



Parent Handbook

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RICHMOND RAPIDS VISION AND MISSION STATEMENTS

VISION STATEMENT: To pursue swimming excellence.

MISSION STATEMENT: To design, implement and provide the people of Richmond and the surrounding communities with high performance swimming programs from grassroots to international level that will foster both personal and swimming excellence.

In order to achieve the vision and mission statements, it is the recommendation of the coaching staff that the following core values be considered and adopted by the Richmond Rapids Swim Club Board of Directors as the values on which the club will run.

1. Democracy
2. Co-operation and Teamwork
3. Honesty and Openness
4. Compassion and Flexibility
5. Strong Leadership

RICHMOND RAPIDS OPERATING PHILOSOPHY

Our message to swimmers and parents:

We are pleased to provide you with this opportunity for the pursuit of excellence. Staff, parents and swimmers are individually and collectively responsible for protecting our mission.

We aim to continually create and maintain a unique and special program that supports unique and special accomplishments. Swimming is like no other sport your child will participate in. The aquatic environment is unique, the training is unique and the time required to gain competency is unique. The development program will guide our swimmer toward their desired level of swimming excellence.

In order to foster that excellence, we must act in accordance with our mission. This requires attention to the goal to excel.

TEAM PHILOSOPHY

Respect every team member. Treat everyone, including yourself, with respect, dignity, and consideration. Respect everyone's right, including your own, to pursue goals consistent with the team purpose.

Accept that each Rapids member is important. Everyone has the opportunity to participate and to make a contribution. Your acceptance and support of all team members is expected and appreciated.

Acknowledge every team member. In our program, everyone counts. No one is invisible. Let everyone know that he or she is noticed and appreciated.

Value swimming excellence. Choose to hold fast swimming, good training and thorough preparation in extremely high regard. Welcome difficult, goal-oriented challenges. Seek out challenges that will help you swim faster and succeed. Seek out opportunities to swim more, harder, and better. Act as if you want to train and you want to race. Relish and protect each opportunity. Don't hide doubts and fears, but don't express them in ways that would cause doubt or fear in others. Talk to your coaches about how to overcome these obstacles.

Contribute. We expect you to continually contribute to our program and to foster our mission by doing the following both in and out of the pool:

Support everyone's efforts.

Encourage everyone's actions.

Challenge everyone to take action.

Compliment and applaud everyone's efforts.

Advocate for the Richmond Rapids. We expect every team member to act as an advocate for our program. Say nothing but good things about our program, our staff, and our team members. If you notice inadequacies, raise the issue within the club to the club President or the Director of Swimming, but continue to serve as Richmond Rapids ambassador to the swimming world. We will not speak ill of any aspects of our program, teammates, coaches, staff, or sponsors.

Make it fun. Enjoy your swimming. Express your enjoyment of training and competing. Encourage others to talk about the fun. Note that there is a huge difference between making the pursuit of swimming excellence fun, and having fun at the expense of the pursuit of swimming excellence.

Appreciate everyone's respect, acceptance, support, encouragement, compliments, challenges, and appreciation. Express your appreciation for such support.

ON LONG-TERM ATHLETE DEVELOPMENT

The Long-Term Athlete Development Model (LTAD) is a structure promoted by Swimming Canada as the appropriate guideline for age-related athlete training. The goal of this model is to build healthy senior-level athletes by developing age-appropriate programming. This means that for every age group, there are areas of development that will be emphasized over others in order to give the athlete the best chance of swimming well as they grow up.

Please note that these are approximations and guidelines. Some goals may shift depending on the situation, the swimmer, and the goals. The Richmond Rapids group structure and training is intended to promote great senior athletes over early success.

Ages 5-10:

These athletes will make the biggest changes in neurological development, e.g. technical skill and reaction. These programs focus on technique over all. There is little “endurance” work in a practice, and any strength work is focused only on athleticism and muscle recruitment, like learning to do a single, proper push-up. It is very important to note that children do not learn or acquire skill at the same rate when compared to others *or their own history*. Major gains or struggles will often coincide with preparation or onset of significant physiological growth.

The other goals of these groups are to promote the enjoyment of swimming, to learn about the sport, and to create a positive learning environment.

