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# Kelowna Aqua Jets

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Team Handbook

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2017-2018

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## **1. INTRODUCTION**

Swimmer centred, coach led, board supported and parent powered, the Kelowna AquaJets are a competitive swim club that operates under the umbrella of Swim Canada, in affiliation with Swim BC.

Since its formation in 1976, Kelowna AquaJets Swim Club has been developing swimmers from age 5 and up. KAJ swimmers have represented Canada with medal performances at Canadian nationals, as well as representing the community at provincial and regional championships and at local swim meets. As a 'not for profit club', KAJ is very fortunate to be able to provide nationally certified coaches to work with its swimmers.

Before being accepted in to the program all swimmers are individually assessed to ensure they are placed in the group best suited to their abilities. Anyone interested in joining the program should contact the Club Administrator at [info@kelownaaquajets.com](mailto:info@kelownaaquajets.com). Further information can also be found on the website ([www.kelownaaquajets.com](http://www.kelownaaquajets.com)).

The Kelowna AquaJets operate their programming out of three pools within the cities of Kelowna and West Kelowna. The primary training facility is the H2O Adventure & Fitness Center on Gordon Drive. The H2O Center boasts an Olympic sized eight lane 50 metre tank complete with moveable bulkheads, as well as a large fitness center. The second is Kelowna Family Y on Hartman Road. The Family Y (KFY) is an eight lane 25 metre facility with a separate dive tank that has recently. The third is Johnson Bentley Memorial Aquatic Center on Old Okanagan Hwy in West Kelowna. JBMAC is a six lane 25 metre facility.

## **2. MISSION, VISION & MOTTO**

### **Mission Statement**

Our Mission is to provide a competitive swim program that operates to create a cohesive team atmosphere, where each swimmer is enabled to be the very best they can be. We believe that through the leadership of a qualified, professional staff and strong club values anything is possible!

### **Vision**

The Kelowna AquaJets strive towards a culture where commitment, teamwork and excellence are embraced. The club celebrates individual achievement as well as team unity and success at competition. The team is proud of their spirit and leadership in the swim community. Training and competition opportunities are provided for swimmers of all levels that are consistent with their respective age and development. The AquaJets promote swimming as a lifelong sport, recognizing that each swimmer's growth and development is individual, aiming to provide a path for each swimmer to keep their love for the sport and continue to swim for life! Our cohesive coaching staff will help young athletes learn confidence, leadership, and sportsmanship while having fun and acquiring the technical and tactical skills needed to succeed as a competitive swimmer

### **Motto**

Dedication, Determination, Pride

### 3. COMMUNICATION

Communication in a large organization is always a challenge, but the AquaJets have identified efficient communication as the most important aspect of a functional healthy swim club. The Board and staff are actively taking steps to improve the quality of our communication to benefit the membership.

The AquaJets primary channel of day-to-day communication is electronic. Club members are kept informed of news and information through email and a current club website. On top of that, the KAJ bulletin board on the pool deck is kept up-to-date, and is good source of information. To ensure that you are informed on what is happening in the club, **it is important to keep your current email address updated on the website as well as with your child's coach(es)**. Members are encouraged to make regular visits to the club website, and to read all emails from the club.

Parents are encouraged to keep in regular contact with their child's coach before and after practices. Coaches are happy to answer questions and discuss a swimmer's progress and development, but this always should be done outside of regular practice schedule. Individual report cards will be issued regularly and will provide an indication of progress.

Group parent meetings are held regularly throughout the year. They are a great source of information as well as providing an opportunity to ask the coaching staff any questions you may have. The AGM (held in June) and the semi-AGM (held in December) also provide an opportunity to hear what is happening in the club.

If you have any concerns or issues with your son or daughter's progress, the first step is to set up a time to discuss these matters with the respective coach. If a resolution cannot be made, the next step is to ask the Head Coach to sit in on the discussion. Finally, if needed, a parent/coach liaison (KAJ board member) can mediate the discussion to help reach a resolution between the parent and the coaching staff.

