ability in all 4 strokes and the individual medley, as well as working on underwater advantage. We will also be working on fast swimming/racing in practices. Swimmers are expected to attend all meets when invited and it is mandatory they attend all provincial competitions if they qualify. Swimmers will be expected to attend team travel meets when invited. The group will be invited to attend the spring training camp in Banff in 2020.

Attendance Requirements:

- Must have an attendance percentage of 80% in order to stay in their appropriate group
- Swimmers must talk to coach in person or by e-mail if they are to be excused from practice
- A swimmer's participation in another sport or non-curricular activity is not considered an excusable absence
- Swimmers missing due to illness will be excused from the participation requirement
- Attendance will be evaluated quarterly and monitored daily
- A swimmer will only get one warning quarterly throughout the season and if the attendance requirement is not met a second time the swimmer will be moved down a group
- Group movement between seasons will be based on the percentage of practices attended as well as performance level
- If a swimmer does not meet the attendance standards they have the option to make up practices with the permission of the coach

Performance Requirements:

- Swimmers to hold a championship time standard or a minimum of 3 provincial time standards (with one of them in 200 IM) and be close to a championship time to be eligible for and/or hold a place in this group. Swimmers must be proficient in all 4 strokes to be eligible for this group.
- Swimmers MUST listen attentively and follow instructions of coach
- Swimmers to be committed to practice and give their best effort every practice
- Selection to this group and any forward movement is at coach discretion only and will be based on the following:

Race Speed: Best times in comparison to age group

Work Ethic: Training toughness

Trainability: Listening to instructions and application of skills

Technique: Stroke mechanics and technique in relation to age group

Potential: Having the skills and ability to achieve success at the provincial, national and/or international level

Attendance: Swimmers must have a minimum 80% attendance

Performance requirements may change before each new season

Coaching staff will have full discretion over group placements

Program:

- Emphasis on aerobic conditioning
- Focus on stroke technique, starts, turns, and finishes
- Emphasis on fast swimming and racing during practice.
- Emphasis on individual and group goal setting
- Learning to make good nutritional choices
- Responsibility and self-discipline during practice and swim meets
- Swimming skill and knowledge
- Swimmers are expected to attend all swim meets when invited which range from 1-3 day swim meets in short and long-course pools and out of town team bus trip
- Fundraising is required

7.2.9 Performance

This is a 90-120 minute, 8 times per week program for the swimmer who has achieved at least one Western National time. A high level of commitment from swimmers and parents will be expected at this level. These swimmers will be swimming approximately 2,000-5,000 meters per practice. The group may also be invited to attend a spring training camp outside of Canada every second season.

Attendance Requirements:

- Must have an attendance percentage of 80% in order to stay in their appropriate group
- Swimmers must notify coach (in person, or by text, phone or e-mail) if they are to be excused from practice
- A swimmer's participation in another sport or non-curricular activity is not considered an excusable absence
- Swimmers missing due to illness will be excused from the participation requirement
- Attendance will be evaluated quarterly and monitored daily
- A swimmer will only get one warning quarterly throughout the season and if the attendance requirement is not met a second time the swimmer will possibly be moved down a group
- Group movement between seasons will be based on the percentage of practices attended as well as performance level
- If a swimmer does not meet the attendance standards they have the option to make up practices with the permission of the coach

Performance Requirements:

- Performance requirements may change before each new season
- If in doubt, please contact your coach for confirmation of applicable time standards
- Selection to this group is at coach discretion only and will be based on the following:

Race Speed: Best times in comparison to age group

Work Ethic: Training toughness

Trainability: Listening to instructions and application of skills

Technique: Stroke mechanics and technique in relation to age group

Potential: Having the skills and ability to achieve success at the provincial, national and/or international level

Attendance: Swimmers must have a minimum 80% attendance

Performance requirements may change before each new season

Coaching staff will have full discretion over group placements

Program:

- Emphasis on conditioning through dry land, and strength training from our strength training coach Tyler Shillington
- Focus on stroke technique, starts, turns, and finishes
- Emphasis on individual and group goal setting
- Learning to make good nutritional choices
- Destination training camp that usually occurs once every two years
- Participate in Alberta and out of province invitational swim meets in short and long-course pools
- Fundraising is required

7.2.8 Varsity

MAVS will continue our commitment to aid in the development of our swimmers post-secondary swimming career at the provincial, national, and international levels by allowing our returning university swimmers to train with the club during the university off season; typically, May through August.

Most swim clubs within Canada allow space for their returning university swimmers as the coaches, swimmers and parents realize their presence is an asset to the club. Even at the highest level of swimming a swimmer is to represent their home club at meets like Olympic Trials - not their university team. Swimmers that graduate our program and continue their careers with a post-secondary program have fulfilled not only their goals but the vision of the club.

Varsity swimmers come back with a newly acquired knowledge of what it takes to excel at post-secondary. Swimmers pass on educational, social, psychological, and physiological information that is invaluable for any future alumni graduating and continuing their careers. This information is also useful to the coaching staff as under a new coach and program they can share what helped them, and if applicable we can use this to make our program stronger. Personal experiences are also important in determining if we want to recommend future alumni to those programs.