Ages 11-13:

These athletes continue to make large changes in technical skill but will see an increase in physiological workload.

This age group will remain in general swimming and athletic development programs and will not declare any specialty. Though some children may show acumen for a specific stroke or distance, it is highly important to avoid over-emphasizing anything in particular. Early specialization is detrimental to developing joints, promotes burnout and plateaus, and reduces the athlete’s window for success.

Ages 14+:

As the athlete increases in physiological maturity, their capacity for training also expands. More significant dryland training may be introduced to a growing practice schedule, depending on the goals and needs of the athlete.

Technical changes are still the primary mechanism for improvement. Technique is harder to change as the patterns are more learned and rehearsed, but the motivated athlete will continue past the strangeness of new movement and short-term losses for long-term gain.

ADMINISTRATIVE POSITIONS FOR THE BOARD OF DIRECTORS

PRESIDENT

- Chief Executive Officer of the Richmond Rapids Swim Club
- Presides over all meetings of the Organization
- Signing authority for the Rapids
- Official spokesperson and representative for the Rapids
- Acts as a liaison with the coaches
- Coordinates and monitors club activities

VICE PRESIDENT

- Performs the President's duties in his or her absence or inability to act

PAST PRESIDENT

- Executive member acting as advisor to the club
- Nonvoting member on the board

SECRETARY

- Records and circulates the minutes of the board meetings
- Responsible for filing the Good Standing Certificate and Society Acts forms
- Booking rooms for meetings

TREASURER

- Handles club income and expenses
- Reports to Board on club finances
- Liaises with Bookkeeper and Office Administrator
- Arranges for Annual Financial Review
- Files yearly report to the BC Gaming Commission
- Signing Authority for the Rapids

REGISTRAR

- Organizes and coordinates registration dates in consultation with Office Administrator
- Maintains enrolment records
- Oversees the Language Liaison Volunteer Position

DIRECTORS AT LARGE

- Club Officials Director
- LMR Representative
- Aquatic Users Meeting Representative
- Meet Management organizer

FINANCES

Family Membership: Each swimmer's family is a member of the Richmond Rapids Swim Club. Each Family is entitled only to one vote at the Annual General Meeting.

NON-REFUNDABLE FEES

- A) Swim BC Registration Fees are collected from each swimmer and remitted to Swim Canada and Swim BC on behalf of each swimmer.
- B) First and the last month fee are non-refundable.

TRAINING FEES

Training fees cover pool, coaching and administrative cost for the club. There is a 50% reduction in the training fees for family's 3rd, 4th, and 5th swimmer. The 50% reduction will be calculated according to the lowest training fees applicable to the family.

ADVANCE FEE

The advance fee is used to cover or at least partially cover costs charged to your account during the swim season for things like meet fees, equipment orders, and social events. Any charges exceeding the advance fee will be billed to the swimmer's account. Bimonthly statements are mailed out. If you have an outstanding balance please send in a cheque to the office upon receiving your statement. You will be able to monitor your account on the website.

CHANGE OF GROUP MID-SEASON

If a swimmer is moved up mid-season, the difference in monthly fees and licensing fees will be on your next statement.

NON-SUFFICIENT FUNDS (NSF)

\$25 will be charged for any NSF cheques. If two NSF payments occur during the season, a certified cheque or bank draft will be required and the family will be required to keep their account current each month.

WITHDRAWALS

One month's notice in writing must be given if a swimmer is no longer going to swim with the Club. The notice must be received on the 1st of the month and an additional month's training fees must be paid. No refunds are given if the notice is received after April 1st.

Refunds of training fees due to illness or injury will only be considered if a swimmer misses 80% or more of scheduled practices for any given month. Any such request for refund must be accompanied by a letter from a physician.

SWIM MEET DEPOSIT FEES

These deposit fees are collected on behalf of a swimmer attending any swim meet outside of the Lower Mainland. These fees are collected from the swimmer as a commitment to attending the travel meet. This fee is non-refundable unless the swimmer cannot attend due a medical reason, in which case a letter from the physician will be required.

PARENT PARTICIPATION POINTS (PPP)

In order for the Club to run efficiently, smoothly and to meet the needs of the community, the Club relies on voluntary contribution from its members. The PPP system is designed to communicate to families the expected volunteer requirements. If a family has more than one swimmer in the Club, they are only required to earn points assigned to the highest level swimmer. The number of points required does not change through the year even if the swimmer moves into a higher level.