### 4. KAJ PROGRAMS

Group placement is based on many factors (assessments, testing results and a fair amount of coaching instinct). However, there is a big picture, team-wide philosophy that drives group placement decisions. We hope that communicating these ideas will allow for a better understanding of group placement and decision making.

Some of the most important factors driving group placement are the following:

1. Training ability (fitness level)
2. Stroke technique
3. Maturity (chronological age, physiological age, and emotional development)
4. Commitment (practice attendance, meet participation, priority of the sport)

Racing times are not a primary factor for group placement, although they may be an indirect factor when the racing times translate in to meet qualifications and training needs.

The swimmer's group placement determines the training ability not the achievement of the swimmer. And by that, we mean that each group has different training pace and intensity, but does not have upper limits of achievement. In no way does group placement communicate the coaches' belief about a swimmer's potential.

A swimmer's group is not meant to be a predictor of future success, nor an indicator of his/her worth to the team or to the coaches. First and last, we view swimmers as outstanding young people, and the more we can do to remove inaccurate status labels from groups, the better.

Finding the APPROPRIATE group for each swimmer is the GOAL, and doing so is our challenge. Testing protocol and an assessment for newcomers are the main tools in the process. As the swimmer's ability to train grows, their needs for change happen (often rapidly). The more we understand the meaning of the testing protocol the easier is swimmer group placement and the better our team culture will be.

Also, we understand that group movement is not a small change in your lives as parents. The group moves often change schedules, which potentially affects other activities, car pools, team dues, coaches and expectations. But just like going from elementary school to middle and high school, or from one level of math to the next, these moves can be looked upon as necessary steps along the way.

At KAJ we believe that teaching each swimmer to be accountable for their training and to take ownership for their results is critical to self-development and success. A major part of that development is having a relationship with his/her coach that is built on trust and open communication. A swimmer's face-to-face conversation with his or her coach can go a long way toward answering any questions a swimmer may have. As a parent, our expectations are for you to play a major role in helping to develop a strong relationship between your child and the coach, by providing background information to the coach about your child, including medical conditions, past experiences etc., which may be useful in knowing more about your child.

KAJ is also a member of KWIC (Kelowna-West Kelowna Integrated Swim Club). This identity was formed with ORCA to allow our join forces to swim together as one club for AA provincials and higher.

### **Pre - Competitive Program**

This is an introduction to the competitive swimming program in a friendly environment. Swimmers will work on the fundamentals of all strokes, starts and turns, with a fun format, introducing them to competitive swimming.

#### **Bull**

Bulls range from 6-8 years of age. They are able to swim 25 meters freestyle with their head in the water, and 25 meters of back. They will swim 2x 30-minute practices per week.

#### **Tiger**

Tigers range from 7-10 years of age. They are able to swim 50 and 100 meters of freestyle, 50 meters back, and 25 meters breast. They will be encouraged to attend Jamboree meets. They will swim 2x 45-minute practices per week.

#### **Hammerhead**

Hammerhead sharks range from 7-11 years of age. They are able to swim 200 free, 200IM, 100 back, 50 breasts, and 25 fly. They will be encouraged to attend Jamboree meets. They will swim 3x 45-minute practices per week.

## **Mako**

Makos range from 8-10 years of age. They are able to swim 300 free, 200 back, 200IM, 100 breast, and 50 fly. They will be introduced to training patterns, with emphasis on proper stroke technique, starts, and turns. They will learn dryland exercises. Swimmers close to the 200IM standard of sub-4 minutes will be encouraged to attend swim meets. They will swim 3x 60-minute practices per week.

## **Great White**

Great Whites range from 11-13 years of age. They are able to swim 300 free, 200 back, 200IM, 100 breast and 50 fly. They will be introduced to training patterns, with emphasis on proper stroke technique, starts, and turns. They will learn dryland exercises. Swimmers close to the 200IM standard of sub-4 minutes will be encouraged to attend swim meets. They will swim 4x 60 minutes practices per week.