The friendships that are solidified in swimming are a special bond that not many individuals get to experience. These swimmers have often been friends for over a decade and socialize amongst different age groups. Returning varsity swimmers are natural role models; coaches, athletes, and parents know from experience the importance of former team captains and teammates returning from school. Most of these swimmers were role models for the younger swimmers before they went to university and continue that role upon arriving back home. Some swimmers waver on the decision to go on to university and swim during their post-secondary schooling. Our graduates will encourage our swimmers to continue with their swimming career.

Considering most of our graduates go on to different universities, our swimmers will gain firsthand knowledge of the positives and negatives to each university. For some this may make the job of making one of the greatest decisions of

their life a little easier. Our swimmers have attended and swam with the following universities: University of Calgary, University of Lethbridge, Simon Fraser University, McGill University, Brigham Young University, and University of Victoria.

Our swim families often put in a decade or more of fundraising, volunteering, financial obligations of travel, registration and meets. They do this because they believe in our vision as do the coaches and swimmers. MAVS believes that once a swimmer has reached the ultimate goal of graduating our program that it is important to allow the opportunity for varsity swimmers to continue their swimming career while they are home from school.

Requirements:

- Varsity swimmers are responsible to pay the required Swim Alberta registration fee (competitive or non-competitive) as well as the MAVS season varsity fee. Varsity fees are subject to change annually without notice.
- Varsity swimmers will be responsible for their share of any meet, travel, coaches & chaperone costs when attending meets. Varsity swimmers will not be eligible to receive fundraising subsidies. If the returning swimmer is 18 years of age, they may opt out of the travel/accommodation plan for travel meets. In this case, the swimmer would be responsible to pay their meet fees & share of the coaches' costs. All other costs & arrangements would be the responsibility of the swimmer.
- The number of available spaces for varsity swimmers will be evaluated each season. The head coach may implement "standards" from year to year to determine eligibility. This includes active swimmers and returning university swimmers.
- Varsity swimmers are required to volunteer to MAVS a minimum of ten hours during the season. Examples are but not limited to: helping volunteer coach, fundraising, giving a talk to our current swimmers and/or parents, helping our current staff or board in any activity whereas deemed they would make a positive difference.

8. Registration Fees and Fee Structure

8.1 Swim Alberta Fee

All swimmers are required to pay a mandatory Swim Alberta fee prior to entering the pool with the club. This fee is charged as part of the registration process and provides insurance coverage for our athletes and our club.

8.2 Annual MAVS Swim Fees

Swim fees are assessed annually and are due upon registration. There are three payment options:

1. Single lump sum payment (single cheque, e-transfer or credit card payment)
2. Eight (8) equal monthly installments made by credit card online through the club website (September-April)
3. Monthly fees may also be paid by e-transfer on or prior to the 25th of the month. Any balance remaining on the account will be processed on the 1st of the month by credit card on file.

Registration & payment must be submitted before the swimmer can enter the water.

A valid credit card number must be maintained in the Family Account System at all times.

If a swimmer decides to drop out of the program before March 1st, one month's written notice must be given by the parent/guardian addressed to the club and forwarded to the coach or the membership director. If a swimmer has stopped swimming and the club has not been formally notified as stated, fees will continue to be charged until 30 days after MAVS has received written notification. Note: no refunds will be provided after March 1st for any group.

Assessed on a season to season basis some groups may be offered the choice to extend their swim program for a period of time. This offer is dependent on lane space and coach availability. If a swimmer/member accepts the offer to extend the season, the cost of the extension will be charged to the members' family account. The fees for the extended season are calculated based on the direct pool & coaches' costs and divided equally among number of swimmers participating in the extension. NO REFUNDS will be given for members who choose to withdraw from the season extension.

8.3 Multiple Swimmer Discount

For families with more than two swimmers in the club there will be a 50% discount of the program fees for the third and subsequent swimmers. The discount will apply for the swimmer(s) in the least expensive group.

8.4 Swim Meet Fees

Notices will be sent by e-mail and are available on the MAVS website indicating the meet cancellation deadline. It is the responsibility of every family to cancel prior to this deadline or they will be charged the meet fees.

Each swimmer will be responsible to pay for all direct costs of the swim meet including meet fees as well as their portion of any indirect costs such as coach/chaperone expenses and relay fees. Meet subsidies may be applied at the discretion of the board of directors based on the previous year's fundraising initiatives.

NOTE: The refund of meet fees due to an unexpected injury to the athlete, making it unlikely the swimmer attends the scheduled event, is at the discretion of the host club, not MAVS.

9. Financial Transactions

9.1 Family Account

Each registered family will have access to a family account. This account is used to register swimmers and process fees for club related transactions such as meet fees, travel expenses and equipment purchases. The purpose of this approach is to reduce the risk and administrative burden of numerous cheques exchanging hands and to reduce the club's bad debt exposure. It should be thought of and managed as a bank account, not a credit facility.

