

Hyack Swim Club

HANDBOOK

In pursuit of excellence



Vision Statement

The vision statement of the Hyack Swim Club is:

- 1) *To value, maintain, and continue the pursuit of excellence and to the commitment to sustaining a high performance swim program by adhering to the purpose¹ and mission² of the club.*
- 2) *To maintain financial stability and keep the club affordable to families by strengthening the base of our program and, when appropriate, offering our program to other communities and institutions³ by broadening our coaching and facilities resources.*

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| <ol style="list-style-type: none">1. The purpose of the Club is to develop excellence from the development level to world class competition.2. The HYACK Swim Club promotes excellence. (Mission Statement).3. Ranging from various community pools and post-secondary institutions. |
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For further information please see our club website at <http://hyack.com>.

1. POLICIES AND PROCEDURES

1.1 Welcome to the Hyack Swim Club

The Hyack Swim Club was formed in 1973 through an amalgamation of the Burnaby Tyees Swim Club and the New Westminster Y-Kings Swim Club. It is now ranked as one of the top swim clubs in Canada. This book will give you information about the sport of swimming and specifically about the Hyack Swim Club. Olympic swimming is a growing sport and we aim to provide you and your child with the best experience possible.

What was it about swimming that attracted your child? Whatever it was that captured his/her imagination we hope to take that initial interest and turn it into a positive life experience that will benefit your child and you for many years to come. Some positive values of swimming are:

- Swimming is healthy. Injuries are few and mild. The sport has been proven to be the best sport for overall conditioning of the body. It provides cardiovascular fitness, muscular fitness, and increased flexibility.
- Swimming provides self-discipline. No one can make a person swim. They must develop an inner sense of discipline to devote themselves to the sport.
- Swimming provides a sense of quality. The young athlete learns that success comes from doing things properly. Technique is vital. Learning is vital.
- Swimming is a direct reward system. The better you work the greater your reward. The time clock is an objective judge of the result. There are no judges with subjective scores and no dependence on the efforts of others. There is just you and the clock.
- Swimming teaches the relationship between team and individual. Neither team nor individual can exist and prosper in swimming without the other. Swimming teaches people to work together.
- Swimming teaches organization. A swimmer has to organize their day to fit in all of life's activities. They learn to do so and usually become a much better student. Swimmers are usually better students when they are training and competing.
- Swimming teaches people to win with grace. Swimmers develop a personal philosophy that will make them long-term successes in life. They learn to evaluate their efforts, set goals, and achieve. They gain a mindset that says, "I can control my life and the results of it. If it is to be, it is up to me."
- Swimming is a demanding sport which requires the parents to be involved at the competition level. Their involvement is in all areas that run the competition, from timing to officiating.
- The SWIM BC mandate is supported by Hyack - athlete centered, coach driven, administratively supported.

1.1.1 Guidelines

Hyack has a long and wonderful track record of success as one of the best swimming clubs in Canada. Our club has long-held traditions that help cultivate the pursuit of excellence in swimming.

Very few organizations in Canada are capable of sustaining the levels of performance necessary to create traditions of success. Hyack has the necessary infrastructure for athlete, family, and community support that helps perpetuate our high performance mandate. These philosophies are the cornerstone of Hyack and have been protected and upheld by generations of club members dedicated to high performance since the club's inception.

Our mandate recognizes that to continually be at the pinnacle of swimming success our members will need to embody and encourage a lifestyle and level of commitment unfamiliar to most in this sport and in an average day-to-day life. We strive to be ahead. The following club guidelines are to be upheld with the highest respect for our athletes, their families, and the coaches associated with Hyack.

Please read, adopt, and adhere to our guidelines. It is one of the simplest ways we can serve our organization and keep Hyack very special.

The Hyack Message to Swimmers, Parents, and Coaches

- We believe our first responsibility is to the club swimmers, parents, and coaches who came before us. They successfully established our club to the point where it is today, respected and admired across our country.
- We must constantly strive to improve upon the standards in this club that have been created for us to follow.
- We are responsible for continually improving the current Hyack environment where the pursuit of excellence in competitive swimming is treated with the utmost respect.
- We are to ensure that the enjoyment and privilege of the pursuit of excellence remains safe at Hyack.
- We are responsible for the excellence in Hyack. We will value, protect, and promote this value during our time here.
- We must be good citizens of the club and of our swimming community. We recognize that these endeavours need special attention and have set the following universal team philosophical rules that will assist us at Hyack in attaining our high standards.
- Respect every team member, parent, and coach. Treat everyone, including yourself, with respect, dignity, and consideration. Respect everyone's, including your own, right to pursue goals consistent with the team's pursuit of excellence.
- Recognize each Hyack member as important. Everyone has the opportunity to participate that is consistent with the team's purpose. Your acceptance and support of all team members is expected and appreciated.
- Value swimming excellence. Choose to hold fast swimming, excellent training, and thorough preparation in extremely high regard. Welcome difficult, goal-oriented challenges. Seek out opportunities that will help you to swim faster and win. Seek out more, harder, and better opportunities. Act as if you want to train and want to race. Relish and protect these opportunities.
- If you encounter doubts or fears please talk to your coaches about them. Don't mask them and don't express them in a way that could cause others to doubt or fear. Only talk about your concerns with someone who can do something about them.
- Contribute. We expect you to continually contribute to our program and to foster our goals.
- Support everyone's action toward excellence.
- Encourage everyone's action toward excellence.
- Challenge everyone to take action toward excellence.
- Commend and applaud everyone's action toward excellence.

Support Hyack

We expect all members of the Hyack Swim Club to act as an ambassador for our program. Say nothing but good things about our program, our staff, and our athletes. Should you feel that there are inadequacies, raise the issue within the club as per the club policy on complaints. In the meantime continue to serve as an ambassador. It is expected. We will not speak poorly outside of the internal avenues provided for airing complaints about any aspect of the Hyack organization.

Team Expectations

We are pleased to have you aboard as contributing members of the Hyack Swim Club. However, there are boundaries we will provide to you within which you must live comfortably in order for you to swim with us. You must embody the spirit, intent, and action of these following expectations so that there will be no distractions from our mission.

- Keep moving towards swimming excellence! Inaction is unacceptable. Keep moving forward.
- No grief! No put downs, bars, personal attacks, aspersions, slurs or the like. No jokes or humour at anyone's expense (including your own!). There is no such thing as good natured grief. Give no grief, none, not ever. Instead, promote and encourage your teammates, coaches, staff, and parents.
- No excuses! We realize that everyone is imperfect and will make mistakes. Learn from them and get back on track. Make corrections, not excuses.

- No complaints! We realize that the program may have imperfections and that, at times, aspects of it may not be perfectly suited to your liking. Don't complain. In its' place make a contribution to the program. Be a part of the solution. Complaints are cancerous. They eat away at all that is good and worthwhile. Frequently they label as bad something that has nothing wrong with it.
- If it is your perception that something is wrong express concerns first to the coach. If and when you voice a concern, offer a suggestion or a solution to consider as well. Contribute and be a part of the solution. Should another level of discussion be required, the next step in the process is to involve the Director of Swimming or the Coach Liaison Committee. If further discussion or a final decision is required, the president of the club will assist.
- Don't tolerate goal distracting or goal detracting behaviour. This applies to your own personal actions as well. You may not interfere with anyone's enjoyment or pursuit of swimming excellence. You may not behave, or contravene in any fashion, Hyack's mandate to support high performance swimming. Protect our purpose.
- Value the reminder. Occasionally you may be inattentive or distracted and slip off track. When a teammate, member, or coach calls your attention to your slip, appreciate the reminder. Thank them and tell them you will get back on track.
- Make it fun! Enjoy your swimming. Express your enjoyment of training and competing. Please encourage others to talk about the fun. Please note that there is a huge difference between making the pursuit of competitive excellence fun, and having fun at the expense of the pursuit of competitive excellence

1.2 CLUB OPERATIONS

The Hyack Swim Club is a non-profit society with income received from monthly fees and a variety of fundraising activities. The money is spent on pool rental, coaching salaries, and club administration. The purpose of the club is to develop competitive excellence from a developmental level to world-class competition. Through this development we hope to instill self-discipline, leadership, and sportsmanship in all the athletes who swim with us. The club operates out of three area pools: Canada Games Pool in New Westminster; Bonsor Pool in Burnaby (Masters); and City Centre Aquatic Centre in Coquitlam. The training of our national swimmers is exclusively at the Canada Games Pool.

The club has two general meetings per year. These are usually in October and in June. All club members are requested to attend both meetings. Our program curriculum and plans for the year are presented in the fall. In June the following year's budget is presented and a new slate of directors is elected. Any new policies are also presented in June.

E-mail notices are sent to club members regularly. These update parents and swimmers on important news, provide notices to parents and swimmers, and give coaches' reports and other informative articles. If you do not receive your e-mail please let the coach know immediately. The e-mail contains important information. **WATCH FOR THEM!**

Postal address: Hyack Swim Club Phone No.: 604- 461-0550
65 East 6th Avenue, (Answering machine available that is
New Westminster, B.C. frequently checked by the coaches.)
V3M 4G6

Web address: <http://www.hyack.com>

Fax No.: 604-461-0551

E-mail: info@hyack.com Office hours: 10:00 a.m. to 2:00 p.m.

Please call coaches during these hours.

1.2.1 Communication

The Board recognizes that good communication is essential and will endeavour at all time to keep parents and athletes informed about all news and events that impact the team.

Communication from the board is important, nothing is more crucial to the success of a team than a healthy and open line of communication between the Coaches, parents and athletes. There must be an understanding that parents can talk with the Coaches about any issues that impact their children. For many parents, competitive swimming is a new experience. If there are any questions or concerns with any element of the program, it is recommended that the first contact be with the Coach that is directly involved.

Approaching a coach with a concern, immediately after a swim meet or practice would NOT be an appropriate time to discuss issues. Instead contact the coach via the Hyack Swim Club office and set up an agreeable time to meet. During a meet/practice, the Coach is 'on the job' and it is unfair to the athletes to attempt to discuss or resolve a situation at that time.

Bring matters to the Board

The protocol for presenting issues to the Board is as follows:-

1. Coach – swimmers direct coach.
2. Director of Swimming.
3. Club President: any issues regarding policy must be deemed worthwhile before presenting to the Board.
4. Board.

When issues arise, submission must be made by the first of the month. A copy of any single issue must be submitted to the Board before the proposed meeting date. Maximum allotted time to present an issue to the Board is 20 minutes. A maximum of two people allowed presenting one issue.

Surveys, Polls, Petitions are not to be conducted by the membership with each other. The management of the club and its membership is the sole domain of the Board of the Hyack Swim Club. Unauthorized solicitation of our membership by another member or group of members via any means will result in membership being reviewed. Questions that members may have can be raised in the approved manner either by bringing it to the attention of the Board; or by attending the General Meetings of which Hyack Swim Club has two per year.

1.3 ADMINISTRATIVE JOBS

President

The president shall be the Chief Executive Officer of the society and shall call and, if present, preside at all meetings of the society, of the Board of Directors, and of the Executive Committee. This person shall sign all instruments that require his/her signature and shall perform all other duties incumbent to the office. This person shall have other such powers and perform other duties that the Board of Directors may assign to him/her from time to time. This person shall be the official spokesperson for the society and the official representative whenever possible. This person shall be an ex-officio member of all committees. The president must be a member of the Board and hold one other job in addition to being the coach liaison.