## **Competitive Program**

### **Bronze**

The focus of this group is to introduce the swimmers to training patterns, with the emphasis on proper swim strokes techniques, starts and turns. In addition the swimmers will be doing activations and stretching as a dry-land activity.

Swimmers will be encouraged to attend competitive swim meets.

### **Silver**

Swimmers are committed to the sport of swimming. They are preparing to compete at provincial tier 1 and tier 2 meets. This is learning how to train with endurance and technique focus. A structured dry-land program is focused on body awareness, stretching and injury prevention exercises.

### **Gold**

Swimmers are fully committed to a training program at H2O pools and to the competitive swimming calendar. Swimmers are training to compete at provincial tier 1 and tier 2 meets and age group national meets. The program is structured to help swimmers deal with pressure. The dry-land program is focused on specific strength, stretching and injury prevention exercises.

Swimmers can choose up to 8 of the 9 sessions available to them.

### **Platinum**

The group is for intensive training and high level of performance. A higher commitment to quality training is required. Swimmers are training to perform at provincial, junior national, national and international swim meets. Additional training times could be added during the season. Dry-land, yoga and weightlifting sessions supplement water training.

### **Teen Program**

This program is for swimmers unable to make the commitment to competitive programs. Swimmers will be working on proper swim strokes technique and introduced to endurance training and pace sets. Swimmers may choose whether they wish to compete at regional or provincial meets.

## 5. BOARD OF DIRECTORS

KAJ's Board of Directors consists of 9 members who volunteer their time to help run the club. Individual members of the Board are elected at the AGM which is held every May/June. Terms of office are 2 years and Board members can be re-elected at the end of their term.

Board members should understand, and be committed to the club's Mission and philosophy. In making any decisions they should be aware of the club's long-term and short-term strategic goals. They should also be able to place the club's mission ahead of any individual personal interests they may have.

Typically BOD meetings are held on the second Tuesday of the month. They are open to any club member who wishes to attend. However, if issues concerning club personnel are on the agenda, meetings will be closed to the membership. Any member of the club may contact the President to have an item added to the agenda of the next scheduled Board meeting for consideration by the Board.

The following is a brief description of the positions that will typically be available and the main duties and responsibilities associated with each position:

- President (president@kelownaaquajets.com)
  - Oversees operation of the club and coordinates club activities
  - Keeper of the club's historical documents/files
  - Prepares agenda for all meetings
  - Chairs all meetings
- Immediate Past President
  - Assists the current president and provides advice and continuity to the board
- Vice President/Team Manager (vpresident@kelownaaquajets.com)
  - Replaces the president in his/her absence
  - Assists president in coordinating club activities
  - Acts as parent/coach liaison in the event of a conflict
  - Manages coach expenses relating to swim meet travel
- Secretary (secretary@kelownaaquajets.com)
  - Takes minutes at Board meetings and all general and special meetings
  - Custodian of current club documentation
  - Handles correspondence
- Treasurer (treasurer@kelownaaquajets.com)
  - Manages club accounting and financial matters
  - Oversees the work of the club's bookkeeper
  - Manages bank accounts, deposits, accounts payable and receivable
  - Manages coaches' payroll and swimmer accounts
  - Is involved (with the president) in the setting of the club's budget and ensures that spending does not exceed the amounts budgeted
- Fundraising/Social Coordinator (fundraising@kelownaaquajets.com)
  - Organises all fundraising activities including Swim-a-Thon to raise the amount targeted in the budget

- Organises club-wide social activities for the swimmers including the Christmas party and awards banquet
- Meet Manager (meets@kelownaaquajets.com)
  - Sets up and organises all KAJ hosted swim meets and trials
  - Works with the Head Coach to determine the meet program
  - Coordinates meet registration, fee collection and budget
  - Coordinates meet communication, heat sheets and results
- Volunteer Coordinator (volunteer@kelownaaquajets.com)
  - Organises and manages the club's volunteer scheme

The club also employs an executive assistant or administrator. The administrator looks after registration (info@kelownaaquajets.com)

- Maintains club membership roster
- Ensures swimmers are registered with Swim BC
- Ensures appropriate financial information is collected at registration
- Contact person for club information

## 6. VOLUNTEERING, FUNDRAISING & CORPORATE SPONSORSHIP

As a club, KAJ aims to be “swimmer centred, coach led, board supported and parent powered”.