There are some fundamental tenants with the family account that members need to be aware of:

- Members must maintain a positive or zero balance in their family accounts
- Monthly family account statements will be e-mailed to members. If a negative balance exists, members have 10 calendar days to rectify the situation. Not rectifying the account will result in an email informing the member they are no longer a member in good standing with all club privileges suspended
- Swimmers will not be allowed to participate in swim competitions or practices if the family account is negative
- Any funds deposited into the family account through MAVS sanctioned family account fundraising initiatives remains property of MAVS should a family decide to leave the club. Those funds will be moved into the general revenue of the club
- Funds in the family account deposited by the family, not related to MAVS sanctioned fund raising initiatives will be refunded to a departing swimmer's family in full
- At the end of the swim season members can choose to have the family account money refunded or leave it in for the next season
- Members with an unpaid balance owing to MAVS will not be released from MAVS to join another club until the debt is paid. Outstanding accounts may be referred to a collections agency

9.1.1 Credit Cards

Members are required to have a valid credit on file to cover additional expenses throughout the year (i.e. swim meets). Credit card information is collected as part of the registration process. Credit card information can be updated during the season through the payment setup tab in the family members account. A family account statement will be emailed to each member before the end of each month. On the 1st of each month the credit card will be charged for the balance owing.

An administrative fee of $50.00 will be charged when a credit card transaction is declined. Every member will get one chance to have their credit card declined. The administration fee will be charged the second time their card is declined and each time their card is declined thereafter.

9.1.2 Cheques

MAVS will accept 1 lump sum cheque at the beginning of the season for annual program fees paid in full. Monthly fees must be paid by credit card or e-transfer. A valid credit card must be maintained through the family account system on the website for non-recurring monthly charges such as meet & travel fees, equipment, etc. All fees for NSF cheques will be passed on to the offending member.

9.1.3 E-transfer Payments

MAVS will trial the use of e-transfer payments during the 2018/2019 season. E-transfers must be received by the 25th of the month. Remaining charges will be processed through the credit card on file on the first of the month. MAVS reserves the right to discontinue the use of e-transfer payments at any time during the season.

10. Fundraising

Annual swim fees are structured to cover the cost of coaching, pool rentals and club administration required to manage the club. Fundraising money is used to cover the cost of team equipment, technology, travel subsidies etc. There are two types of fundraisers: club fundraisers and family account fundraisers.

Club Fundraisers:

Club fundraisers are large events involving the entire club. Money earned through club fundraisers goes into the general revenue of the club and is used for non-core budget line items and special events/equipment. Club fundraising funds are primarily applied toward various programs and initiatives to offset the overall cost of the swimming program. The more successful the club is at fundraising, the more manageable the cost of swimming will be for club members and the more opportunities the swimmers will experience.

Family Account Fundraisers:

Family account fundraisers are generally board approved short term initiatives such as pizza sales and bottle drives. 75% of the money earned by those who participate in family account fundraisers goes directly into the participant's family account and 25% will go to general club revenue. These events must be sanctioned by the board of directors if MAVS is to be used as the platform. If you have an idea for a family account fundraiser, please speak with the fundraising director.

10.1 Club Fundraising and Swim-a-thon

Club fundraising should be viewed as a team initiative where all members participate to benefit the club. Club fundraising initiatives include, but are not limited to the following:

10.1.1 Swim-A-Thon (or MAVS Organized Raise-a-Thon)

Each swimmer is required to participate in the annual Swim-A-Thon organized by the club in conjunction with Swim Alberta and SNC or a similar event organized solely by MAVS. Swimmers secure pledges for the maximum number of lengths swam in an allotted time frame. If there is a swim-a-thon, the funds raised by swim-a-thon are split between Swim Alberta and the participating club. If there is a MAVS event, funds raised will go towards general revenues.

10.1.2 Spring Fundraising Event

The club hosts this fundraiser annually. In recent years it has taken the form of a golf tournament and silent auction. Each family is required to purchase or sell two tickets. Members of competitive and non-competitive groups may also be asked to secure silent auction items for this fundraiser.

10.1.3 Swim Meets

Typically, the club hosts 2 swim meets per season equaling 9 sessions. As the host club we are required to volunteer our time to officiate and run the swim meet, as well as feed the officials during each session of the meet. This requires members to bring food that will be assigned by the food manager. A fee of $15/session will be charged to your family account if you do not bring the assigned food to your assigned sessions.

10.1.4 Casino

The club is allotted a casino by the Alberta Gaming and Liquor Commission. Due to the growth of the number of non-profit groups deemed qualified, access to casinos have stretched every year and now sits at around 33 months. Although less frequent and less profitable than in the past, casinos remain a very lucrative source of revenue for MAVS. A large number of volunteers are required to fill the volunteer shifts and money raised goes to off-set registration fees.