Vice-President

The vice-president shall assist the president. This person shall be vested with all the powers and shall perform all the duties of the president in his/her absence or inability to act. This person shall be responsible for seeing that insurance policies are kept in good standing, subject to the approval of the Board of Directors. This person shall be responsible for acquiring training and aquatic facilities for the society's yearly activities, with the Board of Directors' sanction. This person shall be responsible for seeing that these bylaws are followed. The vice-president must be a member of the Board of Directors and hold one other job.

Treasurer

The treasurer shall make all the financial arrangements for the society as directed by the Board of Directors and shall be the custodian of the funds of the society. This person shall collect all dues and assessments and receive all monies. This person shall make expenditures only as directed by the Board of Directors and shall sign all cheques. This person shall be responsible for proper books of account and banking records of the society. This person shall prepare and file a report for each meeting of the Directors or members and an Annual Report for the Annual General Meeting. This person shall be responsible for arranging the Annual Financial Review. The treasurer must be a member of the Board of Directors and hold one other job.

Secretary

The secretary is responsible for taking and producing minutes of the Board and General Meetings. This person is responsible for keeping files of minutes and giving notice of all meetings to the members. They shall also attend to the correspondence for the society including the filing and any other secretarial work as directed by the Board of Directors.

Director of Officials/Volunteers (PPP Value 80 points per year, PPP Value 20 points per clinic)

The Director of Officials maintains club records of all members' official status. This person arranges for officials' clinics in cooperation with SNC. This person arranges for our members to work as officials for all Hyack meets and contacts clubs who are attending our meets to arrange for officials. This person also supplies officials for away meets.

Officials Food Coordinator (PPP Value 80 points per year)

This person coordinates the purchase and preparation of all food for officials at our four Hyack meets. This person also organizes volunteers to help in completing duties.

PPP Administrator (PPP Value 80 points per year)

This person ensures that a database is updated with all Hyack families in regards to points required for each half of the swim year. This person enters the PPP points to the database as requested. This person controls all Parent Participation Point cheques and works with the treasurer on keeping the PPP accounts up to date.

Meet Manager (PPP Value 20 points per meet)

This person is responsible for the planning and execution of our meets. This includes planning the budgets for the meet, acquiring the needed equipment, securing the required personnel, food, and officials as well as Board liaison. Attendance at the meets is mandatory. The Meet Manager is a member of the Meet Management Committee and should attend board meetings several months before the meet.

LMR Representative (PPP Value 80 points per year)

This person attends monthly Lower Mainland Regional Meeting, representing Hyack Swim Club and reports information to the Board.

Special Events Coordinator (PPP Value 20 points per event)

This includes the organization of the Annual Awards Banquet and the coordination of Christmas camps.

Grants (PPP Value 20 points per grant application)

This person applies to the grant committees of various municipal and government branches for available funding. This person works in conjunction with the Board of Directors and is responsible for all receipts and correspondence.

1.4 FEE STRUCTURE

The monthly swim fees are categorized as follows:

National / Senior Group
 Youth National Group
 Provincial Group
 Provincial Elite / High School Groups
 Junior Provincial Group
 Regional Group
 Olympic Way - White, Black
 Grassroots Group: 1, 2
 Post-Secondary Athlete
 Tri-fit Group

At registration you will be asked to submit monthly post-dated cheques for swim fees. There is a 25% discount for second and subsequent swimmers in each family. You will receive a monthly statement showing billings and credits up to the previous month-end. You should normally receive this by the end of the third week in the month. If you discover an error on your statement please immediately contact Hyack's bookkeeper. This person's name should appear on the statement.

Fees will not be pro-rated for absence from workouts for any reason other than medical. In this case a medical certificate must be provided. Medical absences must be more than one month to qualify for fee reduction. Special cases may be referred to the Executive Board for consideration. Please make your submission in writing.

PLEASE NOTE ALL ACCOUNTS ARE NET 30 DAYS. PAYMENTS MUST BE MADE IN FULL BY THE 5th OF THE MONTH. SWIMMERS WITH ACCOUNTS IN AREARS MORE THAN 35 DAYS WILL BE REMOVED FROM THE WATER.

The club uses a computerized system to handle all accounting. Options are available for auto debits as well as cheques. Invoices and statements are available via post or e-mail.

The coaches will issue a meet schedule at the beginning of the season with the understanding that all qualified swimmers will be entered. It is your responsibility to obtain one from the coach and to check for meets involving your swimmer. You are expected to notify the coach at least one month in advance if you cannot attend a scheduled meet.

Meet entries must be submitted by coaches more than three weeks in advance of the meet date. Therefore families are financially responsible for any costs that the club may incur on your behalf for any meet that your coach did not receive notice that your swimmer could not attend. **(Once our club has sent entry fees to the meet's host club, Hyack cannot obtain a refund).** Once your child has been entered in a meet you will receive a notification/invoice form confirming that the entries have been sent to the host club. Entry fees are due upon receipt of this notification/invoice.

Resignations

If a swimmer intends to withdraw from the club the following is required:

1. Written notice must be given to the coach, with a copy to the Board of Directors. This is to be signed and dated by the athlete and the parent.
2. Notice to the Treasurer must be given in writing and must be signed by the parent.
3. Financial obligations must be met, and transfer papers signed, before the swimmer begins to swim with another club.

Club fees will be charged to the end of the month in which the Treasurer receives notice. When you leave the club the club has the right to cash your post dated cheques to cover ANY outstanding charges. **Swimmers leaving mid month will be charged the next month's fees.** There are no refunds for withdrawals after May.

1.5 FUNDRAISING

Fundraising is vital to the survival of our programs. Our club is a non-profit organization and revenue to support our swimmers' programs is derived solely from fundraising and training fees.

Pool rental and coaching costs consume approximately 90% of our budget. Fundraising is a very good way to offset your family's training costs. The Fundraising Committee, under the direction of the Executive Board, plans limited fundraising projects. Please look for the brochures on the bulletin boards at both pools. Specific fundraisers may target special out of town meets and trips.

Please keep track of your fundraising and check your monthly statement carefully when it arrives. The responsibility is yours to see that you receive your credits. If there is a mistake on your account you must notify the club bookkeeper. This person's name will appear on the statement. Please do so within 5 days of receiving the statement.

The following rules apply to the optional fundraising program:

- 1) 90% of food/merchandise profit will be awarded to your account.
- 2) All fundraising credits will be applied to your general training account. Fundraising profits earned are credited to the family training account. There is no cash value and no refunds will be issued.

There are some required fundraisers that the club has successfully developed over time. These two events are the Cash Calendars and Swim-a-Thon. Swim BC has mandated that each club within their jurisdiction must purchase cash calendars, directly from Swim BC, to use in their fundraising efforts.

Swim-A-Thon

Swim-a-thon is a set number of laps that are swum in a set period of time. It is different for each age group. Your coach will clarify with you the number of laps. The swimmer garners sponsorship from people in their community to support each lap swum. We need the support of all of our members. The following amounts constitute the minimum participation levels for each group; a helpful goal is to raise the amount of your monthly fee. 100% of the proceeds raised goes toward Travel Fund.

Swimmers who fundraise more than the minimum are eligible for prize incentives for their efforts.

Bingo

The club is fortunate enough to have its' own Bingo at the Newton Square Bingo in Surrey. The value of Bingo in terms of our survival cannot be underestimated.

1.6 PARENT PARTICIPATION PROGRAM (PPP)

The Parent Participation Program (PPP) has been developed in an attempt to equally distribute the workload over all Hyack members while encouraging parents to develop their own skills along with their child(ren). Together everyone achieves more. The volunteer requirements for each family are as follows:

- Two post dated cheques - one dated January 15 (short course season) and the other dated June 15 (long course season) - are to be provided by each family at registration. When each family has contributed the required number of volunteer hours, in each part of the season, the cheques are not cashed and are returned to the family. If the required volunteer hours are not worked, the cheques are cashed. Hours less than the required number will result in the PPP cheque being cashed and the remainder credited the family account. Points will not roll over from season to season, or from year to year, to ensure that we will have volunteers for all seasons. The point's value required is different for each group, i.e. If you are in Fast.Track/Senior/National then you will need to earn 40 points in the Short Course season and 40 points in the Long Course season, which is a total of 80 point for the whole swim year.

The following are the required totals for each group:

Fast Track/Senior/National:	\$800.00	(80 points)
Youth	\$650.00	(65 points)
Provincial programs	\$550.00	(55 points)
Regional	\$250.00	(25 points)
Olympic Way	\$150.00	(15 points)

Olympic Orange and Grassroots expected to volunteer at mini meets and time trials

In addition to earning credit through one of the many Administrative jobs previously cited, there are many different ways to fulfill your PPP requirements. Credit can be earned either through working on deck at swim meets or being behind the scenes organizing various events. The following are some of the activities you can volunteer for and for which you may receive PPP points.

Hyack Swim Meets: (meets held a Hyack's home pools)

To run a meet requires approximately 70 volunteers per session. Positions as follows with a point values are for each hour you get 2 points;-

- Level One Official (SNC Rules)
- Level Two – Level Three Officials (SNC Rules)
- Chief Timer, Stroke and Turn Judge, Clerk of Course, and Electronics/Results.
- Level Four and Level Five Officials (SNC Rules) They will not receive points at our own meets as they are required by Swim BC to assist at designated meets to remain certified. They will receive points if they work at other clubs' meets.
- Equipment Maintenance
- Meet Set Up/Take Down.

LMR and Away Meets

You are required to work four sessions per year at a meet which your child is attending. Each session is valued at 2 point = 1 hour. The session starts and concludes when the Referee and/or Chief Timer clears the deck. No family credits will be awarded for partial sessions.

Clinics

These are hosted four times per year:

- Level One Official (SNC Rules)
- Level Two Official (SNC Rules)
- Level Three Official (SNC Rules)
- Level Four Official (SNC Rules)
- Level Five Official (SNC Rules)

All families must participate in PPP. It is the parents' duty to complete the assigned tasks to work off the PPP cheques. **Each family is responsible for submitting the hours worked to the chairperson of each committee.** It is the committee chairperson's obligation to submit the validated hours to the PPP administrator and forward them to the club office for processing at PPP@hyack.com.

Families who do not wish to participate have the option of paying their full Parent Participation Point requirement.

2.0 HYACK SWIM CLUB TECHNICAL OVERVIEW

The Hyack Swim Club's programs have been coordinated and designed to accommodate swimmers of all ages and abilities. Each group has a mandate of its own that fits into the club's Athlete Development Model that maintains a continuum from novice to international levels of swimming. Our club can truly boast that all levels of swimmers are coached allowing every individual to reach his or her maximum potential in fitness and excellence.

The competitive swimmers are placed in one of nine different group levels based on ability, stage of physical development, and what best fits that particular swimmer's needs. Evaluation and movement of a particular swimmer throughout the program are constantly ongoing and monitored by the coaching staff. It should be noted that there is no set time requirement. Every swimmer is multi-dimensional and the rate of development is as individual and varied as the child themselves. Our entire swimming program follows the guidelines of the Hyack Swim Club Athlete Development Model, from the Grassroots Group to the Senior National Group. The Hyack Swim Club also offers and maintains a Master's Program for competitive swimmers, triathletes, and people who enjoy the sport of swimming for health and fitness.

2.1 OVERVIEW OF THE ATHLETE DEVELOPMENT MODEL (ADM)

The formation and development of the Hyack Swim Club Athlete Development Model was brought about by a desire to show how an athlete can start at the Grassroots level of our program and plot directly toward the Senior National Group. Remember . . . "The purpose of the club is to develop competitive excellence, from a developmental level to world-class competition." The model itself is a guideline or plan for the swimmers and coaches to follow in which all the necessary components are covered and cultivated throughout the athlete's entire swimming career. The content of the ADM includes the progression of training, competitive performance, biomechanics, physiological, psychological, and character and lifestyle skills.