Volunteer opportunities within the Club are assigned a point value. A list of volunteer opportunities and their assigned value may be found on the Club's website, along with regular updates of each family's earned PPP.

The Club requires each family to provide post-dated cheques equivalent in value to their assigned PPP dollar value at the time of registration. The points required and dollar value is posted on the website or can be found in the registration package. PPP accounts are evaluated at the end of June. At the end of June, the Club will cash the appropriate number of post-dated cheques corresponding to the shortfall in the points earned over the course of the season.

At the end of the season, all unused PPP post-dated cheques will be destroyed.

All requests for correction of earned PPP total must be received by the Club no less than 4 weeks after the status of accounts is posted in early March, for volunteer activities including the Rapids-hosted Fast Swim meet, and by July 31 for subsequent activity in order to receive any reimbursement.

RESPONSIBILITIES FOR SWIM MEETS

SWIMMER

- Ensure your parents receive notice regarding swim meets
- *Bring your team gear and wear it!*
- Arrive at least 15 minutes prior to warm up to start activation
- Pack multiple towels, swim suits, goggles, and caps
- Bring your water bottle and healthy snacks
- Obey all pool rules
- Cheer for your teammates
- Listen when your coach is talking to you
- Inform your coach if you must leave early

PARENT

- Upon receiving the swim meet notice, advise the Rapids office whether your child is attending the meet
- Ensure your child arrives at the meet early
- Remind your child to eat and drink during the meet
- Help officiate at the meet if qualified and available
- Be your child's parent, not their coach
 - Provide encouragement to your child
 - Encourage the child to talk to coach about the races

CHAPERONE DUTIES

PRE-TRIP DUTIES

- 1) Check with Travel Co-Coordinator regarding the hotel setup (i.e. stove, fridge, kitchen).
- 2) Check the travel arrangements. Bus, flights, car rentals?
- 3) Look at the meet setup. Heats and finals or timed finals?
- 4) Check the size of the group going and which groups are going. This will determine the number of chaperones.
- 5) Divide duties amongst the chaperones. One person needs to be the Lead Chaperone. We recommended that another is the communications person for the group of chaperones. This person will let the bus driver know when pickups and drop offs are with coaches' input, as well as any changes to the program. This person also makes sure that the swimmers are assigned proper hotel rooms. One chaperone can be in charge of the food. Responsibilities include buying any bulk foods from Costco prior to the trip, making out a meal plan, and organizing supplies such as: coolers, tea towels, knives, cutting board, bowls for salads, foil paper, garbage bags, paper plates, and forks.
- 6) Make sure the chaperone's bag is ready to go. This bag usually has first aid supplies and over the counter medication like Advil, Tylenol and Gravol.
- 7) Have Dennis (office administrator) give you copies of the medical forms for the swimmers that are going on the trip.
- 8) Make sure you have a list of swimmers.

TRIP DUTIES

- 1) Make sure all the swimmers going on the trip have arrived at the place of departure.
- 2) Check swimmers in as they arrive.
- 3) Assign swimmers' hotel rooms when you check in.
 - a. Make sure the 10 and under swimmers' rooms are in close proximity to the chaperone's room.
- 4) Prepare and serve the meals. Decide where lunch is being served
- 5) Have pool snacks at pool available for the swimmers immediately after warm up.
- 6) Wake up calls for the younger and senior swimmers if they have requested one. Make sure all swimmers have breakfast.
- 7) Room checks at curfew. No changing of rooms is allowed. Swimmers are to remain in the room that is assigned to them.
- 8) Check in with Head Coach to see if there are any changes to the schedule or to deal with any issues that arise.