As a non-profit organisation, KAJ relies heavily on the efforts of parent power. Parent volunteers empower the club by working as a team behind the scenes to ensure a strong and successful club. Without the countless volunteer hours donated by parents, swim fees would have to rise considerably. There are many different ways parents can help the club achieve success.

Parents interested in helping in any capacity should contact the Club's volunteer coordinator (volunteer@kelownaaquajets.com):

**Fundraising** is essential to keep the cost of the programs down and within reach of most families and to maintain a level of excellence within the program. The club's fundraising initiatives and the level of parent involvement in the running of the club are important factors considered by the Government of BC when they allocate gaming funding.

The primary focus for the club's fundraising efforts is on hosting successful and profitable swim meets. The volunteer participation scheme requires that all families “volunteer” for a specified number of swim meet sessions during the season depending on the group their child is registered in. KAJ will provide opportunities for all parents to train as timers and, for those who would to progress further up the official's ladder, courses will be arranged that will enable them to do so.

Other fundraising initiatives will be held over the course of the year which parents are expected to support. This will include a combined Swim-a-Thon and Halloween fundraiser held at the end of October and one or two other significant events.

## Sponsorship

In order to keep costs down the club is actively seeking corporate sponsorship. If you have any interest in sponsoring the club or in helping to find sponsors for the club, please contact any member of the BOD or email the club administrator at [info@kelownaaquajets.com](mailto:info@kelownaaquajets.com).

## 7. FINANCIAL INFORMATION

### Payment policy

- An annual non-refundable family membership fee of \$45 per family is due immediately on registration.
- An annual Swim BC fee per swimmer is due at registration. It is based on the swimmer's age as of December 31<sup>st</sup> 2017 and is collected by the Club on behalf of Swim BC. 2017-2018 annual fees are as follows:
  - Non-competitive \$44
  - 8 and under \$88
  - 9 and 10 \$108
  - 11-14 \$154
  - 15 and over \$196
- Monthly swim fees for 2017-2018 are as follows:
  - Platinum \$195
  - Gold \$175
  - Silver \$157
  - Bronze \$129
  - Great White \$115
  - Mako \$105
  - Hammerhead \$95
  - Tiger \$78
  - Bull \$65
- Monthly fees and swim meet fees are to be paid by visa or MasterCard. These fees are collected on the first day of the month.
- No cash will be accepted for swim dues or swim meet fees
- In order to cancel membership, the registrar must be notified by the 23<sup>th</sup> of the month to avoid charges for the following month. It is the parent's responsibility to email the club administrator ([info@kelownaaquajets.com](mailto:info@kelownaaquajets.com)) by this date to cancel membership. Coaches cannot accept swimmer cancellations.
- There will be no refunds after the 1<sup>st</sup> of the month except for medical reasons (doctor's note required).
- Program fees are set for each group and there will be no reduction for part time attendance or part months.

## **8. KAJ TEAM GEAR**

### **Team Uniform Policy**

During regular practice sessions AquaJets are encouraged to wear their royal blue team shirt on deck, and their KAJ cap in the pool.

At competition, AquaJets are encouraged to wear their team clothing on deck, and to race with the appropriate KAJ cap for the level of meet.

KWIC clothing and caps should only be worn at KWIC events when swimmers are swimming as KWIC not KAJ.

- Regional and Invitational meets: KAJ team clothing and KAJ cap
- AA Provincials and above: KWIC clothing and KWIC cap

### **KAJ Training Equipment**

- Swimmers should mark all their gear with a permanent marker.
- Locked storage bins will be available to store swimmers mesh bags in overnight.
- All of the KAJ training equipment is available online at:
  - <https://www.team-aquatic.com/store/>
- To purchase your training equipment at team aquatics use the coupon code gokajgo for a 20% discount on your purchase.