The ADM was developed as a tool and should be used as such. The model simply formalizes the way the club has been developing swimmers for many years and will enhance and complement future development. In essence the ADM is a more specific reflection of the SNC Swimmer Development Model.

2.2 MOVEMENTS AND ATHLETE EVALUATIONS

It is very important to understand that all of the particular points at each level are not standards but are processes that the swimmer must understand, and possess a proficiency in, before moving on. The importance of moving from one group and being successful at the next is based on the ability to draw from all the other completed levels.

Movement from one group to the next needs to be viewed as progress and attainment of the skills needed to advance to the next level. There is NO set time limit to stay in each group and movement should not be seen as a pass or fail situation. Athlete development has many rates of progression. The athlete must also remember that as they pass from one group to the next, the commitment and dedication at the new level becomes a great factor.

Evaluation cannot be judged simply on time standards. Swimming right first and fast second is much better for long-term development than just swimming fast first. Evaluation is made with some quantifiable data and many subjective assessments. Remember that we are looking at all of the points of each level. The evaluation is made by the swimmer's primary coach and forwarded to the Director of Swimming and the senior staff for final approval.

2.3 COMPETITIVE SWIMMING PROGRAM

For those of you who have just entered the world of swimming you will find that swimming programs are governed by SNC (Swimming/Natation Canada). Most of you will be involved in Age Group Swimming. Most swimmers compete at this level until they reach the age of 17. At that time they will often become involved in university programs or have attained National Time Standards.

In B.C. we are under the guidance of Swim B.C. (SNC B.C. Section). Since the majority of our swimmers are in the Age Group category, the following will hopefully assist you. The age groups are usually in the following categories although this may vary from time to time depending on the particular meet. (10 & under / 12 & under / 14 & under / 17 & under / 16 & under / 17 & over)

In the last two age groups you may find them listed as 'Senior'. Senior events are usually open to anyone making the qualifying time. SNC rules do not permit children under the age of seven to compete in sanctioned meets but the club does provide some competition within the club for these swimmers.

2.4 TIME STANDARDS

Competitions in the Age Group Program are governed by age and time standards and are reviewed by the B.C. section every year and adjusted as required. Under the rules of eligibility swimmers may not participate in meets where they fail to meet the minimum time standard, or in meets where they exceed the maximum time standard.

For example, once a swimmer has made an AAA time in his age group for any particular stroke and distance he/she is de-qualified to attend the AA Championship Trials in which the AA standard is required. The swimmer must be the right age group on the first day of the meet to swim in that age group class. An age group swimmer must swim in his age group class or he may move up classes providing he meets the qualifying standard of the older age group and swims in that age group for the entire competition.

Swim Competition Standards

As the name indicates these standards are set by the SNC National Office and are set in three basic time standards.

Provincial Standards

1. Novice Level
2. A - Regional LMR (Lower Mainland Region) Level
3. AA Junior Provincial or AAA Trial Level
4. AAA Provincial Championship Level

National Standards

1. Age Group National Standards
2. Western Canadian Standards
3. Senior National Standards

Passports

Please be aware that when your swimmer makes Youth or National times you should apply for a passport. Often at these high level meets teams are selected for out of country competition giving little or no notice of departure (24 hour departure after the meet is not uncommon). Therefore your swimmer must be ready to leave and have all his or her documentation done. Training Camps also are often in another country. Our Provincial level swimmers are often invited to a Spring Break Camp so passports are essential for this purpose as well.

Long Course/Short Course

The Swim Canada season is divided into two seasons - Long Course (LC) and Short Course (SC). Time standards are published in both short and long course times. The short course season usually runs from September until February and competition is conducted in a 25 metre pool.

The long course season commences in February and goes through mid August with competition conducted in a 50 metre pool. It should be noted that due to the limited availability of 50 m pools, some competitions

would still be in 25 m pools. The length of each season can vary from year to year. Hyack's meet roster is laid out, and planned accordingly, to reflect national and international meet schedules.

Time Conversions

If a swimmer says his best time for 100m breast stroke is 1:28.0 he is sure to be asked, "Is that long course or short course?" It makes a significant difference as to how good that 1:28.0 is depending on the length of the pool. If the time was made in a 25 metre pool (short course) then it is the equivalent of a 1:30.0 done in a 50 metre (long course) pool. Conversely, if that 1:30.0 was swum long course (in a 50 metre pool) it can be officially rated as a 1:26.0 short course for qualifying for entry in an event in a 25 metre pool, for example:

Long course times are slower than their short-course equivalents. A time may be converted as follows:

From LCM to SCM - 2%

From LCM to SCY - 13%

From SCM to SCY - 11%

From SCY to SCM + 11%

2.5 CLUB AWARDS

The club makes award presentations once a year at our Annual Hyack Banquet. The basic award presentations are as follows:

- **Therese Score Excellence Award**
Given to the best male swimmer based on best single Senior National performance or selection to an international games team.
- **Harinder Rae Excellence Award**
Given to the best female swimmer based on best single Senior National performance or selection to an international games team.
- **15 to 17: Male/Female**
Awarded to the best male and female swimmer of this age group based on the aggregate performance.
- **14 and Under: Male/Female**
Awarded to the best boy and girl swimmer in this age group based on the aggregate performance.
- **11/12 Male/Female**
Given to the best male and female swimmer of this age group based on the aggregate performance
- **10 & Under**
Awarded to the best male and female swimmer of this age group based on the aggregate performance
- **Youth Male/Female Swimmer of the Year**
Awarded to the best single long course performance by a youth national aged swimmer
- **Junior Male/Female Swimmer of the Year**
Awarded to the best single long course performance by junior national aged swimmer
- **National Male/Female Swimmer of the Year**
Awarded to the swimmer who scores the most points at a National Championship meet
- **D.B. Perkins/Hyack Masters Scholarship**
Presented to the graduating boy and girl on our team who fulfils the criteria set out following:
Team Aquatics /Hyack Masters Scholarship Criteria:
Criterion #1:
Award goes to highest scoring graduating senior who intends to pursue full-time postsecondary education and represent Hyack at the national level. The minimum standard achieved must be 775 points. (As an example, a world record would result in 1000 points.)
If any Hyack swimmer does not achieve Criterion #1, go to:
Criterion #2:
Award goes to highest scoring performer attending post-secondary institution; must be a full-time student; must have represented Hyack at a national level and must intend to continue representing Hyack at a national level.

3.0 CLUB STRUCTURE AND GROUP PARAMETRES

3.1 SENIOR/NATIONAL GROUP

Location: Canada Games Pool (New Westminster)

Coach: Head Coach / Director of Swimming

Available Training Time: 24 Hours / week - September to August (11 months)

The National/Fast Track Group is the highest or elite level of the swim club. The purpose of the group is to encourage and develop national and international level swimmers. The Olympics and National Teams should be looked upon as goals for the swimmer. The focus of the group is to swim fast through the training, skill development, and education. Athletes at this level compete at provincial, national, and international competitions. The group is comprised of swimmers from middle school to university in age and maturity. SNC and/or Swim B.C. funding can be earned by some members of this group.

Attendance requirements are a minimum of 90%.

3.2 SENIOR GROUP

Location: Canada Games Pool (New Westminster)

Coach: Head Coach / Director of Swimming and Assistant Head Coach

Available Training Time: 24 Hours / week - September to August (11 months)

The purpose of the group is to encourage and continue to develop those who aspire to the national level of swimming. The focus of the group is to swim fast through the training, skill development, and education. Athletes at this level compete at provincial and national level competitions. The group is comprised of swimmers from middle school to university in age and maturity. SNC and/or Swim B.C. funding might be available to some members of this group.

Attendance requirements are a minimum of 90%.

3.3 YOUTH NATIONAL GROUP

Location: Canada Games / City Centre Aquatic Complex (Coquitlam)

Coach: Head Coach / Director of Swimming

Available Training Time: 19 Hours / week - 11 months

The purpose of this group is to prepare and develop swimmers to continue into the Senior National Group. The focus of the group is to swim fast and refine training, skills, and educational processes, as well as foster a strong commitment and dedication to the sport in the pursuit of excellence. The group consists of athletes from late elementary school to high school in age and maturity. Members of this program compete at the regional and provincial levels, and could compete both in the USA and Youth or Junior Nationals.

Minimum requirements for this group are athletes who have attained AAA times.

Minimum attendance requirement is 90%.

3.4 PROVINCIAL GROUP

Location: Canada Games or City Centre Aquatic Complex

Coach: Provincial Coach

Available Training Time: 14.5 Hours / week - 11 months

The Provincial Group contains athletes that are developing into the top age groupers in the club. The purpose of this group is to prepare swimmers to advance on to the Junior National Group. The focus of the group is to continue developing a training base and skill acquisition, as well as to encourage a commitment to and an education about the sport. The group consists of swimmers generally from elementary school through to high school in age and maturity.

Members of the Provincial Group compete at the regional to provincial levels and may compete outside of the province.

3.5 PROVINCIAL ELITE GROUP

Location: Canada Games

Coach: Provincial Coach

Available Training Time: 6.5 Hours / week to 14 Hours week– 11 months

The Provincial Elite Group was developed for swimmers who want to stay in shape and still be involved with the Hyack Swim Club and competitive swimming but cannot make the commitments necessary at the higher levels in the club. The athletes in this group have the latitude to be involved as much as they want. Swimmers at this level usually are of high school age and maturity. The group competes in both regional and provincial level competitions.

3.6 JUNIOR PROVINCIAL GROUPS

Location: Canada Games or City Centre Aquatic Complex

Coach: Provincial Coach

Available Training Time: 10.5 Hours / week - 11 months

The Junior Provincial Groups consists of swimmers who have advanced from the Regional Groups. The purpose of this group is to ready swimmers for the Provincial Group. The focus of this level is to develop a training base and have a grasp of the basic competitive skills. These elementary to junior high school age swimmers compete at the regional and select invitational level, as well as at two provincial championship meets per year.

3.7 REGIONAL GROUPS

Location: Canada Games or City Centre Aquatic Complex

Coach: Provincial Coach

Available Training Time: 6 hours / week - 11 months

The Regional Groups learn through fun and instruction so they will be motivated to move into the Junior Provincial Groups. The focus of this group is primarily skill acquisition and development. Inter-club, regional, select invitational meets, and our invitational swim meets are where these athletes will compete.

3.8 OLYMPIC WAY GROUPS (White, Black)

Location: Canada Games or City Centre Aquatic Complex

Coach: Olympic Way Coach

Available Training Time: 3.75 hours / week -11 months

The Olympic Way Groups are made of swimmers who have moved from the Development Groups or have a basic understanding and proficiency of the four competitive swimming strokes. The purpose of this group is to have fun and move swimmers into the Regional Group. The focus of this level is to continue to provide instruction for skill development and to start to establish an endurance base. Swimmers will compete in inter-club swim meets and can, if qualified, compete in regional and invitational swim meets.

3.9 GRASSROOTS GROUPS (1, 2)

Location: City Centre Aquatic Complex or Canada Games
 Coach: Developmental Coach
 Available Training Time: 2 Hours / week - 11 months

The Grassroots Groups is an entry-level program into the Hyack Swim Club. New swimmers ages can range from 5 to 10 years and ability to swim at the Red Cross Aqua Quest 5/6 or equivalent. The main focus of this level is to introduce the swimmer to the four competitive swimming strokes and the various rules concerning each stroke. Games and fun are often prime components of this level.