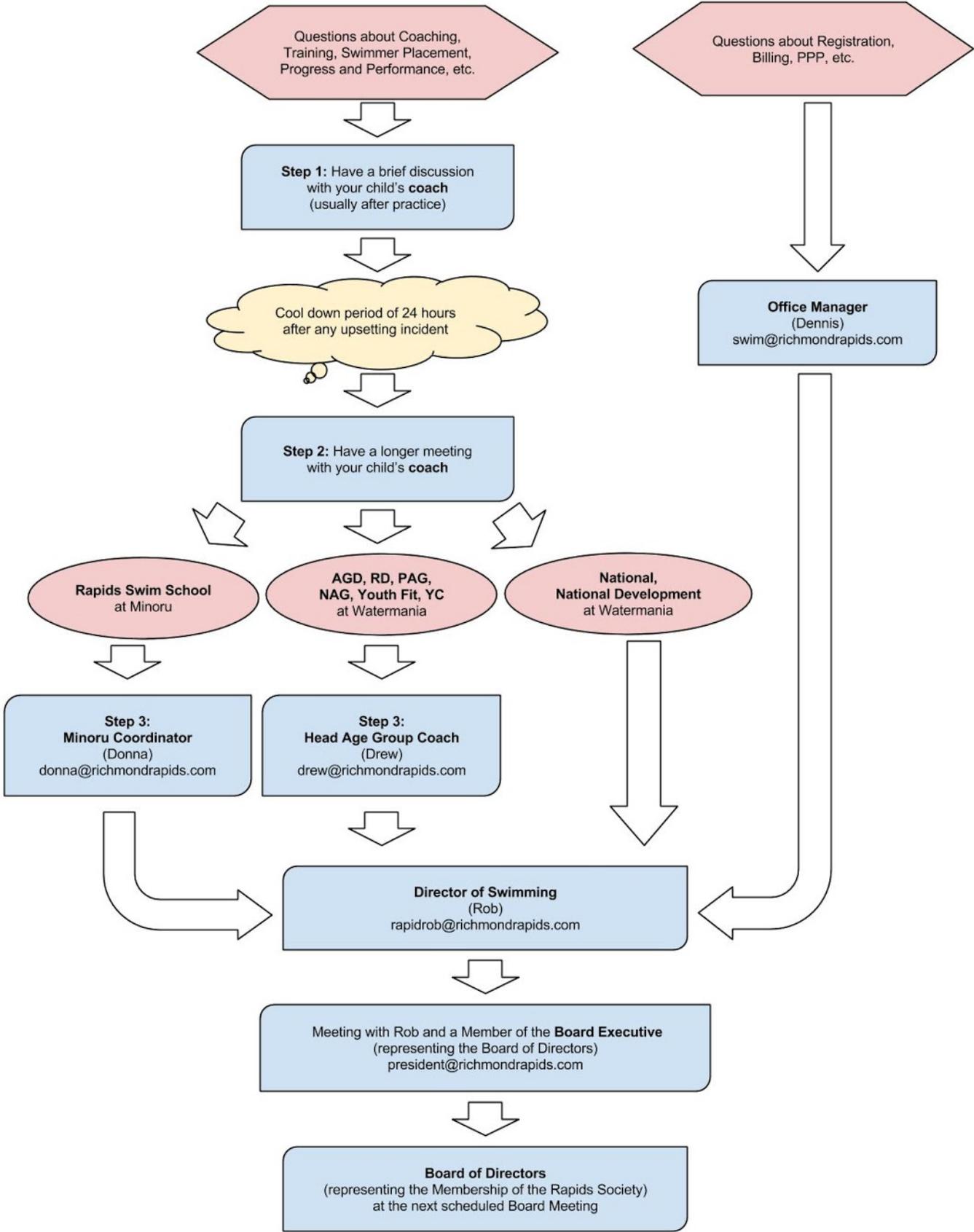
POST-TRIP DUTIES

- 1) Make sure all swimmers are picked up before you leave
- 2) Put the chaperone's bag back in the office.
- 3) Clean out cooler
- 4) Make the cost list for the food portion for each swimmer
- 5) A debriefing with the chaperones and the coaches may be helpful

SWIMMING TERMS

Mini Meet:	Swim meet for RSS 1-4, RD White, and AGD1 just learning about swimming
Pass Meet:	Swimming competition involving 2 or 3 other teams. For swimmers who are able to swim 100 IM in 2:00 minutes or less, and are trying to achieve LMR qualifying standards
LMR Meet:	Lower-Mainland Regional Meet. Swimmers must have Pass times to compete
IM:	Individual Medley. All four strokes are swum over the given distance in the following order: butterfly, backstroke, breaststroke, freestyle.
Swim BC:	Governing Body for swimming in BC
BCSCA:	British Columbia's Swim Coaches Association
TAC:	Technical Advisor Committee. Consists of coaches who have had a finalist at Nationals, two members from BCSCA, and a Swim BC representative
BCSOA:	British Columbia Swim Officials Association
SNC:	Swimming Natation Canada or Swimming Canada. Governing body for swimming in Canada
FINA:	The Federation Internationale de Natation is the international governing body of swimming, diving, water polo, synchronized swimming, and open water swimming.