The following format for staffing casinos will be implemented;

- An email will go out requesting volunteers with 10 days to respond
- Remaining names will be put into a lottery and names will be selected to fill empty shifts
- If your name is drawn, you will be requested to fulfill a casino position. If you are unable to fulfill your obligation, it will be your responsibility to find coverage or $300 will be charged to your family account
- If you are not able to participate due to religious conflict your family account will be charged $250 if your name is drawn. Religious conflict must be declared prior to the volunteer deadline request – not after your name has been selected

11. Equipment

Every swimmer will be required to have one practice suit, goggles, swim fins, swim cap and a water bottle. Competitive swimmers will also require a racing suit. Additional required equipment will be posted on the website under the Equipment tab. Required equipment is available for purchase through Team Aquatics at http://www.team-aquatic.com/ or through their Calgary storefront location. Team Aquatics discount cards will be emailed to families in September.

Each swimmer will receive a MAVS team shirt. Sizes are selected by parents as part of the registration process. MAVS also offers optional team gear. Information will be sent to families early in the season by the secretary/equipment director. Personalized swim caps are offered once a year (minimum purchase may be required) and generic MAVS swim caps are available throughout the season from the secretary/equipment director.

Note: ***It is mandatory that all MAVS swimmers be in MAVS approved team apparel while on deck at swim meets.*** *This is important to create a sense of team cohesion. Swimmers attending swim meets are required to wear a competitive swimsuit, MAVS swim cap, and team T-shirt. Track-suits are also mandatory for selected groups.*

12. Communication

Although the club is responsible for providing information to parents and swimmers, each family is responsible for ensuring that they stay informed of club operations. (i.e. reading e-mails, checking the website and any correspondence sent home with swimmers).

12.1 E-Mail

Please check your e-mail regularly as you will receive information on a regular basis.

12.2 Website

Please check the website www.okotoksmavericks.com regularly as information will be posted there on a regular basis.

12.3 Board Meetings

Board meetings are held once a month. Items for discussion or matters of concern can be included on the agenda by contacting the club president or secretary no less than three days prior to a scheduled meeting. Members logged in to the club website can find meeting minutes posted under the "about" tab.

12.4 General Meetings

General meetings are called to discuss club operations and present information or concerns to the membership. The members shall be informed of the dates and times of these meetings by e-mail, newsletter or telephone. There is a general meeting/awards ceremony in the fall of each year.

12.5 Annual General Meeting

The annual general meeting (AGM) is held in May of each year to report the club's progress to members including its financial status. It is also the meeting where elections for open board of directors positions are held. Members are strongly encouraged to attend this meeting to ensure that the election results represent the broad membership, not a select few in attendance.

12.6 Coach-Parent Meetings

Coach-parent meetings are held in two formats; group meetings and one on one meetings. Group meetings are held to inform parents of issues specific to the group such as swim meet and training camp plans and/or to solicit input from parents. Parents who have specific questions or concerns regarding their swimmer are encouraged to arrange a one-on-one meeting with their swimmer's coach. Scheduling these meetings is left to the parties involved. Alternatively, an executive member may be contacted to act as a liaison in these matters.

12.7 Social Activities

The club believes that social activities are important to build a family atmosphere within the club. Social activities may be scheduled throughout the course of the season to allow members to socialize with other swim families outside of the pool environment. If you have ideas or you are interested in running a social activity, please speak to a member of the board.

13. Volunteering & Officiating

13.1 General

MAVS is a non-profit, community based competitive sports club. It operates with a paid coaching staff and some administration tasks. Most other functions are performed by volunteers. MAVS is a very successful swim club and much of the credit for this goes to the hardworking and dedicated coaching staff, board members and parent volunteers.

Unfortunately, it is common in non-profits that the bulk of volunteer workload falls on the shoulders of a handful of dedicated members. The best and most successful non-profits manage to spread the workload out among the membership in a much more equitable manner. This serves to strengthen the club on a number of fronts. Core competencies needed by the club are learned by more members, the club taps into a much greater skill set within the membership generating ideas and creative approaches to tasks and challenges and volunteer burnout is mitigated. Further, the membership is more engaged, more informed and a more social environment develops around the club.

The membership will be kept informed of all officiating/volunteering opportunities through the MAVS website and email notices.

The volunteer positions/committees below need to be filled each season. Please consider applying your skill sets to a position. If you are new to volunteering, consider a minor role on a committee.

POSITION	STATUS	QUALIFICATIONS
President	Elected in odd years	Minimum of 2 years prior experience on the MAVS board
Vice President	Elected in odd years	Ideally previous volunteer or MAVS board positions
Secretary	Elected in even years	Good clerical and record keeping skills.
Treasurer	Elected in even years	Solid book keeping and/or financial background
Officials Director	Elected in odd years	Must be an SNC Level 2 official. Good organizational and interpersonal skills an asset
Fundraising Director	Elected in odd years	Previous fundraising committee member preferred but not mandatory. Sales and marketing skills an asset.
Membership Director	Elected in even years	Good organizational, communication and interpersonal skills an asset. Works closely with other Board members particularly the Treasurer.
Aquatic Sports Advocate	Elected in even years	Good communication and interpersonal skills to collaborate with Swim Alberta and other aquatic groups in the Foothills area.
Meet Manager	Elected in even years	Must be an SNC qualified Meet Manager. Knowledge of swim meet planning, organization and execution is critical. Meet Manager is accountable for the financial success of hosted competitions. Works closely with Board members particularly Officials Coordinator and Fundraising Director. Assembles and acts a Swim Meet committee head.