3.10 TRI-FIT

Location: CCAC/ CGP
 Coach: Triathlon or CCAC Head Coach
 Available Training Time: 3 hours / week / semester.

The focus of this level is to develop aerobic based fitness for the sport of triathlon. There are no sanctioned competitive opportunities associated with the group. Swimmers can range in age from 16 to 70 years. Swimmers are registered with Masters BC for insurance purposes.

3.11 MASTERS GROUPS

Location: Bonsor Pool (Burnaby) or CCAC
 Coach: Masters Coach
 Available Training Time: 3.75 hours / week - 9 months

The Masters Program is for swimming enthusiasts who are interested in swimming for health, fitness, and fun. Training and technique development is the focus of this group with a distance or IM based program, or an all stroke development program, with the priority on fun and camaraderie. Some of these athletes compete at Masters Swim Meets (age 19 and up) proving that competitive swimming can be enjoyed by people of all ages.

4.0 POLICIES AND GUIDELINES

4.1 Parents' Responsibilities

When sports involve children parents have obligations to their youngsters and to the organization for the management of the activity. Swimming is not an exception. Swimming demands perhaps more parent involvement than any other sport. It is hard to imagine a young swimmer advancing in the sport without the moral and real support of at least one of his/her parents. In fact, much of what your child gets out of all this will depend on you. As a parent you are the child's anchor and their stability. Over the years of your child's competitive career what you do and don't do will have a profound effect on the satisfaction they derive from the sport. Parents are critical to the quality of their children's experience. The happiness that you get from your child's experience in the sport will depend entirely on the approach and philosophy that you bring to the swimming program.

Many swim parents fall prey to the 'competition urges'. They misinterpret the work involved and think things like 'compete against'. The parents who run afoul of this are easy to spot. They are the ones concerned about 'winning', about 'beating so and so', 'winning your race', and saying things like "you have to beat so and so", or "you lost to Joe", or "we won". These are success seekers carried to an unhealthy extreme. Learning to finish first is only a small part of the learning process as is learning to finish in other positions as well. In all of youth sport there are inappropriate role models in abundance. 'Success seekers' miss the point. Success is personal growth for the child, not first place. The 'we' is a dangerous idea. Parents don't swim a stroke of the race, nor learn the flip turn, nor put their head down and drive the last five strokes to the wall. The child did that. The child has the learning process and deserves the praise. The parent provides the support to help make all this happen.

BE A FAN! The parent provides emotional support (an anchor) and fiscal support for the athlete. If parents remember that they are in the sport for the values and the development it can bring to their child, there will be few problems. As a parent you need to relax and remember that both enjoyment and development are in the sport for your child to find. Keeping your sense of humour handy at all times will get you through it.

Separate sections of this handbook are devoted to the various facets of the sport where parent involvement looms large. These include: officiating, fundraising, billeting, etc. However a few comments are necessary on other aspects that cannot properly be placed except under this heading. Listed below, not necessarily in order of importance, are responsibilities that parents must take upon themselves.

- See that your swimmer gets to the pool on time for workouts and for local swim meets. Car pools involving several families can help here alleviating, at least to a degree, the total involvement of personally driving to the pool mornings and evenings.
- Consult the coach prior to the decision to keep your child home when he or she is sick. You must learn the training requirements of your children. Swimming training can be hard work so be aware with respect to rest requirements following a bout of illness. Parents, in conjunction with the child's physician and in consultation with the coach, should determine the rest requirements as the child prepares to return to competitive training. It is not a crime to miss a workout when there is a valid reason. Parents will usually know how much rest is required in order that the swimmer will not suffer a relapse on returning to a full slate of workouts. Please let your child contact the coach if he/she is going to be absent.
- Avoid altering transportation and/or accommodation arrangements for out-of-town swim meets once the Travel Chairperson has set them up. Under no circumstances should plans be changed without notifying those in charge of the team and its movements. A child missing from a club arranged departure point because a parent, on his own (without telling anyone), has decided to drive him/her to/from the meet can cause unnecessary delays and worry to everyone concerned.
- Notify the coach if your child has any unusual medical or learning disabilities.
- Please take your child to the 'dry land' area and leave them with the other athletes preparing for workout. Do not remain in the general warm up area. Return to the parent area located in the lobby (CCAC) or at the front bleachers (CGP).
- Please ensure that your children are dressed appropriately for the weather. This means that in the winter hats and gloves are essential. The swimmers are usually very knowledgeable about this but reminders are always a good idea.
- It your responsibility to keep yourself informed. Speak with your child's coach, before or after workouts, on how your swimmer is doing. Parents on deck during training sessions are a distraction to the other athletes trying to train. Notices are posted on the bulletin board. Please check your list of officers to see who is responsible for the information that you require.

Following is a list of functions parents will be asked to participate in:

Official and Team Managers Clinics

These clinics are held twice per year for the purpose of training our parents for specific jobs within the club and at swim meets.

Team Manager

The purpose of the team manager is to support the coach in their administration of the travel/meet requirements and wellbeing of all the participating swimmers. This includes moving athletes to/from the pool, food preparation, shopping, administering of prescription drugs and antibiotics, setting curfews, doing bed checks (if necessary), and acquiring ice for training strains. Please do not expect to see your child race. If there is time viewing the races is standard, however the team manager must function independently of their child. At the conclusion of the event that the team manager covered, a report is to be submitted to the Board President and Director of Swimming. Report should include an overview of the swimmers behaviour, concerns, sickness or injuries. The report should be a general overview of the swimmers daily activities.

All team managers require a criminal check prior to travel.

Billeting

Billeting is one method many successful teams use to keep the cost of swimming down. From time to time you may be asked by the club to billet some swimmers either for a meet or for a special period of time that the swimmer may be training with our club. Billeting is fun and rewarding for your child and your family as you have the opportunity to meet with other swimmers, learn how their clubs work and train, and have them as guests in your home. Please try to make your billet feel as welcome as possible. Billets generally need everything your own child needs such as good food, rest, and guidance.

Eventually your child will be billeted with a family on an out of town trip. Please let your child know that they are guests in the home of the host family and that the club counts on them to display only the best manners. Your child will always have a number that they may call to get help should they need it. This would be either the chaperone (if there is one) or the coach. You should send a small gift along with your child for the billeting family with the average cost being \$15.00 to \$20.00, or \$5.00 per day roughly.

Following is a list of brief expectations for billeting:

- You will be given advance notice of time and location of arrival and departure of billets. Please be prompt.
- Advise the billet chairperson of any preferences you have regarding age, sex, food or any other concerns you have (pets / allergies etc.).
- You are expected to have swimmers at the pool on time for warm-ups and pick them up during breaks (if needed) and after finals promptly.
- Swimmers need proper nutrition and as close as possible to regular meals. You are expected to provide breakfast and supper, as well as lunch, if required. Please ask your billets if they have any special needs.
- Adequate rest is an important aspect of competition. Billets must be given an adequate place to sleep. If you require billets to bring sleeping bags please notify the billet chairperson ahead of time. Please pickup billets as soon as possible following swims ensuring they have an opportunity for meeting their nutrition and sleep needs. Any medical concerns should immediately be brought to coaches and billet chairperson. In most cases swimmers will bring snacks and/or money to attend to their own needs and normally you will not be asked to provide extras. Please ensure that the swimmers are well cared for. In summary, you are expected to treat them as you would wish your children to be attended to at another swimmers home.

4.2 TEN SUGGESTIONS FOR PARENTS

1. Make sure your children know that win or lose, scared or heroic, you love them and that you appreciate their best efforts, and are not disappointed in them. Be the person in their life they can look to for constant positive reinforcement. Tell your child you are proud of them. **BE THEIR FAN!!**
2. Try your best to be completely honest about your children's athletic capabilities, their competitive attitudes, their sportsmanship, and actual skill levels.
3. Try not to relive your athletic life through your children in a way that creates pressure. You fumbled too. You lost as well as won. Don't pressure them because of your pride.
4. Be helpful but don't 'coach' them on the way to the pool, at breakfast, and so on. It's tough for the swimmers to be inundated with advice, pep talks, and often-critical instruction.
5. Teach them to enjoy the thrill of competition, to be 'out there trying', and to be working to improve their skills and attitudes. Don't say 'winning doesn't count' because it does. Instead help them develop a feel for competing, for trying hard, and for having fun. Find out what they are all about and don't assume they feel the same way you did or that they want the same things and have the same attitudes. **Encourage the pursuit of excellence!**
6. Don't compete with the coach. Remember that in many cases the coach becomes a hero to the athlete, someone who can do no wrong. At first the coach is the hero who stands out giving pats on the back and sympathy and so on. The young athlete will be very happy. Just wait it out. It will come full circle once the coach has to correct, criticize, discipline or ask for extra effort or sacrifice.
7. Approach the coaches. Get to know the coaches so that you can be assured that their philosophy, attitudes, ethics, and knowledge are such that you are happy to expose your children to them. The coaches have tremendous potential influence. Hyack advocates a strong Swimmer-Parent-Coach relationship triangle.

8. Comparing the skill, courage or attitudes of your children with that of the other members of the team is a sure way to demoralize your swimmer.
9. Remember that children tend to exaggerate both when praised and when criticized. Temper your reactions to the tales of woe or heroics they bring home. Don't cut your youngsters down if you feel they are exaggerating - just take a look at the situation and gradually try to develop an even level.
10. Make a point of understanding courage and the fact that it is relative. There are different kinds of courage. Some of us can climb mountains but are frightened to get into a fight. Others can fight without fear but turn to jelly if a bee approaches. Everyone is frightened in certain areas. Nobody escapes fear and that is just as well since it often helps us avoid disaster. Explain to your youngsters that courage does not mean an absence of fear but means doing something in spite of discomfort. (With acknowledgement to the Cincinnati Marlins' Parents' Handbook)

4.3 GENERAL POLICIES

Advancement Policy

All athletes in the Hyack system will be continually evaluated in their current group setting to ensure that the swimmer's needs are being met in terms of training dynamic and group environment. Athletes are monitored for growth and maturation as well as swimming accomplishment. There is a certain point in the course of the year where group movements and transitions will begin. All athletes will progress through the Hyack system via group movement recommendations made by the swimmer's present coach to the advancing group's coach. These recommendations are done in conjunction with the Director of Swimming. Group movements may take the form of either gradual progressive integration or complete movement dependant on the time of year.

All transitioning athletes will need to fully meet the group requirements for the transition to be considered full time. These requirements will be made clear to the athlete and the family at the beginning of the transition process. An update will be issued with a progress report as the transition period nears the end. Transition periods may vary usually between four to eight weeks. A transition period may conclude earlier should the advancing coach decide that the athlete needs more seasoning or is not meeting the requirements of the group.

Some athletes will be invited to transition several times before a successful group movement may occur. Learning to deal with the advancing group's level of training, as well as athlete coping skills and family commitment levels, are influential in the learning process for an athlete.

Training fees will be adjusted on the swimmer's monthly accounts for the first of the month subsequent to the completed transition. At this time monthly training fees will adjust to reflect the new group's training cost.

Group Membership Policy

Group requirements must be fully maintained for the group in which the athlete is registered. Athletes who have difficulty meeting the group requirements may find it beneficial to train with another group more suitable to levels of ability or commitment. Athletes identified as in need of movement to another group may be requested to train with another group more consistent to their needs either on a part time or full time basis.