PARENT PROTOCOL – How to raise and address a concern



RICHMOND RAPIDS TRAVEL POLICY

“Swim Club” refers to: Richmond Rapids Swim Club

Purpose

1. The purpose of this Policy is to inform athletes, parents, and coaches travelling to events outside of the Metro Vancouver Area of their responsibilities and the expectations of the Swim Club.

Application of this Policy

2. Specific individuals have responsibilities when teams travel outside of the province. These individuals include:
 - a) Parents traveling with the athlete
 - b) Parents not traveling with the athlete
 - c) Chaperones
 - d) Coaches
 - e) Team Managers
 - f) Athletes

Travel Consent Form

3. Minor athletes traveling with individuals other than their parent/guardian must keep with them a Travel Consent Form (signed by their parent/guardian). A Travel Consent Form is provided before each travel competition.

Responsibilities

4. Parents traveling with a minor athlete are responsible for their child during the entirety of the event and have the following additional responsibilities:
 - a) Provide all required deposit payments before the competition as required by the Swim Club.
 - b) Register for event accommodations in a timely manner. Accommodations outside of those arranged by the manager (such as staying with family, or at a different hotel) must be approved by the coach in advance of arrangements being made.
 - c) Punctual drop off and pick up of their children at times and places indicated by coaches
 - d) Adhere to coach or manager requests for parent meetings, team meetings, or team functions and be punctual to such events.
 - e) Adhere to coach requests for athlete curfew times.
 - f) Adhere to coach requests for limiting outside activities (go-karting, shopping, etc.)
 - g) Report any athlete illness or injury.
 - h) Report any incident likely to bring discredit to the Swim Club.
 - i) Adhere to the Swim Club’s policies and procedures, particularly the *Code of Conduct and Ethics*
 - j) If travelling outside of Canada, ensure that all passports are valid and not expired.
5. Parents not traveling with the athlete have the following responsibilities:
 - a) Understand that a chaperone will be selected by the team manager or coach from other parents that have volunteered. The chaperone may not be a team coach, assistant coach, or manager.
 - b) Discuss prior to travel that their child must adhere to all rules set by the Chaperones, Team Manager and Coaches that are in compliance with the Swim Club’s travel policy and Code of Conduct and Ethics.
 - c) Provide the team Manager with a Travel Consent Form
 - d) Provide the chaperone & team manager with emergency contact information
 - e) Provide the chaperone & team manager with any necessary medical information.
 - f) Pay all required deposit fees prior to travel.
 - g) Provide the child with enough funds to pay for food and incidentals.