Swim Group Liaison	Annual volunteer (The obligation is to commit for the full season)	Acts as communication conduit to parents in an assigned swim group. Works with Board and committee members along with Coaching staff. Each Swim group may have a Liaison.
Swim Meet Food Manager	Annual Volunteer (The obligation is to commit for the full season)	Assign food groups (yogurt, muffins, sandwiches, etc.) for members to bring to each swim meet session. Recruit volunteers to work in the food room during each session. Make sure stock (plates, cutlery, coffee, cream, etc.) is updated and ready for each swim meet and session.
Swim Meet Non-Officiating Committee Member	Event Volunteer	There are a number of roles required to host a swim meet including food, setup-tear down, selling raffle tickets, and managing prize tables if offered. This is a good entry level committee role.
Fundraising Committee Member	Annual Volunteer	A number of roles are required for the various fundraising initiatives. This is a good entry level committee role.
Awards Committee Lead	Annual Volunteer	MAVS holds an annual Awards Event to recognize the achievements of swimmers and volunteers. The Awards Committee Lead works under the supervision of the Secretary. Booking the venue, ordering awards, organizing other members to help, etc.
Awards Committee Member	Annual Volunteer	MAVS holds an annual Awards Event to recognize the achievements of swimmers and volunteers. Members are needed to help plan and run this event. The committee member will take direction from the Awards Committee Lead/Secretary.
Ad hoc Committees	Solicited or Volunteer	At times the Board will assemble a committee to work on a specific task such as a policy development or review. The task may or may not require specific skills.
Social Committee	Annual Volunteer	Organizing social events to bring swimmers and or parents together to build the Mavericks community.

13.2 Officiating – Competitive Groups

It takes a team of dedicated volunteers to run a successful swim meet. Home meets provide our swimmers with an opportunity to compete in their home pool, but they also provide an important source of revenue for the club. Each competitive family is required to fulfill a minimum of 5 officiating shifts at our home hosted meets. Members may also choose to support the sport by volunteering/officiating at non-hosted competitions.

There are a wide variety of jobs required to run a swim meet. Each session requires between 26 and 32 officials plus 5 to 10 non-officiating workers helping with hospitality, deck running, set up and tear down. In order to do this, we need active and enthusiastic participation of our membership.

Further, we need to continue to grow our club's officiating skill level and members must continue to progress their officiating skills each year. A member of each swim family will be required to complete a course each season until they have completed all of level 1 and parts of level 2 (stroke and turn and chief timer). Exempt courses for the majority of members will be clerk of course, chief finish judge/recorder scorer, starter and meet manager courses. However, selected members may be asked by the officials director to continue their training and take certain courses to ensure the club maintains enough qualified officials to run our home hosted meets.

An officiating clinic is offered by Swim Alberta at the start of the swim season. Additional clinics may be offered but this is not guaranteed. The clinics are presented by experienced and qualified officials and are designed to instruct you in the rules of swimming and provide you with the tools you need to actively support your swimmers in competitions.

13.3 Officiating Program

MAVS has instituted a program to ensure that our membership continues to progress along the officiating skills hierarchy. The officiating fee is a method of encouraging members to continue their certification of the officiating positions. **Should a family member not complete a progressive officiating course (which includes the course plus all the allotted deck time to be properly certified), before May 31st of the registration year, the officiating fee of $250 will be charged to the family account and turned over to the club's general revenue.** The progression through the officiating program is required until one member of the family has completed Level I: Safety Marshall and Timer & Level II: Chief Timer and Stroke & Turn.

Minimum Officiating Commitments Expected from All Swim Groups except Rookies.

MAVS Hosted Meets:

Each competitive family is required to complete a minimum of 5 sessions out of the 9 sessions hosted by the club. It is crucial that all members communicate via the website at the beginning of the season to sign-up to fulfill officiating obligations. If circumstances prevent you from volunteering at a meet, MAVS will charge your family account $75 per session. Due to the team atmosphere of the sport and the number of volunteers required per session, this should be an occasional occurrence and not the norm as we can not host a meet without volunteers.

Examples of 5 sessions per family requirements: (we have 9 sessions in total over the year)

Example 1	1 member of a family completes ALL 5 sessions
Example 2	2 members of a family complete the 5 sessions eg. 2-member's x 2 sessions = 4 sessions PLUS 1-member x 1 session = 1 session = 5 sessions completed
Example 3	1 family member completes 4 out of 5 sessions and hires another family member (friend/aunt/etc.) or another MAVS Member to do last session required

MAVS families with more than 1 swimmer are encouraged to work more sessions than 5 sessions although it is not a mandatory requirement.

Non-MAVS hosted meets that your swimmer(s) attend:

Family members who attend non-hosted swim meets are encouraged to offer their help as officials. This builds goodwill for MAVS and fosters mutually beneficial relationships with other clubs.