For athletes performing a group trial period, once the movement is granted, training fees will be adjusted the month following the successful trial period.

Attendance Policy

Club policy includes regular attendance at all required practices for all levels of the club.

Athletes' attendance rate is required to maintain a minimum of 90% in order to be eligible for out of town as well as local competitions. For any athlete to receive travel support or high performance support their attendance must be in order. Please refer to High Performance Policy. Please confirm with your group's coach the practices that are required. Pre-arranged or special circumstance absences may be exempted from the routine schedule.

Dress Code Policy

When participating in swim meets outside the Lower Mainland the athletes attending a given competition will travel together. As such they will be representing the Hyack Swim Club. Swimmer Code of Conduct is in effect. In addition to further our commitment to being the BEST Age Group Program in the country a dress code will be in effect for all out of town competitions. The following list represents the guidelines for appropriate attire to be worn by each Hyack athlete:

- Clean, pressed shirt (with collar, no t-shirts)
- Clean pants (cotton or khaki, no jeans)
- Clean dress or casual shoes (no runners)

The Dress Code is in effect for the travel to and from the competition destination. During the competition the Dress Code is to be followed by wearing team gear. Athletes attending all competitions are expected to wear team gear while at any competition site. Team track suits do not fulfill dress code requirements for travel to the competition city. The coaches may allow athletes to wear the team tracksuits for the return trip home. Please follow the dress code. We are a high profile team.

High Performance Assistance

Hyack is proud to offer assistance to athletes for special competitions and initiatives. While the funds available are limited it does help offset the management costs associated with travel for certain events. For athletes to be eligible to receive assistance they must be:

- Members in good standing (accounts up to date)
- Fully committed to the entire competitive year of the group with which they are training. These competitions will be outlined at the beginning of the season but generally include:
 - Senior/National Group: Spring and Summer Nationals, as well as other SNC Designated meets. Training camps as designated.
 - Junior National Group: Winter and Summer Junior Nationals, as well as other designated meets. Training camps as designated.
 - Provincial Group: Spring and Summer Provincials, as well as designated year end competition. Training camps as designated.
- All groups: Attendance at the minimum required level (90%)
- Athletes who compete in non-Swim BC or non-FINA sanctioned swimming competitions will be ineligible for Hyack travel support. The reason for this is that Swimming Canada does not recognize competitions without FINA approval and thus as part of their policy does not allow national carded athletes to compete in such competitions.

In order for athletes to be eligible for assistance these minimum commitments are required. Athletes who through the year become ineligible for support or do not participate in their designated year-end competition will be billed back any funding received throughout the year to their accounts.

Billeting Policy

Families with athletes in Junior Provincial and higher groups will be required to host swimmers during our two meets of the year held at Canada Games Pool (January and May long weekend). At the beginning of the year families will be able to decide whether to participate in the billeting program. Those families who partake in the program will be expected to host swimmers when the club hosts its annual swim meets (January and May). In return the swimmers of these participating families will be eligible for billeting at out of town meets for those competitions which are taking billets.

4.4 SWIMMERS' TEAM TRAINING RESPONSIBILITIES

No matter how old you are or how good you swim you have certain responsibilities to yourself, your club mates, and those in the parent group who work on your behalf. For better understanding let's look at it this way. A competitive club is a group of individuals – swimmers and parents who have joined forces to better pursue a common interest. Without you and the other swimmers in the water there would be no point in having a club at all. **You are important in the club and as with any other organization there are certain responsibilities.** These are listed as follows:

Training

- **OBEY ALL POOL REGULATIONS:** You have a duty on your part to keep the club's good relations with the other user groups and the pool staff.
- **BE ON TIME FOR WORKOUT:** Be on deck ready to swim ten minutes prior to the start of work out. Report to the coach if you happen to be late and quietly move into work out. Bring all of your equipment with you.
- **BE CHEERFUL AND COOPERATIVE:** Productive swim training should be serious fun although at times it is physically demanding and perhaps boring. Remember that you joined the club to train hard and fast so don't complain. No one likes a groaner or a slacker, not your team mates or coach. Above all do not interfere with or impede someone else's training.
- **BE QUIET WHEN COACH IS SPEAKING:** The pool environment is loud and while the coaches are speaking you need to listen carefully so you understand the work out. In addition your talking may interrupt another swimmers concentration.
- **BE A GOOD TRAINING MATE:** Cooperation is the key. In a crowded lane every one must leave on time, swim straight, swim at the appropriate pace, and complete the lap (no walking into the wall). Refrain from annoying or playing with other athletes. No grabbing and no spitting water. It is important to be a considerate teammate.
- **ATTEND REGULAR PRACTICES:** To improve in swimming you must attend practice on a regular basis. You need to be on hand while new skills are being taught as well as logging mileage according to a defined plan. Casual attendance, no matter how talented the athlete, cannot bring success in today's hotly contested competitions.
- **KNOW YOUR BEST TIMES:** You should know your best times for all the events both in competition and training. As a rule the best swimmers know their own best times and those of their competitors as well as their teammates. Learn the various qualifying times from the A level to the AAA level. Record this information in a logbook.
- **GET ENOUGH SLEEP:** It helps to think of yourself as in training for 24 hours per day. A good state of general health is essential which means an appropriate diet, general fitness, and sleep.

At Swim Meets

- **REPORT TO YOUR COACH UPON ARRIVING AT THE POOL:** Be there fifteen minutes earlier than the posted time. Check in at each session you are to swim. If you are registered and cannot attend, please confirm with your coach so the relays may be arranged.
- **SIT WITH YOUR TEAM MATES:** Be a part of the team. The coach wants to know where you are all the time. Visit your parents but return to sit with your team.
- **COME PREPARED:** You need warm comfortable clothes - dress warmly while waiting for your events. You should have a club tracksuit, several t-shirts, deck shoes, warm socks, spare towels, a parka and a sleeping bag, spare swim suits (non competition suits for warm up) and a dry club suit for racing. Label all articles of clothing and keep them in your club swim bag. **All athletes must have team apparel - cap, swimsuit, tracksuit, Hyack t- shirt.**
- **RESPECT THE DECISIONS MADE BY THE OFFICIALS:** Any protests or challenges on a ruling must come from the coach. If you are disqualified for something report to your coach immediately.
- **WATCH YOUR TEAMMATES FROM THE SIDE OF THE POOL:** Avoid obstructing the officials while they adjudicate the strokes. Interference from an athlete can cause the teammate to be disqualified. All athletes, parents and spectators must abide by SNC and Swim BC rules.
- **IN INDIVIDUAL EVENTS FOLLOW THE REFEREE'S DECISION TO REMOVE YOU FROM THE WATER:** Unless otherwise told stay in the water until the Starter instructs you to clear the pool. It is

good sportsmanship and assists the Place Judges with their job. For relay swims exit the pool after your leg. Don't wait as failure to get out will disqualify your team.

- **EAT TO WIN:** Get it out of your head that the swim meet is like a fair where you can eat and drink junk food like pop and hot dogs. You will swim better if you eat to win. Avoid high fatty foods. Eat your normal pool foods. Drink lots of water and avoid pop. Some juices are good but avoid them prior to racing as the acids may upset your stomach.
- **LEARN FROM OTHERS:** During your development years you can learn a lot from watching the way the best swimmers conduct themselves at the swim meets, both in and out of the water. Try to model yourself after the best swimmers.
- **KEEP TRACK OF YOUR ACHEIVEMENTS:** Keep a record of your best times and of the behaviours you used to produce the swims and the diet you followed. Keep track of your placing for points and for funding purposes. It is your job to get your times, not your parents.

In general, the chief responsibility is with you. You owe it to yourself to learn that the sport of competitive swimming demands a high degree of dedication and self discipline. It is a precision sport in which a mere one hundredth of a second can determine the winner or eliminate a selection from an international team. You should concentrate on precision in everything you do in the water. Remember - Perfect Practice makes Perfect Racing. Time your training swims to a half second to the clock, count your strokes per length, and ration your non-swimming hours of physical activity during peak training cycles. Keep you school grades up. Look after your health. Just treat yourself like a racing animal in which you, the owner, have invested lots of time and money.

4.5 TRAVEL POLICIES AND PROCEDURES

The club travel policy has been formulated for the benefit of all swimmers and their families. Please ensure your athlete has read the policy (4.8 - Swimmers Responsibilities Travel and Behaviour) prior to leaving on any trips with the club as it gives them a better idea of what is expected on these trips. Be aware that in the interest of the team unity, organization, and convenience when the team travels to a meet or training camp they travel and stay together.

If your child is selected to travel and is in the ten and under division you will be required to attend the meet and stay with your child. As a general rule however, some ten year olds may be selected to travel without the parents. When your child turns eleven years old he/she is required to travel with the team. Parents are welcome to attend out of town meets; however, parents attending such competitions are responsible for their own travel arrangements. The coach and travel manager only arrange for the swimmers and support staff for the team component.

Parents should not expect their child to be available for visiting or sightseeing as the focus is competition at the meet. Not all parents enjoy an affluent income and the team travel policy is set out for all income levels. Breach of club policy could result in suspension from future club events.

The ratio of supervisory staff to swimmers is 1 to 10. Supervisory staff includes Chaperone, Team Manager and Coaches. Each team tour is evaluated for the best success possible and consideration maybe made to add supervisory staff with a large compliment of younger swimmers.

Travel expectation includes participating until the conclusion of the team event. Release of swimmers to the parents will be done at the conclusion of the tour which was signed up for. No exceptions unless prior arrangements have been made with coach in charge. Coach in charge has ultimate responsibility. Hyack Swim Club does not take responsibility for swimmers travelling on their own or staying away from the team.

4.6 TEAM MANAGER'S RESPONSIBILITIES

Being selected as a team manager is a privilege and a duty not to be taken lightly. Being responsible for the care, safety, and feeding of team is a huge undertaking. The club aims to have team manager workshops twice per year as a rule. Taking this workshop does not guarantee selection as a manager. The course generally covers team travel logistics, expectations, and the coaching philosophy. The dates are posted in the regular e-mail bulletins and on the Communication Board. A brief summary of responsibilities is listed:

- Be responsible for the safety, well-being, and behaviour of the swimmers on or off deck under the direction of the coaches.
- Ensure the coach's policies are obeyed. An example is that a bed check may be needed to enforce the lights out policy.
- All doors are kept open when both sexes are in a room. FAILURE TO ABIDE BY THIS POLICY RESULTS IN SUSPENSION.
- Rooms are accessible by both coach and manager.
- Report to the coach any infractions, illnesses, or competitive stresses.
- Submit a written report to the Board President and Director of Swimming.
- NO ALCOHOL IS TO BE CONSUMED WHILE YOU ARE AWAY WITH THE TEAM.
- Look after the team funds.
- Look after athlete's funds, if asked.
- Check for damages prior to room assignments.
- Check pool area for damages.
- Under no circumstances do you take a swim official position (such as timing) at the meet.
- Assists with the transport of the athletes.
- Requires a Criminal check prior to travel.

4.7 COACHES' TRAVEL RESPONSIBILITIES

- Manage the athletes.
- Arranges pool times, driving requirements, pick ups and drop offs.
- Arranges team room assignments.
- Arranges curfews.
- Determines meet warm ups and protocols.
- Determines discipline procedure if needed.
- Controls the swimmers and assigns the responsibility to the team manger when absent.
- Abides by the CSCTA Code of Ethics, SNC and Swim BC Code of Ethics.
- Coach in charge has final decision on team matters, this includes sickness and injury.