- h) If travelling outside of Canada, ensure that all passports are valid and not expired.
6. Chaperones have the following responsibilities:
- a) Obtain and carry any Travel Consent Forms, emergency contact information, and medical information.
 - b) Punctual drop off and pick up of the children at times and places indicated by coaches.
 - c) Adhere to coach or manager requests for parent meetings, team meetings, or team functions and be punctual to such events.
 - d) Adhere to coach requests for athlete curfew times
 - e) Adhere to coach requests for limiting outside activities (swimming, shopping, etc.)
 - f) Report any athlete illness or injury
 - g) Report any incident likely to bring discredit to the Swim Club
 - h) Inspect hotel rooms rented for damage before check in and after check out. Report any damage to the coach
 - i) Approve visitors to the athlete accommodations, at their discretion.
 - j) Adhere to the Swim Club's policies and procedures, particularly the *Code of Conduct and Ethics*
 - k) Follow all other procedures as outlined in the Richmond Rapids Parent Handbook and determined in the pre trip chaperone & team manager meeting.
7. Coaches have the following responsibilities:
- a) Arrange all team meetings and training sessions
 - b) Determine curfew times
 - c) Work in close co-operation with the chaperones on all non-sport matters
 - d) Report to the Swim Club incident likely to bring discredit to the Swim Club
 - e) Together with the chaperones, decide temporary disciplinary action to be taken at the scene of an incident, and report such incident and action to the parents of the athletes involved as well as to the Swim Club for further disciplinary action, if applicable, under the Swim Club's *Discipline and Complaints Policy*
 - f) Adhere to the Swim Club's policies and procedures, particularly the *Code of Conduct and Ethics*
8. Team/Event Managers have the following responsibilities:
- a) Ensure an appropriate chaperone-to-athlete ratio that does not exceed ten athletes per chaperone
 - b) Organize accommodations and inform parents and chaperones how to register and pay for accommodations.
 - c) Organize transportation for athletes and inform parents and chaperones how to register and pay for transportation.
 - d) Room female and male athletes separately. Coaches and chaperones must be roomed separately from athletes, unless the athlete is the child of the coach or chaperone
 - e) Coordinate and collect all travel expenses from parents.
9. Athletes have the following responsibilities:
- a) Arrive at each event ready to participate.
 - b) Make any visitor requests to chaperones before the visit is expected
 - c) Represent the Swim Club to the best of their abilities at all times
 - d) Communicate any problems or concerns to the coaches and chaperone just as they would their own parents
 - e) Check in with the chaperone when leaving their rooms.
 - f) Not leave the hotel alone or without permission of the coach/chaperone and check-in when returning
 - g) Adhere to the Swim Club's policies and procedures, particularly the *Code of Conduct and Ethics*

TRAVEL CONSENT FORM

To whom it may concern,

I / we, the parent(s)/guardian(s) of _____ officially give my / our consent for my / our minor child to travel with the following individuals who are also associated with the Swim Club:

My / our child was born on _____ at the location of _____. If required, my / our child's passport number is _____. Attached to this form is a list of any additional medical needs my / our child requires.

I / we understand that the event is a _____ which is located in _____. Barring extenuating circumstances the event should last for a duration of _____ days between the dates of _____ and _____.

If there are any questions about the consent provided, I / we can be reached at the following telephone number(s) _____ and the following email addresses _____.

Sincerely,

Signed, _____

Dated, _____

APPENDIX “A” – MEMBER CLUB SCREENING AND CRC POLICY

Title: Richmond Rapids Swim Club Screening and Criminal Records Check Policy

Approved by: Richmond Rapids Swim Club, Director of Swimming

Date of Approval: Aug 15,2019

Next Policy Review (minimum every two years):

1. Definitions

The following terms have these meanings in this Policy:

- a) *“Criminal Record Check (CRC)”* – a search of the RCMP National Repository of Criminal Records to determine whether the individual has a criminal record.
- b) *“Criminal Records Review Program”* - Government of BC program providing organizations and applicants an option to submit CRC’s electronically
- c) *“Criminal Records Review Act”* - the Act
- d) *“Designated Categories”* - roles, areas of employ or volunteerism as defined by Swim BC
- e) *“Individuals”* – includes employees, volunteers, or contractors whose position is one of trust or authority or interaction with minors and vulnerable adults. Personnel may include but is not limited to Richmond Rapids Swim Club Coaches, Board of Directors, Team Managers, Chaperones and Officials.
- f) *“Member Club(s)”* - any organized group of persons associated for the purposes of swimming and registered as a Member of Swim BC.
- g) *“Society”* or *“Club”* – Richmond Rapids Swim Club
- h) *“Screening Officer”* – a designated individual within Richmond Rapids Swim Club structure who will be responsible for receiving, reviewing and recording all CRC’s and determining whether any CRC reveals a Relevant Offence.
- i) *“Club hosted event”* - All competitions where activities occur in a sporting environment as defined in the Swim BC Code of Conduct and Ethics Policy.
- j) *“Vulnerable Adult”* - means an individual 19 years or older who receives health services, other than acute care, from a hospital, facility, unit, society, service, holder or registrant as referred to in the Act.
- k) *“Work with children”* - means working with children directly or having or potentially having unsupervised access to children
 - i. In the ordinary course of employment,
 - ii. In the practice of an occupation,
 - iii. During the course of an education program, or
 - iv. While providing services as a volunteer;
- l) *“Work with vulnerable adults”* - means working with vulnerable adults directly or having or potentially having unsupervised access to vulnerable adults
 - i. In the ordinary course of employment,
 - ii. In the practice of an occupation,
 - iii. During the course of an education program, or
 - iv. While providing services as a volunteer.