Swim Meets (per session)
• Setup and tear down • Heat sheet seller • Safety Marshall • Time Trial Official (except Referee)
• Timer • Marshals • Medals/Ribbons • Card Runner • Food/Hospitality • Deck Policing (ensure valid personal are permitted on deck)
• Stroke and Turn Judge • Clerk of Course • Chief Timer Recorder/Scorer • Chief Finish Judge
• Meet Manager/Referee • Starter

14. Policies and Procedures

The MAVS Board of Directors will continue to update existing policies and develop new policies when required to properly manage and govern MAVS. Where applicable, the spirit and intent of MAVS policies will closely align with those set out by Swim Alberta and SNC. Referenced Swim Alberta polices can be located on the Swim Alberta Web Page at the following link: *http://www.swimalberta.ca/about/laws-and-policies*

14.1 Complaints and Discipline Policy

Our goal is to make every child's experience with the club a positive one. Parents and swimmers are encouraged to speak with their child's coach first if they have concerns. If this does not resolve the issue, members should discuss their concerns with the head coach. If further support is required, members can involve the board of directors to help resolve the issue.

14.1.1 Complaints Procedure

The procedures for submitting a formal complaint are as follows:

- The grievance must be submitted in writing to the board of directors

- The written submission must include specific information including date, time and place of occurrence along with a detailed description of the circumstances
- A written copy of the submission will be provided to the individual(s) the grievance is being lodged against
- Upon receipt of a grievance, a committee of 2-3 members of the board of directors will be selected to investigate the issue. The committee will report the findings of their investigation to the board of directors who will in turn decide if any further course of action is warranted

14.1.2 Discipline Procedure

MAVS will not tolerate the involvement of a parent or swimmer in illegal activities, nor will it tolerate bullying or abuse of any kind during or related to club activities. Types of incidents considered for discipline may include, but are not restricted to the use of banned substances, theft of property, or creating emotional distress on others. Failure to adhere to MAVS policies will lead to disciplinary action as outlined below.

Swimmers:

- A reminder by the coach of the rules and a request to stop the offensive action.
- A meeting with the swimmer, coach and parent(s) or coach and parent(s)
- Being assigned a seat next to the coach on deck for the remainder of the practice or swim meet
- Being scratched from the remainder of the meet
- A written formal warning from the coach and/or selected board member
- Probation: to be determined by the coach and/or selected board member
- Suspension: to be determined by the coach and/or board of directors
- Expulsion: to be determined by the board of directors

Information regarding a swimmer's behavior will be reported to the parents by the coach or a member of the board. Every effort will be made to ensure that any action taken will be held in the strictest of confidence.

Parents / Guardians:

- A reminder by the coach or board of directors of the rules and a request to stop the offensive action
- A meeting with the coach or select board members and the parent/guardian
- A written formal warning from the board of directors
- Written notice form the board of directors informing the member they are banned from being on deck at practices and/or swim meets
- Probation: to be determined by the head coach and board of directors
- Suspension of member in good standing status: to be determined by the board of directors
- Expulsion from the club: to be determined by the board of directors

14.2 Appeal Policy

MAVS will follow a similar process as outlined by the Swim Alberta appeal policy. Refer to the web link to download the pdf file:
http://www.swimalberta.ca/sites/default/files/uploads/Bylaws/Swim%20Alberta%20Appeal%20Policy_February%204_2013.pdf

14.3 Team Travel Meets and Training Camp Policy

14.3.1 Definition

The MAVS Board of Directors will determine which swim meets will be deemed a "team travel meet". The meet schedule is available on the website at the start of the season. However, the MAVS board of directors reserves the right to add/delete meets from the list of team travel meets for any reason during the season to the benefit of the swim club as a whole.

14.3.2 Attendance

Swimmers are encouraged to attend team travel meets and training camps. If a swimmer is qualified and would like to attend a designated team travel meet or training camp, then the follow shall apply:

- If a bus is the selected mode of transportation, then all swimmers must travel with the team on the bus. Exceptions will be for swimmers age 10 and under (also see Note 1 below)
- If flying is the mode of travel, families will have 2 options:
    - Option 1 will be to arrange and pay for your swimmer's flight to be on the same flight as the coach and/or chaperone(s). The parent obligation with Option 1 will be to have their swimmer at the Calgary airport at a pre-determined time and arrange to have their swimmer picked up from the Calgary airport as coordinated with the coach/chaperone. The responsibility of MAVS and chaperones begins and ends at the Calgary airport for Option 1.
    - Option 2 is to arrange and pay for your swimmer's flight which are different than the coach and/or chaperone's flights. For the trip from Calgary to the swim meet, the parent obligation will be to arrange and have their swimmer arrive at the destination hotel to be received by MAVS coach or chaperone. For the trip from the swim meet back to Calgary, the parent obligation will be to arrange the swimmer's departing flight be within 90 minutes of their coach and/or chaperone's departure flight time. The responsibility of MAVS and chaperones begins at the destination hotel and ends at the destination airport where the swim meet is occurring. MAVS takes no responsibility and accepts no liability for the swimmer's initial travel to the hotel nor once the swimmer leaves the care of the coach/chaperone at the destination airport for their return flight.
- There will be a designated meal plan for the meet (breakfast, snacks, lunch, and dinner) that each swimmer is required to participate in. Chaperones, within reasonable and practical limits as agreed to by the chaperone, will attempt to address specific food allergies for a swimmer and try to accommodate the need
- A swimmer must have achieved all of the required time standards/qualifications set out for the meet & hold an account "in good standing" to be eligible to attend
- The swimmer will be required to stay with the team in the designated hotel and assigned to a room with other swimmers. Room assignment will be done by the coaching staff (also see Note 1 below)