4.8 SWIMMERS' RESPONSIBILITIES: TRAVEL AND BEHAVIOUR

Swimmers' Travel Responsibilities

Swimmers traveling under the jurisdiction of the Hyack Swim Club and Swim Natation Canada (SNC) shall agree to the following conditions:

- Adhere to the Swimmer's Code of Conduct (Section 4.8.1)
- Be an ambassador for the club at all times
- Obey and respect the authority of the accompanying Coach, Team Manager and Chaperone.
- Wear Club uniform/Cap/Swim suit during Meet/Event.
- There will be no possession or use of any illegal substance.
- There will be no possession or use of alcohol or tobacco in any form.
- Male and Female's are NOT to be in each other room unless authorised by coach or team manager.
- When in the rooms for rest time the door will remain ajar for access by the coach/team manager or chaperone when rooms are visited by other than the occupant(s).
- Be responsible for any damage caused in the room unless another person is proven responsible.
- Adhere to curfews. There shall be no visiting in rooms after curfew.

- Any contravention is sufficient ground for the swimmer to be sent home at his/her expense. Parents will be notified immediately.
- Swimmers are encouraged to communicate any problems or concerns to the team managers or coaches just as they would to their own parents.
- Any contravention of the above will be dealt with by the coaches in consultation with the Board of Directors (if necessary) and will result in suspension and possible withdrawal of swimming privileges.
- Be gracious and polite when staying with a billet host family.
- Swimmers under the age of ten years shall not go anywhere unless accompanied by a chaperone, parent, or coach. Twelve and under athletes year old must be accompanied by chaperone, parent, coach or older swimmers. Thirteen years old and up are to travel in groups of three or more.
- Confirm with one of the coaching staff that they are aware of and are in concurrent with their whereabouts and activities at all times when away from the team accommodations/pool.
- At the end of a competition, swimmers of adult age (the older legal age will be enforced, either in B.C. or out of province) may attend, at the coach's discretion, advertised gatherings of other like athletes. All the aforementioned rules here, including the Swim B.C. and SNC rules and sanctions, still apply.

Behaviour

1. Unacceptable behaviour shall include:
 - a) Committing any act which would be considered an offense under Federal, Provincial or local laws.
 - b) Breaking training or curfew without authority.
 - c) Gross misbehaviour.
 - d) Unsportsmanlike conduct.

Breaking training and curfew, gross misbehaviour, and unsportsmanlike conduct, depending upon circumstances, could vary in consequence from a written caution to the offender with full or partial restriction on movement or participation in any event, to being sent home. A report must be submitted on each individual incident, major or minor, so that the coaches can decide what further action should be taken.
2. Since all clubs come under the umbrella of Swim Natation Canada (SNC), clubs that send teams outside British Columbia are bound to supervise their teams in much the same way and a Discipline Committee as shall deal with any or all complaints that may arise from such away teams set up by the Board of Directors of SNC.
3. When an infraction of rules occurs the coaches of Hyack Swim Club shall take up all complaints or infractions coming to their attention and decide on discipline. The foregoing shall apply to swimmers, coaches, and Team Manager receiving full or partial support from SNC. Swim B.C may also deal with swimmers not receiving full or partial support. Any provincial or federal funding can be terminated if deemed necessary by the governing bodies.

4.8.1 SWIMMERS CODE OF CONDUCT

For Regional and higher groups

This code outlines the expectations regarding, and discipline resulting from, inappropriate behaviour during all HYACK Team Tours. It is stated in response to the requirement for Swimming in Canada to clearly identify the penalties or sanctions which will be imposed if required. This code must be clearly communicated to all team members, and the penalties must fit the degree of inappropriate behaviour.

As appropriate, all athletes are required to:

- Prepare to do your best performance – prepare physically and mentally, shave for the meet when required
- Conduct yourself appropriately in all practices and competitions; ex. Adhere to your group's commitment levels
- Maintain high standards of behaviour, politeness, and sportsmanship at all times

- Adhere to Dress Code standards for travel to out of town competitions
- Obey curfews and schedules ensuring punctuality to all team meetings
- Keep all team areas (including sleeping quarters) neat, clean, and orderly
- Use of alcoholic beverages and Tobacco is PROHIBITED
- Use of drugs banned or restricted by the IOC, FINA, Swimming Natation Canada, or any Act of Parliament is PROHIBITED
- Acknowledge that injury or illness, which, in the opinion of the Coach may compromise the athlete's ability to perform to his/her best and may result in his/her removal from the training environment or if warranted, the team.

Inappropriate behaviour includes: Curfew violations, Unsportsmanlike Conduct, Public Misconduct, Use of alcohol and/or drugs (as defined above), Sexual activity at team functions/competitions, Goal distracting behaviour or behaviour counter-productive to group goals.

Any contravention of the above will be dealt with in accordance with HYACK disciplinary and review policies and may result in **any or all of the following:**

1. Verbal warnings,
2. Written warnings,
3. Loss of privileges (E.g. Confined to room/ Scratched from events),
4. Suspension of current competition,
5. Removal from team and being sent home with any incurring costs associated with this action being attributed to the swimmer's account,
6. Suspension of all or any portion of SNC, Swim BC, or HYACK funding,
7. Suspension from designated SNC, Swim BC, HYACK teams and/or competitions.

4.9 PARENT AGREEMENT

I understand that my involvement with the HYACK Swim Club will require some parent assistance and that there are certain obligations I will incur as a club member. Therefore, I agree:

TO KEEP MY FAMILY ACCOUNT WITH THE CLUB IN A POSITIVE CASH POSITION:

I understand that the HYACK Swim Club depends on its member families to keep their accounts in a positive cash position to provide funds to enable the Club to operate. To this end, I commit to keep my family account in a positive cash position. I recognize that if my family account becomes cash deficient, my children may lose their entitlement to swim at swim meets and/or at practices. I accept full responsibility for paying off any deficit amount plus any interest charges that may be assigned by the Executive Committee of the Board (at a rate of 1% above the highest interest rate being paid or earned by the Club) and any other costs incurred by the Club in restoring my family's account to a positive cash position.

VOLUNTEERS/PPP PROGRAM: TO ASSIST AT MEETS IN ANY MANNER IN WHICH I AM QUALIFIED (OR CAN BE TRAINED): I recognize that the success of all meets depends on parents working as officials in some capacity. To ensure the best experience for our swimmers, I will support Hyack home club meets, whether my child is participating in them or not. As well I will offer my assistance at AWAY meets where my child has been entered.

TO CONSIDER SERVICE IN THE ADMINISTRATION OF THE CLUB. I agree to perform such volunteers work to the best of my ability.

TO ACT AS A CLUB REPRESENTATIVE: I realize that our swimmers and parents are our best public relations and advertising tools, and I endeavour to present a good public image whenever I am called upon to represent the Club.

TO TREAT THE HYACK SWIM CLUB WITH SUPPORT AND RESPECT: To this end, I will treat all swimmers, coaches, directors, volunteers, families, sponsors, and facilities associated with this club in a supportive and positive manner.

TO KEEP THE COACHES INFORMED OF ANY CONFLICTS WITH SWIM MEETS, PRACTISES, OR SPECIAL EVENTS: I understand that a swimmer's membership in a competitive swim club entails participating in swim meets when entered by their coaches. I understand that coaches will distribute lists of meets for each group and that I am responsible for obtaining it and for informing the group coach **four weeks in advance** if my child cannot attend a given competition. I realize that my child will **automatically be entered** into lower mainland competitions unless I as the parent have communicated otherwise to the group coach within the time guidelines (**4 weeks**). If I do not inform the coach in the allotted time, I understand that I am financially responsible for any entry or travel fees that the club may incur on behalf of my child.

4.10 OFFICIATING: GENERAL INFORMATION

In the sport of swimming, parents act as officials at the meets. There is no other sport that requires as high a level of participation in officiating as does swimming. The club sets a high priority on officials training. We arrange several Officials' Clinics each year at which attending parents are taught the rules of running swim meets. Each time a person attends a clinic you will receive a Swim B.C. or SNC official's badge and become eligible to work at any meet. For beginning parents, timer and place judging clinics is the starting point. From there you can progress all the way to Master Official and be eligible to work at national and international meets. The clinics are free and last about two hours.

As a club member you are expected to attend and work at our meets in order to make them a success. Members of other clubs will also assist at our meets and we, in turn, at theirs. The official's manager will ask you to assist at other clubs' meets that your child may be swimming and we expect you to volunteer. All meets, either one of ours or that of another club, deserve our support. As parents of swimmers, participating and assisting at meets ensures the success of the entire swim community.

4.11 FINA DEVELOPMENT OF OFFICIALS

FINA Officials Rules / SNC Procedures for Officials Procedures for Certifying Officials

Level I (Initial - Small Red Badge)

- Participate in a provincial section approved training program which includes successful completion of the Level I Clinic for Timekeeper, Marshal, and Safety Marshal.

Level II (Intermediate - Large White Badge with Red Border)

- Be certified in Level I having completed one successful on-deck evaluation in each Level I position and;
- Successful completion of any two Level II clinics listed below and two successful on deck evaluations in those clinic positions:
 - Chief Timekeeper
 - Judge of Stroke / Inspector of Turns (counts as 1 position)
 - Recorder / Scorer (Desk Control)
 - Clerk of the Course
 - Chief Finish Judge / Chief Judge Electronics (1 position)
 - Meet Manager
 - Starter

* To be certified as a Head Lane Timekeeper the candidate must be first be certified as a Judge of Stroke / Inspector of Turns.

Level III (Intermediate - Large Orange Badge)

- Be certified in Level II by completing two clinics and two successful on-deck evaluations in those clinic positions;
- Successful completion of ALL remaining five clinics listed under Level II.;
- Have two successful on-deck evaluations in four additional positions listed under Level II. One of these evaluations must be Stroke and Turn/Head Lane Timekeeper. (Aspiring starters should choose to get certified by completing two successful evaluations in that position) and;
- Conduct one Level I clinic under the direction of a Level IV or Level V official.

Level IV (Senior - Green Pin)

The following stages must be completed in the order listed below:

- Complete one (1) year of active service as a Level III official
- Successfully complete the Referee clinic and questionnaire
- Gain experience as a Referee at a minimum of two (2) meets
- Be certified in all Level II & III positions
- Have organized, conducted, and/or supervised a minimum of two Level II clinics within the year of application
- Notice of intent to be evaluated must be made prior to evaluation for Level IV certification
- Be evaluated while working a minimum of two sessions as a Referee

Level V (Master - Blue Pin)

- Complete a minimum of one (1) year experience as a certified Senior Official (Green Pin) working most deck positions including Referee
- Have organized, conducted, and/or supervised a minimum of two officials clinics at Level II within the year of application
- Work a minimum of two sessions at a national meet at any position
- Provide a photocopy of completed signed-off officials card to the provincial Officials' Chairperson for review and approval
 - When the provincial Officials' Chairperson is satisfied that the candidate has met all requirements, the candidate's name will then be forwarded to the National Officials' Committee (NOC) Chairperson for National Certification (Blue Pin).
 - Once national certification is approved, a congratulatory letter and Master Official Level V certification card will be sent to the candidate by the NOC Chairperson.
 - In order to remain as an ACTIVE MASTER OFFICIAL in Canada, a Level V Master Official must work a minimum of FOUR SESSIONS spread over a minimum of TWO MEETS in any given swim year, and must have participated in ONE clinic.

* Master Officials who do not comply with the last point (as Active Level V Officials) may apply to their provincial Chair of Officials for reinstatement. This person may require that certain senior level clinics be re-done. (This applies in particular to the Stroke & Turn and Referee clinics.)