### **Equipment list – for the “Metal” groups**

- Fins- (Hydro tech)
- Snorkel
- Pull buoy
- Paddles
- Skipping rope
- Band
- Stretching cords
- Mesh bag
- Foam, fitness roller

## **9. SWIM MEETS (taken from the Club’s swim meet policy)**

KAJ is a competitive swim club. Swimmers of all levels will be encouraged to attend swim meets appropriate to their level of development. In particular, competing at KAJ hosted meets will be strongly encouraged.

The sign-up deadline for each meet will be published on the website. Parents should register on the website before the deadline. It is the responsibility of parents when registering for a meet to add a note to the sign-up if they are unable to make one of the sessions. Notice of any withdrawals due to injury or illness will need to be accompanied by a doctor's note to avoid payment of the meet entry fees.

KAJ collects fees on behalf of the hosting club. All fees (for individual events and any Swim BC/Okanagan region surcharges) are paid by the swimmer. This will be taken from their regular payment method in the next billing cycle. Parents are responsible to pay any fees due to the hosting club and should be aware that they will be charged meet fees if they register but do not attend the meet unless they have a doctor's note.

The exception is relay fees which are paid by the club. All swimmers are expected to participate in relays if required.

In addition, KAJ will levy an administration charge of \$4 per meet on all swimmers.

Parents and swimmers should be aware that, for financial reasons, it is not always possible for their own coach to be at swim meets that they are competing at. If a child's coach will not be attending a particular meet there will always be a suitably qualified alternative coach to look after each swimmer.

KAJ regularly hosts three regional level meets a year in November, January and May as well as regular jamborees at both H2O and JBMac in West Kelowna. The success of these meets relies on having a good turnout of volunteers from parents. Successful swim meets ensure that fees remain low as they are a vital source of income for the club. All parents are expected to get involved. If your swimmer has signed up for a KAJ swim meet, it is mandatory that the parents sign up for the correct number of sessions depending on the swim meet (November – 2 sessions; January – 3 sessions; May – 4 sessions). This is not optional and if the parents choose not to volunteer the swimmer may be removed from the meet.

The club believes that for swim parents there is no better way to support the swimmers than by officiating at a swim meet. Anyone can time – it is not difficult, you can't mess it up, you get fed and you get a great view of the racing.

The club will run several clinics for officials during the year and parents and older swimmers are encouraged to take these clinics. If a parent wants to take higher level clinics and progress as an official the club will support them. Please contact the meet manager if you are interested in doing this ([meets@kelownaaquajets.com](mailto:meets@kelownaaquajets.com)).

## **10. KAJ AWARDS**

All awards are based on a mid-May to mid-May calendar year.

- Participation certificates
  - Awarded to all KAJ participants who have not yet competed in their first competition.
- Best time certificates
  - Awarded to all KAJ participants who competed during the season.
  - All times will be converted to best short course time.

- Terry Fox Award
  - Awarded to swimmers from all groups, who the coaches feel have worked very hard this year, attended practice regularly, got along well with team-mates and maintained a positive attitude towards their swimming.
- Rookie of the Year
  - Awarded to first year male and female competitive swimmers who have performed well in the 10 and under and the 11 and over age categories.
- Most Improved
  - Awarded to a swimmer in each group who has shown the most improvement throughout the season.
  - Individual work ethic, attitude, spirit, leadership, attendance and performance are considered for this award.
- Team Spirit / Sportsmanship Award
  - Awarded to a swimmer in each group who has shown outstanding team spirit throughout the season.
  - Voted on by the swimmers.
- Young Leadership Award
  - Awarded to a younger swimmer who has demonstrated strong leadership skills, showing development towards becoming one of the club's future senior leaders.
- Leadership Award
  - Donated and presented by the Van Staalduinen Family.
  - This award recognizes a swimmer who the coaches feel has demonstrated outstanding leadership qualities throughout the season while training and competing for the club.
- Most Dedicated Swimmer
  - Donated and presented by the Mather Family.
  - This award is presented to the swimmer who the coaches feel has shown true commitment and dedication to the sport of swimming throughout the season.
- Swim of the Year
  - Donated and presented by the Pacholzuk family.
  - This award is given to the swimmer with the highest level of performance at the highest level of competition.
- Swimmer of the Year
  - Donated and presented by the Whittle Family.
  - This award is presented to the swimmer that the coaches feel has excelled in every aspect associated with swimming this season
- Susan Bauhart Award
  - Presented to the volunteer who is ready and willing to help, regardless of how big or small the task.