14.3.3 Costs

- All required costs (bus, meals, and accommodation (also see Note 1 below) for a designated team travel meet or training camp will be divided equally among participating swimmers. Airfare costs will be arranged for and paid by the parent of each swimmer
- Pending available space, family members of swimmers can travel on the bus for free. Requests must be made to the team manager (assistant head coach) after the meet package has been emailed out and seats will be filled as requests are made.

- Families are encouraged to fundraise in advance of the event to help offset the costs. Fundraising initiatives need to be approved by the MAVS fundraising director.
- If surplus budget funds are available from the previous swim season, MAVS board of directors may allocate funds to subsidize meets (ie. cover coach/chaperone fees, meet or travel fees etc.).

Note: A parent may choose to have their swimmer (10 and under) stay with them in a separate hotel room and not be in the same rooms as the rest of the swim team. However, the coordination and booking of the family room will be the full responsibility of the parent. All other team travel prorated costs (bus, meals, chaperone, coach expenses, etc.) are mandatory. At no time can a swimmer, who is staying with their parent in a separate room, be allowed in any other swimmers' hotel room or vice versa. There will be a sign-in and sign-out procedure that must be strictly followed when coming and leaving the swimming facility so the coaching staff and the chaperones know who has the custody of swimmers who are staying in the parent's hotel room. This becomes extremely important when swimmers go back to the hotel room to rest between preliminary and final sessions. Any violation of this will be an immediate scratch from the remainder of the meet.

10U Swimmers who travel, eat and stay with their parents will be responsible for their portion of the coaches' costs divided equally amongst all swimmers in attendance.

14.3.4 Varsity Swimmers

Varsity Swimmers have two options when traveling with the team:

- All-in, meaning the swimmer travels with the team and are responsible for an equal portion of all associated costs such as travel, accommodations, meals, chaperone, coach expenses, etc.
- All-out, meaning the swimmer makes their own arrangements for accommodations, meals and travel, and pay their portion of the coaching and meet costs

14.3.5 Exceptions

The MAVS board of directors reserves the right to make exceptions for swimmers upon evidence of extenuating circumstances. The final decision will be with the MAVS board.

14.4 Chaperone Selection Policy

Chaperones are determined on a meet by meet basis depending on the number of swimmers attending the meet. In general, chaperones are selected for team travel meets and training camps where the event is 3 or more days in duration and there are 4 or more swimmers attending.

Chaperones are selected by the head coach. The selection process will attempt to select one female and one male chaperone if two chaperones are required. MAVS head coach and board of directors reserves the right to fill chaperone positions to best support the needs of the swimmers attending the meet. All chaperones are required to pass a criminal record check including the vulnerable sector check (valid for 2 years and a copy must be kept on file).

The individual chaperone selection will be based on the following priorities, in order of precedence:

- Parents of swimmers who are attending the event and
    - Have a current criminal/vulnerable sector check
    - Have been approved by the head coach

- If the required chaperones cannot be attained by the parents of the attending swimmers, then the next priority will be to a MAVS coach.
- The third priority goes to parents of swimmers who are not attending the event but who:
    - Have a current criminal/vulnerable sector check
    - Have been approved by the head coach.

14.5 Hazing Policy

MAVS seeks to promote a safe environment where swimmers, coaches and volunteers can participate without compromising their health, safety or welfare. It is, therefore, MAVS policy that hazing is prohibited. The impact of hazing activities can result in irrevocable harm to its victims, their families and the swimming community.

MAVS will follow the hazing policy as outlined by Swim Alberta - http://www.swimalberta.ca/about/laws-and-policies

14.6 Confidentiality Policy

MAVS will not disclose confidential information (email address, phone number, financial information) without written consent.

14.7 Team Logo

As a community organization, all members are encouraged to use the team logo. However, the logo integrity must be maintained at all times. If you wish to use the team logo an electronic file is available from the club president along with the club's brand guidelines which must be adhered to.