** **Certified** means that the clinic card shall be signed and dated by the Referee after working each of two sessions in that position at an SNC sanctioned competition. Note: These certification procedures represent the minimum national standards. Provincial sections may adapt them to meet local requirements.

4.12 OFFICIALS' CODE OF ETHICS

The following situations are problems that arise most often at swim meets. We hope that by observing the suggestions that accompany them you will become a better official and swim meets will run more efficiently.

1. Have a positive attitude when you go to a swim meet to work. If you don't it is the swimmer who will suffer.
2. Be at the pool and ready for work at least thirty minutes before the session is to begin, particularly if you are judging strokes and turns. The referee at this time will be giving instructions as to any rule changes or interpretations and procedures for the session.
3. Report promptly to the officials' area and sign in. (This lets the referee know that you have arrived.) Stay in that area. It is very frustrating to have a list of people checked off and to find that they have disappeared when the meet is ready to begin.
4. Accept an assignment to officiate at a meet only if you intend to honour that commitment. If for any reason you are unable to attend courtesy demands that you let the person in charge of officials know as soon as possible. Never simply be a "no show." You should try to get a replacement if you can. The swimmers and the sport suffer from your negligence.
5. Accept the assignment you have been given at a meet. The meet manager or referee has placed you there for a reason. (Also keep in mind it never hurt a senior or master official to time a session or be the clerk of the course. You would be surprised at how "rusty" you have become in the interim.) If you find yourself doing the same job for several sessions, a word to the referee can usually alter that situation.

6. When you arrive at your assigned station for the session, don't leave your post. Timers have been known to change lanes to time their child and others have left their jobs to watch their son/daughter compete. Also be in the right position to do your job properly.
7. In many cases you will be officiating at a meet where your son/daughter will be competing. It is a great temptation to leave the pool deck when your swimmer is done. Speak to the referee, preferable before the session commences, to arrange for a replacement. If you leave the deck in the middle of the session without someone to replace you, you are being unfair to both the swimmers who have yet to compete and to your fellow officials who are left to carry the load. By the same token, if you are a spectator at a meet and would be staying anyway for most of its remainder, respond when the chief timer or announcer asks for relief timers.
8. Know the rules thoroughly (as they apply to your assigned positions). It is not wasted time to glance over pertinent rules and sections in the rulebook prior to the session.
9. Officials and officiating should be as unobtrusive and inconspicuous as possible. Do not be overly "officious" in your authority particularly as it applies to stroke and turn judging and refereeing. Keep in mind that swim meets are held for swimmers and you, as an official, are there to assist them by providing adequate technical supervision of the meet. You must act in a way that ensures that no swimmer gains an unfair advantage over another. Remember that inattentive or inefficient officiating is unfair to the swimmer as well. You are there to serve in the best interests of each participant.
10. Be impartial. Be careful not to use your position to the advantage or detriment of any swimmer or team. As an official it is inappropriate to be coaching or cheering.
11. Keep in mind that dress code is a white (preferable long) pants for men and dress slacks or skirts for women. A white polo-style shirt is acceptable.
12. Remember at any session the referee's decision is final. Do not take offence if your decision is overturned.
13. Do not lecture a coach or debate disqualifications with swimmers while working the deck. Remain cool and professional at all times. Refer all problems that may come your way to the referee.

5.0 GROWTH AND DEVELOPMENT

5.1 THE STROKES

Your first encounter with the competitive swimming strokes and the rules that govern them are sure to be a bit puzzling. The terms used, and the strict enforcement of the rules, are likely to make you wonder. Be assured that there is sound reasoning behind them. In no time at all you will come to appreciate the need for rules.

Who makes the rules? The international swimming association makes them. The correct name for the world body is Federation International de Natation Amateur but it is usually called FINA (pronounced Feenah) for short. FINA has retained its original name in French although its working language is English. FINA has a Technical Committee (with Canada represented) which meets periodically, especially during world gatherings such as the Olympic Games, to review the rules and pays heed to suggestions filed by the 100 - plus member nations. Once ratified by FINA's supreme body, the Bureau, any changes in the rules become law for international competitions. Canada follows suit by altering its rules to match. The rules are designed to ensure that all swimmers in a race are subject to the same restrictions. They regulate fair play. They are not designed merely to see that proper form, for form's sake, is maintained. The FINA rules cover the strokes, starts and turns, the dimensions of the starting blocks, the width of lanes, pool paring, and even the numbering of the lanes.

If you are a swimming parent your best way to become familiar with the rules is to turn out for an Officials Clinic. Such clinics, which are usually friendly get-togethers where you can meet other swim parents, will take you by easy stages through timing, place judging, stroke judging and other areas of swim-meet officiating. You may obtain a swimming rules handbook and get yourself into the act. For the purpose of this manual a brief rundown of the rules can get you started.

Freestyle

Freestyle is just what its name implies - FREE-style. A freestyle race, or in a freestyle portion of a race, the swimmer is permitted to use any style of stroking, or any combination of styles. All that is required is that he swims the full distance without interfering with any of the others in the race. The swimmer may do backstroke, breaststroke, or anything he/she chooses with the exception of walking along or pushing him/herself forward from the bottom. The swimmer is also not allowed to pull on a lane-rope. At each turn some part of his/her body must touch the end wall to prove that he/she has gone the full-required distance of the length. The same applies at the finish. This includes the proviso that he/she touches (with any part of himself) in his/her assigned lane. Should a swimmer elect to use backstroke in a freestyle race he/she is not required to do proper backstroke turns. The same is true if he chooses to use breaststroke or butterfly.

As front crawl is the fastest way to swim, it would make it quite foolish for a swimmer to swim another stroke style during a freestyle race. Therefore, freestyle and front crawl have become virtually synonymous in the speech of serious swimmers and coaches.

Backstroke

Backstroke has no rules as to form except that the swimmer must remain on his back. He is within the rules as long as he doesn't roll more than 90 degrees from the vertical to either side. In short he must stay off his front while swimming. The usual form of stroke is the back crawl. Its superiority over inverted breaststroke was established in 1912 when back crawl first won an Olympic championship.

Breaststroke

Breaststroke races produce the most disqualifications. There are more rules to abide by and the rules are strictly enforced. The swimmer must swim perfectly on his breast - rolling or tipping to one side is not permitted. What one side of the body does the other side must do at the same time. All movements of the arms and the legs must be simultaneous. The swimmer may not use sidestroke-style scissor kicking. During the thrust phase of the breaststroke kick both feet must be turned outward. It is against the rules to engage the water with the upper surfaces of one or both feet. Similarly a dolphin action of the legs and feet is not permitted.

There is hardly a breaststroke swimmer who has not at some time been disqualified. If this seems unreasonable consider again why the rules are there - to ensure fair competition. It is faster to swim below the surface than at the surface so the rules don't permit it. It is faster to swim while tipped to one side than when level. Again the rules don't allow it. The sidestroke kick is level and is faster than the breaststroke kick therefore the rules don't permit it. Please refer to International FINA Rules governing this stroke.

Butterfly

Often simply called 'fly' butterfly is normally the last of the four strokes to be mastered by a swimmer. It requires a lot of coordination and it is strenuous until its special rhythms of breathing and body movements have been learned. The rules require that all forward movements of the arms be made above water and simultaneously. Not only that the swimmer must stay perfectly on his breast with shoulders in a horizontal plane. The leg action must be the dolphin kick with both legs working as a single unit executing in an undulating movement in the vertical plane. The alternating action of the legs such as is used in the flutter kick of freestyle is not permitted. The scissor kick of sidestroke and the breaststroke kick are not permitted either. The head may submerge. The best flyers dip in and out of the water as if stitching up the pool as they swim. At the end of each length the swimmer must touch the end wall with both hands simultaneously. The swimmer is free to push off on his first stroke. He may do any number of kicks while submerged and all forward movements of the head if he wishes, provided he does not drop a shoulder. Butterfly is the second fastest of the four strokes.

Individual Medley

Usually called IM (eye-em) the individual medley as its name implies is a medley of the four strokes already discussed which are performed by one individual. This is not to be confused with the medley relay where four swimmers each perform one stroke. The swimmer swims a quarter of the distance with each stroke in this order - butterfly, backstroke, breaststroke, and freestyle. Note that freestyle in an individual medley (and in a medley relay) means a stroke other than butterfly, backstroke or breaststroke. No serious contender would do anything other than front crawl. The strokes must be done in the order stated above and each part of the race right up to the final touching of the wall must be done according to the rules of the separate strokes.

In recent years some innovative turns involving the use of somersaults from butterfly to backstroke and from backstroke to breaststroke have come into vogue but the touches must be according to the rules. The IM's are 200 and 400 metres in length but for the younger age groups, and novice swimmers in general, the 100 IM is sometimes swum in short course pools with one length of each stroke.

Relays

There are freestyle relays and medley relays. In each case each team consists of four swimmers who each swim one quarter of the distance continuously. It is not permitted to have a team of just three swimmers, for example, with one swimmer swimming two legs of the race. In a freestyle relay each swimmer may use any stroke or combination of strokes just as in any freestyle event. In a medley relay each of the four swimmers swims a different stroke. The backstroker who swims first starts in the water as he would for any backstroke event. The breaststroker swims next starting from a dive. The butterflyer swims third and the race ends with the freestyler swimming the anchor leg.

When one swimmer is finishing his leg of the relay, the next swimmer must remain in contact (with his toes at least) with the front edge of the starting platform until the incoming swimmer touches the end wall. The swimmer taking over may be winding up or in the process of diving as long as he is still touching the block when the incoming swimmer touches out. Obviously if any one of the team members is disqualified because of his actions in the race the entire team is disqualified.

5.2 OFFICIAL SPLIT TIMES

There is a rule that allows the time of any portion of a race, which begins from the starter's signal, to be accepted for official purposes (for records, for time standard award, etc.). In individual events this means that in a 1500 metre race an official time taken at the 800-metre point can count. In relay events the time of the leadoff swimmer can count. Sometimes a club will put its fastest swimmer first for just this reason.

5.3 RECORDS AND STANDINGS

The club keeps a record of times for each of our swimmers. We do not however keep a record of swimmer achievement. You should encourage your child to keep a record of their achievements. This record should contain the year, meet, and placing of the swimmer in each event. In this way the swimmer will have a career history.

5.4 GROWTH AND DEVELOPMENT

The growth and development of each child is as individual as a snowflake. Everyone is different. There are some broad parameters that match general growth patterns and it is around these that our programs are based. The main goal of each program is to manage the development of swimmers properly so that they can receive the full benefits of their sport when they are at their physical and mental levels of maturity.

There is no linear development in swimming. One cannot draw a straight line based on past performances to predict the future. There will be many ups and downs, plateaus, and breakthroughs. Some things will appear to be cyclical, others random. There may be bad months, weeks, days and even bad years depending upon the different stages of development and how your child manages them.

The first issue is physical growth. Children all have growth spurts. For girls this is generally between 11 and 14. For boys it is generally between 13 and 16. When the body grows the bones grow first followed by the muscles and then the nervous system. This means that improved strength and coordination may come after an increase in height and weight. This will affect performance in the pool because the muscles that are used to pull a smaller body through the water are now weaker in relation to the size of the body. This results in slower swimming until the muscles catch up. The same applies to the nervous system. Some children who have no trouble mastering a stroke will suddenly have stroke faults appear and may not be able to correct them. What was once a best stroke may pass into being a weaker stroke? Many of these physical changes are not detectable. One can measure weight and height and test strength but coordination is difficult to access. Some children may pass through these spurts with little difficulty while others may struggle for some time before they are able to bring all the changes into a new whole.