## **11. TEAM TRAVEL POLICY**

The Kelowna AquaJets will endeavour to provide opportunities each season for team travel if appropriate events are available. Team travel meets or training camps are events where swimmers, along with coaches and chaperones, travel together to, during and from the team activity. This can be a rewarding activity that helps promote team bonding and allows swimmers an opportunity to experience the responsibility of representing our club and themselves in a positive fashion while attending a meet as a group which can be a lot of fun! Other swimmers wishing to travel to these meets/camps with their families and not do team travel is acceptable.

There is considerable time, energy and effort needed to plan and carry out a safe and successful team trip. The underlying priority is to foster a safe environment in which swimmers are given the best opportunity to perform at their highest individual level. Given this objective, it is understandable that the team travel policy is rather extensive, and it is expected that all club members involved will be aware of, and follow, the spirit of this policy. As a member of Swim BC, and due to our non-profit status, we must also comply with certain regulations and restrictions, some of which apply to the manner in which we plan, fund and execute team travel activities.

### **Travel Coordinator**

The travel coordinator for 2017-2018 is Thomas Robinson. The coordinator has the important responsibility of arranging the type of travel (renting buses, buying plane tickets etc.), arranging appropriate accommodation (hotel, billets, etc.), establishing the number of club members travelling, preparing rooming lists and enlisting and co-ordinating the screening of appropriate chaperones to accompany the coaches and swimmers. The travel coordinator, along with the head coach and board of directors, will determine swim meets or training camps that are suitable for team travel and make the appropriate inquiries at all of the appropriate levels to be able to formulate a travel plan.

### **Chaperones**

Ideally at least two chaperones and a coach will attend each team travel meet. Although it is a lot of work, being a chaperone can be a fun and rewarding experience, and travel and lodging is free!

The ratio of chaperone/coach to swimmer will be at least one chaperone/coach to eight swimmers, whenever possible.

The chaperones are well-organized, enthusiastic, positive role models who are chosen well in advance of a team trip. It is a chaperone's responsibility to ensure that the swimmers are safe, rested, properly fed and compliant with the team rules. The priority is to help enable the swimmers to perform to the best of their abilities. The chaperones will work closely with the coaches to coordinate the event, plan appropriate meals, implement curfews, schedules and any and all items that will ensure a safe and successful trip.

Chaperones are ambassadors for the team and, as such, will be positive role models for the swimmers. They will expect and ensure that the swimmers will represent our team and our city well. Please refer to the appendix at the end of this section for a more detailed description of the duties of the chaperones.

### **Preliminary Information Sheet**

A preliminary information sheet will be sent via email and be posted on the website. This sheet will contain general information about the meet or training camp including the dates and location, method of travel, departure and return times and accommodation information. The approximate costs will be also communicated. In order to have plenty of time to prepare for team travel, the information sheet will be posted several weeks before the meet entry due date.

### **Permission Slip**

A permission slip will be given to the swimmers by the coach or emailed to swimmers' parents directly and will also be posted on the website. Any new information regarding the swimmers' profile can be included on the permission slip. This is important to help prepare for possible situations in which the chaperones may need to make decisions regarding health issues. The permission slip also serves as a confirmation that the swimmer will be participating in the team travel event. The swimmer will not be enrolled in team travel until the permission slip is received. Permission slips may be filled online if this capability is available or given to the travel coordinator.

### **Final Itinerary**

Final itinerary will be posted online and emailed at least one week before the meet. The finalized costs, meet details and other details will be provided on this final itinerary sheet.