15. Code of Conduct

MAVS will follow and adopt the Code of Conduct & Ethics for Athletes, Parents, Coaches, Board Members, Volunteers, Officials & Members as set out by Swim Alberta: *http://www.swimalberta.ca/about/laws-and-policies*

15.1 Parent / Guardian Code of Conduct

The essential elements of character-building ethics in sports are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring and good citizenship. The highest potential of sports is achieved when competition reflects these "six pillars of character." MAVS parents agree to the following:

1. I will not force my child to participate in this sport.
2. I will remember that children participate to have fun and that the sport is for youth, not an extension of an adult's participation.
3. I will inform the coach of any physical disability or ailment that may affect the safety of my child or the safety of others.
4. I will learn the rules and policies of the sport.
5. I (and my guests) will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all swimmers players, coaches, officials and spectators at every meet, practice or other event.
6. I (and my guests) will not engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent such as booing and taunting or using profane language or gestures.
7. I will not encourage or participate in any behaviors or practices that would endanger the health and well-being of the athletes.
8. I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.

9. I will demand that my child treat other swimmers, coaches, officials and spectators with respect regardless of race, creed, color, sex or ability.
10. I will teach my child that doing one's best is more important than winning, so that my child will never feel defeated by the outcome of his/her performance.
11. I will praise my child for competing fairly and trying hard, and make my child feel like a winner every time.
12. I will never ridicule or yell at my child or other participant for making a mistake or losing a competition.
13. I will emphasize skill development and practices and how they benefit my child over winning a race.
14. I will promote the emotional and physical well-being of the athletes ahead of any personal desire I may have for my child to win.
15. I will respect the officials and their authority during meets and will never question, discuss, or confront coaches at the swim meet, and will take the time to speak with coaches at any agreed upon time and place.
16. I will not coach my child or other swimmers unless I am one of the official coaches of the team.
17. I will refrain from criticizing the club operations, coaches, swimmers or other members in any public forum. I agree to offer critique through the proper channels.

Failure to abide by this protocol may lead to the enactment of MAVS disciplinary policy.

16. Swim Meet Protocol

The way we can measure the success of your swimmer's efforts in practice is by participating in meets. As a member of MAVS, these are some of the expected guidelines to follow.

16.1 Swimmer Attending

When the swimmer attends a meet there are several critical things they should bring with them in their competition bags:

- Competition suit + spare
- Goggles + spare
- Team cap + spare
- 2 towels
- Team t-shirt (Mandatory)
- Water
- Nutritious snacks (food that is easy to digest, makes minimal mess, etc.)

There is also an expectation of behavior from the swimmer while they are attending meets, they are as follows:

- Be courteous to other swimmers
- Be courteous to officials, they are volunteering their time so that you can swim
- Make sure that the team area is free of garbage
- Cheer for your teammates without obstructing the officials
- Conduct yourself in a manner that portrays the club in a positive light

16.2 Parent Attending as a Spectator

- Spectators and parents are not allowed on the pool deck
- Do not distract the swimmer by calling him/her off the pool deck without the coach's permission
- Be a positive ambassador. You are representing MAVS as well

- It is the coach's responsibility to dispute disqualifications as they see fit. A parent should NEVER speak to an official regarding a call they have made. The referee has the right to remove disruptive parents from the meet

16.3 Parent Attending as an Official

- Please arrive and check in on time, this removes the element of panic that the official's coordinators face when they think they may be short of bodies
- You must be prepared to work the ENTIRE session
- No cell phones on deck. If you have no choice and find it absolutely necessary to carry your phone, please make sure it is turned on vibrate and if you have to take a call, notify a neighboring official before leaving the pool deck
- Adhere to particular rules of a meet if such are indicated by meet management or meet referee
- Remain impartial, NO cheering for swimmers while you are officiating
- Please wear the requested uniform (most often a white shirt with black bottoms)
- Remain at your designated spot

17. Swim Jargon

Over the course of the season you will notice that the swimming world has its own "slang". Some of the most common words can be found below with a brief explanation as to what they mean.

Term	Description
Free	"Front Crawl" or Freestyle which is usually swam on the front. It is generally the fastest stroke
Back	"Back Crawl" or Backstroke which is always swam on the back
Breast	Breaststroke
Fly	Butterfly
IM	Individual Medley, each of the four strokes swam in a specific order. (Fly, Back, Breast, Free)
IM Relay	Four Swimmers swim one of the four strokes in a specific order. (Back, Breast, Fly, Free)
Scratch	A swimmer that was entered in an event and is a "no show"
Deck Entry	A swimmer that is entered into an event the day of the meet
Double End	Swimmers enter the water alternating from both ends of the pool
Heats	Swimmers are put into heats according to the times entered in the meet
DQ	A swimmer is disqualified from an event due to a swimming error
SC	Short Course meets held in 25 m pools
LC	Long Course meets held in 50 m pools
Provincial or Championship Time	Time standards set by Swim Alberta
Officials	Volunteers used to run a swim meet, usually wearing navy tops with white bottoms
False Start	A swimmer leaves the block or wall before the sound of the starter
Prelims	Every swimmer entered in an event competes
Semi-Finals	The top fastest swimmers from the prelims (usually top 16)
Finals	The top fastest swimmers from semi-finals (usually top 8)
Taper	A planned reduction in training intensity to prepare for a major swim competition

Training Cycle	A set amount of time (usually 12 weeks) where training is focused on a specific major competition. Within the training cycle there are technical and endurance components with a taper component at the end of the cycle

Still have questions? Please speak with your child's coach or any Member of the Board!