A swimmer who was a good breaststroke swimmer at 10 years old may have a lot of difficulty with that stroke at 14 years old. There are many examples of swimmers who were among the very best in the country at a young age in specific strokes who later couldn't swim that stroke to save their lives.

To account for this type of growth problem avoid labelling swimmers as backstrokers or freestylers when they are still immature. Hyack develops them as 'swimmers' not as particular 'strokers'. We accent the development of all four strokes and the individual medley. We also develop their ability to swim long distances. This is for several reasons. When children are younger doing aerobic work can actually increase the capacity and efficiency of their entire cardiovascular system. Distance swimming also increases their fitness level which creates better swimming all around. There may come a time later in their career when they will specialize in sprinting, middle distance, or distance swimming. It is very easy to go from a distance base to become a sprinter but much more difficult to go from a sprint program to a distance program. This decision is made with an eye toward the further possibilities of growth.

Our programs reflect the body's ability to handle training. Beginning children receive basic instruction in stroke technique, starts and turns, and flexibility. Some training of the body's energy systems takes place. After children reach a slightly more advanced level basic training can begin. This usually coincides with a move into our Provincial Group. Each child is evaluated on their merit as to when some of these moves are made. At this age children are not ready to handle a full training program. You will find that there are other clubs that may allot more training time to this age group than we do. That may produce short-term results but will not be beneficial in the long term.

Progressively harder training can begin once the children begin to mature and have a grasp of the technical/mechanical requirements for advancement. Remember chronological/biological age is not the basis for advancement. This process tends to begin earlier for the girls because of their faster maturation process. This is the time when children can start to make decisions on their own about how committed they wish to become. When the light goes on everything should be in place for them to have a fruitful career when they are most able to appreciate their involvement in the sport.

Unfortunately the mental development of children does not always match their physical development. Some children can be physically mature at a young age and remain immature in their personal development. A mature personality is required to deal with the pressures of high level competition. Swimmers who are pushed into high stress environments do not always learn to cope with them. They may turn off or away with a subsequent loss of confidence, self-esteem, or desire to confront that situation again. One must be careful with how the stresses of competition are dealt. This is why Hyack keeps the pressures of some high intensity competitions off the shoulders of the swimmers until they are ready.

Personality growth through adolescence is also a large problem in the developing swimmer. The crisis of adolescence with its questioning, rebellion, and introversion is amplified by a situation where performance is required daily. This demand for performance when the young adult is being formed can cause a loss of confidence very easily. This is especially true if there are physical problems with which to deal. This is prevalent with young women whose muscles used to be strong enough to pull their girl's body through the water but now find that those same muscles are inadequate to move a woman's body. To overcome the physical and mental problems associated with this age requires a great deal of patience and understanding. A swimmer who has lost the confidence they had as a young swimmer may not regain it in one year or even two. Therefore the criteria for success at this time may have to be changed or adjusted to allow the swimmer time to go through those adolescent changes without having to leave the sport. Teenage years are generally filled with much doubt and strife. Adolescents generally don't ask their parents for help at this stage. Parents must try to find ways to become supportive through this difficult time.

Our programs reflect the growth and development of the swimmer as they move through their career. We emphasize skills and fun at the lower levels and gradually introduce strenuous training as the children mature physically and mentally. If you have any questions about the development of your swimmer please consult his/her coach. We make their experience in sport as rewarding as possible while developing characteristics that will assist them throughout life.

5.5 MENTAL PREPARATION

Coaches spend a great deal of time training a swimmer physically for competition. Another aspect of swimmer development is learning how to prepare for the psychological stresses in competition.

Swimmers learn to cope with the stress of competition and performance. Depending upon the age and level of swimmer there are several things which can be done on a generalized basis. The first of these is to help the swimmers assess themselves and set reasonable goals. Attaining goals over a period of time gives the swimmer a great deal of confidence which again enhances performance. Goals that are too high remain unachieved and the swimmer receives no positive feedback. This in turn leads to a reduced level of performance.

The best performances are achieved when the body is relaxed while the mind is very focused on task. Swimmers will learn relaxation exercises as they grow older. This will be coupled with lessons in imagery. Mental preparation is a skill that most people must learn. It does not come automatically when or while the body is being trained. Swimmers learn to work at home at the mental preparation that must be done. That someone has to work on their mental preparation does not mean that they are crazy, stupid, or mentally deficient in some way. These skills require work and once mastered will enhance performance.

There are many stresses on the young athlete trying to produce a satisfying performance. The greatest of these is the expected level of performance that is usually generated by people around the swimmer. Parental pressure is the most common problem in this area. Kids can go through a lot of stress trying to please Mom and Dad. Overzealous parental demand for success leads to many failed performances and children wanting to leave the sport. It is essential that you allow your child to create their own goals. They know what they are capable of doing. If they don't it is the coach's role to develop a better sense and understanding. It is much easier for a child to tell their coach to take a hike than it is for them to tell their parents to back off. Unreasonable demands will not lead your child higher up the ladder of success. These demands will likely leave them sliding down the rungs to an unsatisfying experience in sport.

In order to reduce stress, ask your child questions instead of making judgments on them. Ask them what the goal might be for an upcoming swim and accept it. Don't adjust it for them. They have to learn that process themselves whether it means adjusting their goals up or down. Ask for their assessment of their performance and be supportive whatever their assessment may be. Don't admonish them if they haven't performed up to your expectations.

The coaching staff will try to help the swimmers relax before their race and help in setting reasonable goals for performance. Relaxed athletes perform much better than those suffering under the stress of too much pressure. Securing the proper mental skills takes time and a great deal of effort. Therefore every small gain must be recognized and rewarded. This is not something that will happen overnight. It will not create a complete turnaround in your swimmer in a short period. Reasonable goal setting along with a patient approach will leave your child with an invaluable set of skills that can be used to cope with stress in any situation.

5.6 NUTRITION

A proper diet is essential to the swimmer's health and good training. If one thinks of the body as an engine you must ensure that the proper fuel goes into the gas tank or the machine goes nowhere. The best guide is the Canada Food Guide. If followed closely it will provide all the nutritional requirements for the training swimmer. A balanced diet is important as fuel will also help to ward off sickness when swimmers are tired.

Carbohydrates are very important as they supply most of the fuel that the body burns during workout and competition. When swimmers are at their most intense training they should be ingesting 70% of their diet as carbohydrates. Carbohydrates come in two forms - simple and complex. Complex carbohydrates better known as starches are the most effective form for the creation of fuel in the body. Simple carbohydrates better known as sugar have no nutritional value and will cause a drop in blood sugar after a time. This causes lethargy and drowsiness. So although you get energy from sugar there is a cost later on.

Simple Carbohydrates: Cake, candy, chocolate syrup, cookies, honey, milkshakes, pies, pudding, most "junk" food (try to avoid these)

Complex Carbohydrates: Bread and rolls, cereal, chilli, corn, fruits, leafy vegetables, macaroni, milk, noodles, pancakes, peas, potatoes and sweet potatoes, poultry, rice, spaghetti and other pastas, beans, chick peas, chop suey and lentils.

Snacking is a fact of life for most athletes. In order to consume the calories required each day, and to replenish the glycogen used during exercise, snacks can be an important part of your training routine. Here is a partial list of suggestions for high carbohydrate snack foods and drinks to keep on hand:

- Animal crackers, applesauce, plain or cinnamon, arrowroot, bagels, banana bread, and bread. Many overlook this simple item whether it is enriched white, multigrain or pumpernickel. All convenience stores sell bread which is a much better choice than chips, donuts or candy bars. Cereals with less than 2 grams of fat per serving (standard brands, not sugar first brands). Cottage cheese - low fat, crackers, Fig Newton's. Fruits - fresh, canned or dried, frozen yogurt, plain or fruit flavored, fruit cocktail, fruit juices (diluting with water is a good practice). Graham crackers, ice milk, milk 1% or skim, popcorn (air popped no butter or toppings). Toast, trail mix, tortilla chips (baked only). Vegetable soup, vegetables, raw yogurt. This is just a sample list. You may know of many other healthy snack choices. Remember to avoid snacks that have a lot of processing in their make up.
- Protein is important for the repair and building of muscle tissue. Top level athletes can require up to 1.2 grams per kg of body weight. An increased susceptibility to colds and flu may mean your athlete requires extra proteins in their diet. Consult a registered dietitian for health concerns.
- Fats should be avoided especially at swim meets. The body requires some fat but most of that can come from food high in complex carbohydrates. Most fast food is very high in fat content. Anything that is fried on a grill or deep-fried is very high in fat. Fat is very difficult to digest and takes quite some time to be digested.
- Fluids are a very important part of good nutrition. The body requires a great deal of fluid to operate properly and for athletes in particular because of the amount lost during exercise. Yes, you do sweat while you are swimming. Swimmers should be drinking 8 to 10 glasses of fluids every day preferably in the form of cool water. Juices and milk have their place in the diet but they do contain sugar. Fluids are especially important at swim meets because you spend a long period of time in a very warm place and your activity in that environment is very intense. An athlete's body works more efficiently when it is well hydrated.
- Swimmers should try to spread out their meals from the normal pattern of three per day to five or six meals per day. This will give them more energy before workouts. Have something to eat before morning practice and a snack before evening workout. If possible swimmers should avoid having a big meal before workout because blood will be directed away from the working muscles to the stomach contents. Eating a large meal before workout may also make the athlete feel nauseous. Equally true is that eating a large meal after workout encourages the body to store the meal as fat.

5.7 SLEEP

Sleep is a very important part of a young person's growth. When swimmers are in training they require more sleep than those individuals who are not training. Muscle building and growth is facilitated during sleep and swimmers should get 8 to 10 hours of sleep every night. Their sleeping pattern should also be as regular as possible. The body likes regularity and will respond very well to a regular sleeping schedule. If you stay up late on the weekends and sleep you're your body will need a couple of days to get back to a regular rhythm and those adjustments will cause you to lose rest. So you may feel okay in the morning after a late night but it will catch up to you later in the week.

6.0 GLOSSARY OF TERMS

Grid Sheet

A sheet that displays the eligible swimmers by event for a particular swim meets. The entries person or coach normally displays this on the bulletin board in advance of the meet scratch date.

Qualifying Heats (Prelims)

These are competitions in which a number of swimmers compete in a number of heats. These heats will determine the fastest 6 or 8 qualifiers to swim finals. See finals below.

Finals

This is the final or concluding session of each day's events in which the final race is swum. The fastest swimmers swim in that event with normally 6 or 8 finalists depending on the number of lanes. Swimmers in the 9th to 16th positions are called 'consolation' or 'B' finalists.

Alternate Swimmers

In the event that a swimmer who has qualified in the finals drops out the alternate is called in to replace that swimmer so that a full heat is swum at finals. Alternates are as a rule listed on the racing sheets for finals.

Scratch

This means to withdraw from an event. Failure to scratch from an event can lead to a disqualification from other events or the entire meet.

Scratch date

This is the date by which the club entries have to be completed and in the hands of the club hosting the meet.

Time Standards

These are the times that are set for a particular event or meet. In a meet cut-off times are normally provided in the meet information. Time standards are set at both the provincial level and the national level.

De-qualifying Times

These are as above but instead they limit the swimmer at a higher-level time from competing in a lower level meet or event.

Unattached

An athlete who competes but does not represent a club or team is referred to as unattached. If a swimmer leaves a club or changes teams he may not represent that club in competition for a period of at least 30 days.

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