After the deadline posted on the website, the club reserves the right to charge swimmers (either in full or in part) who cancel out of team travel and do not have a valid medical reason supported by a doctor's note.

### **Athletes**

In general, swimmers must be 12 years of age or older to participate in team travel events, unless they are accompanied by a parent or given special permission by the coach. In this case a parent letter addressed to the club is required. It is anticipated and expected that the athletes will be on their best behaviour in order to maximize the benefit of the opportunity to travel together. The swimmer code of conduct (see appendix) must be signed by the swimmer and the swimmer's parent or legal guardian and returned along with the permission slip in order for the athlete to be able to participate in the event. Although swimmers are encouraged to travel with the team, they may make their own travel arrangements to any meet that the club attends.

### **Billeting**

Occasions may arise when billeting is an appropriate and economical way to attend a swim meet or training camp. Again, this requires considerable planning ahead of time, and careful considerations need to be made for the ages and gender of the swimmers and the ability of the host team to accommodate our athletes. It is quite possible that if our swimmers are billeted at an out-of-town event the Aqua Jets will then reciprocate by hosting swimmers from other cities. The success of billeting does depend on the

willingness of our club to be gracious and hospitable hosts. When opportunities for billeting arise, a guideline will be distributed for host families to follow.

## **12. DISCIPLINE POLICY**

In general, coaches are responsible for discipline during training sessions and swim meets. If there are behaviour concerns, the swimmer should be addressed first by the coach, and if resolution has not been achieved then the swimmers' parents can be involved. The coach liaison can be requested to be involved. If there is a serious breach of the swimmers code of conduct, or if the head coach and/or the coach liaison feel that the discipline issue is important enough to require further action by the club, then the Board of Directors will be notified.

A discipline committee, made up of at least three board members, will set a time to meet with the swimmer(s) involved and their parents or guardians on a timely basis. Written details of the concern should be presented to the committee before the meeting takes place. The committee will also seek information from appropriate witnesses to the situation if appropriate. At the meeting the swimmer will be given a fair and impartial opportunity to explain themselves. The committee will consider each situation on the merits of the information obtained. The committee will then inform the Board of Directors of the results of their investigation and meeting(s), and any recommended disciplinary actions. The swimmer and parents will then be notified by the club president or a designate.

Records will be kept of the meeting(s) and of any additional investigations or witness accounts. These records will be confidential.

## **13. OTHER SOURCES OF INFORMATION**

Remember to check out the KAJ website regularly for updated information on what is happening in the club.

- [www.kelownaaquajets.com](http://www.kelownaaquajets.com)

Other useful websites which contain a wealth of information on the sport of swimming include:

- [www.swimbc.ca](http://www.swimbc.ca)
- [www.swimming.ca](http://www.swimming.ca)

**Appendix 1 - Team Travel – Swimmer’s Code of Conduct**

I understand that participating in team travel is a privilege. As a member of the Kelowna AquaJets Swim Club I agree that:

- I will respect coaches, chaperones, and team mates.
- I will conduct myself in a safe and responsible manner at all times and be an excellent ambassador for the Kelowna AquaJets swim club.
- I will not be in possession of any illegal substances, alcohol, or tobacco.
- I will follow the rules of curfew as set down by the coach and/or chaperone.
- I will remain with the team at all times unless otherwise directed by chaperone or coach.
- I will respect property and any wilful damage that I have caused will be the responsibility of my family to pay for.
- I will be polite and not behave in any way that may cause harm, humiliation or embarrassment to another individual.
- I understand that the hotel rooms are designated for boys and girls separately and that the boys are not allowed in the girls rooms and the girls are not allowed in the boys rooms at any time during the swim meet. This hotel room policy will be strictly enforced.
- I understand that I can be sent home at my parents’ expense at the coach/chaperone’s discretion if this is necessary for behaviour issues or for breaking the hotel room policy.
- I understand that the Kelowna AquaJets general swimmer code of conduct applies to team travel as well.
- I understand that failure to comply with the above expectations can result in possible disciplinary action including not being able to participate in future team travel opportunities.