2. Purpose

- a) Richmond Rapids Swim Club is required to adhere to the Province of British Columbia’s Criminal Record Review Act.
- b) Richmond Rapids Swim Club has an ethical, moral and legal responsibility to provide a safe sport environment for its program participants and staff.
- c) Richmond Rapids Swim Club understands that screening personnel and volunteers is a vital part of providing a safe sport environment for all Individuals.

3. Application

- a) Swim BC has identified Individuals in Designated Categories who, based on their role, require screening through a CRC.

- b) Designated Categories have been established for application of this policy and are considered to include persons who work closely with children and vulnerable adults, and who occupy positions of trust and authority within Swim BC and Member Clubs. Swim BC will determine, based on age of participants, setting, nature of the activity and degree of supervision, which designated categories of persons will be subject to screening through a CRC
- c) Individuals in the following Designated Categories are subject to screening in accordance to this policy:
 - i. Richmond Rapids Swim Club Board of Directors (if applicable);
 - ii. Volunteers and paid contractors appointed to accompany Richmond Rapids Swim Club to events or competitions;
 - iii. All registered coaches of Richmond Rapids Swim Club
 - iv. Richmond Rapids Swim Club registered Level 3, 4 and 5 officials;
 - v. Other positions as may be determined by Swim BC from time-to-time.

4. Screening Procedures

- a) All Individuals in Designated Categories seeking positions with Richmond Rapids Swim Club will ensure a current CRC is on file with Richmond Rapids Swim Club prior to being confirmed for the position;
- b) Richmond Rapids Swim Club New Board members will submit a CRC within 90 days of being elected or appointed to the Board of Directors.
- c) At its sole discretion, Richmond Rapids Swim Club may agree to accept a “Shared Result” of a previous CRC performed in BC under the Criminal Records Review Program, if such a check was performed within 18 months. The individual sharing their previous results will have to undergo future CRC’s in compliance with the required maximum 3-year period between checks as stated in this policy.
- d) If an individual already employed with or volunteering for Richmond Rapids Swim Club did not complete a CRC upon initial application, a CRC will be required upon request.
- e) Failure to participate in the screening process may result in the individual’s ineligibility for the position sought.
- f) Any Individual in Designated Categories referenced in 3(c) applying for positions, other than permanent staff positions and Board of Director positions with Richmond Rapids Swim Club shall obtain their own CRC.

5. Relevant Offences

- a) Relevant offences are those offences for which pardons have not been granted, as defined in the Criminal Records Review Act of the Province of British Columbia as Relevant and/or Specified Offences or other such offences as may be determined by the Act. Swim BC additionally considers any criminal offence involving the use of a motor vehicle; any child pornography offence; any violations for trafficking under the Controlled Drug and Substances Act; any crime of violence including assault; any criminal offence involving a minor or minors; any criminal offence involving theft, fraud or embezzlement; or any sexual offence involving a minor or minors, to be a relevant offence.
- b) If a director or employee of Richmond Rapids Swim Club is charged with or convicted of an offence, that person must report the charge or conviction to Richmond Rapids Swim Club within 72 hours. Richmond Rapids Swim Club must request that the charged or convicted person obtain a new CRC and determine if that person is suitable to continue carrying out their duties.
- c) An Individual’s conviction of any criminal offenses may result in expulsion from Swim BC and/or termination from any designated positions, program, activity or event upon the sole discretion of Swim BC.

6. Criminal Records Review Timing

Swim BC requires that a CRC be conducted every three (3) years. Notwithstanding this, Swim BC may at any time request that an individual in a Designated Category provide a CRC to Swim BC if Swim BC has grounds to believe that results of the CRC obtained previously are no longer accurate.

7. Records

Written records obtained in the course of implementing this policy will be maintained in a confidential manner conforming to the British Columbia Personal Information Protection Act and will not be disclosed to other except as required by law, or for use in a legal or disciplinary proceeding.