\_\_\_\_\_  
Parent/Guardian signature

\_\_\_\_\_  
Swimmers’ signature

\_\_\_\_\_  
Date

## **Appendix 2 – Chaperone Duties**

### **Team Travel Policy – Chaperones**

It is a chaperone's responsibility to ensure that swimmers are safe, rested, properly fed and compliant with team rules. A chaperone is expected to be a positive role model for the swimmers and for the club. It takes a significant amount of energy and organization to be able to manage a group of excited, young athletes.

- Chaperones must be a parent or a legal guardian of a Kelowna AquaJets swimmer or a Kelowna AquaJets coach.
- Chaperones are required to have a recent criminal record check, and this will be reviewed by the team travel coordinator.
- The ratio of coaches and chaperones will be approximately one per eight swimmers.
- The chaperone or coach will carry a file on each swimmer including medical number and pertinent information about medical conditions including allergies.
- Chaperones will be responsible for meals, some travel/transportation arrangements and the general care and welfare of the athletes including, but not limited to, safety, discipline and enforcement of quiet times.
- Chaperones will work closely with the head coach and travel coordinator to establish the itinerary.
- Chaperones may need to hold money and personal belongings when requested, help with first aid and assist coaches as necessary.
- Chaperones are responsible for monitoring swimmer behaviour while travelling or in hotels. Chaperones, at their discretion, may send a swimmer home at the parents' expense for inappropriate behaviour. Chaperones must be aware of the whereabouts of the swimmers in their group and are to be aware of, and make their group aware of, the team's schedule.
- Travel, food and accommodation will be free for chaperones.
- Chaperones will not consume alcohol while on duty. Chaperones are there to serve as a role model and team ambassadors.

Here is an example of a chaperone's role in a team travel trip.

#### **Pre-travel**

The chaperone should be in communication with the travel coordinator and head coach regarding travel/accommodation plans and proposed nutrition stops and be supplied with a swimmer/coach list, travel schedule and accommodation schedule well before the trip. The chaperone will need cheques or another form of payment to pay for food and lodging, etc. The chaperone should be at the departure point early to meet with the coaches and travel director. The chaperone will need to check the swimmers

against the bus or plane list before departing and before returning and, at each stop, perform a head count. Please ensure that swimmers have all of their belongings with them.

### **Hotel**

The chaperone will coordinate check-in upon arrival. Swimmers should have been pre-assigned rooms by the travel coordinator. Room assignments can only be changed under exceptional circumstances. The chaperone will obtain an extra key for each room for emergency access if the swimmers have no adult supervision in those rooms. Outgoing calls and paid TV should be blocked in the swimmers' rooms. The lead coach for the meet is responsible for setting the curfew time and the chaperone will ensure that the curfew is enforced. A room check will be conducted at the curfew time to ensure that all swimmers are in bed. Boys and girls may not be in the same room prior to curfew. A room check will be completed upon check-out, and the chaperone is responsible for paying the bill and collecting a receipt for the travel coordinator.

### **Food**

Arranging for appropriate nutrition is a challenge. Advanced planning, as much as possible, can help to reduce the stress of cooking or arranging for nutritious food for hungry athletes. Scouting local restaurants and stores, checking menus, making reservations or arranging for food to be delivered are some of the responsibilities. Breakfast can often be eaten at the hotel, and, if there are no kitchenette units, there still can be arrangements for juice, muffins, yogurt, fruit, etc. Swimmers should know where you are set up at the pool for them to retrieve money to buy nutrition at the appropriate concessions or for them to have snacks provided by the chaperones.

### **Money and Passports**

If the swimmers have money envelopes and passports, they should be collected before departure. Money will be handed out to swimmers as necessary on a daily basis to ensure that funds are not all spent on the first day.

### **Discipline**

Chaperones are responsible for swimmers whenever they are not on the pool deck, and, therefore, familiarity with the club code of conduct is important. The chaperone may be required to manage and monitor medication taken by swimmers.