

Summerland Orca Swim Club Handbook

A. Introduction

The Summerland Orca Swim Club is a competitive swim club founded in 1990. It is affiliated with Swim BC and Swimming Natation Canada (SNC). Orca Swim is a not-for-profit Society governed by its constitution, by-laws and policies as well as the Province of BC Society Act.

1. Mission Statement

The mission of the Summerland ORCA Swim Club is to provide opportunities for every individual to reach his or her maximum potential in competitive swimming through a positive experience in the sport which can range from Olympic dreams to physical fitness. This is accomplished through the four corner stones of sports: fun, self-empowerment, fitness and sportsmanship.

2. Club Philosophy

Foster excellence in competitive swimming from a grassroots level to the international level through optimum instruction while encouraging a high degree of sportsmanship and team spirit by employing "True Sport Principles":

"Go For It, Play Fair, Respect Others, Keep It Fun, Stay Healthy, Include Everyone, Give Back".

Provide opportunities for social and emotional development, and to build self-esteem to create an appreciation of commitment, dedication and discipline in the pursuit of swimming and personal goals

3. Communication

The club encourages open communication with all its members. Through our website, "www.orcaswimclub.net" powered by "Team Unify", communication is quick, seamless and confidential.

For questions or concerns regarding swimming practice or competitions, please contact your coach. For matters relating to administration or club policy, please contact the President.

You may direct registration questions to the registrar and Financial inquiries to the Treasurer. If you would like to purchase team attire, please contact the equipment coordinator.

B. Objectives and Structure

1. Objectives and Goals

The goal of the club is to encourage each athlete to be the best that they can be by participating in the sport of competitive swimming

2. Swimming Groups

a. Structure and Description

Group descriptions and expectations were developed using the Long Term Athlete Development (LTAD) model from Swimming Natation Canada as a basis.

Boot Camp I Can Swim Program Stage 1

This is a 4 month program for young beginner swimmers age 5 and older which incorporates fun while learning all four strokes (butterfly, backstroke, breast stroke, freestyle) flip turns and dives.

Participants will learn correct techniques well enjoying the sport. The goal is to register for fun competitions known as "Jamborees". Please note that swimmers must be able to swim 25 m unassisted.

Boot Camp 1 (Sept-Dec) Boot Camp 2 (Jan.-April) Practices schedule: two 45-min. sessions per week

I Can Swim Stage 2 (Formerly Development 1)

This is for swimmers with 1 year of competitive swimming experience. Participants should have a basic knowledge of the 4 strokes, turns and starts. They will be encouraged to continue entering Jamboree swim meets for more experience, improved skills development and fun.

Practice schedule: two 45-min. practices per week.

I Can Swim Stage 3 (Formerly Development 2)

This is for swimmers with approximately 2 years of competitive swimming experience. Participants should know all four strokes, turns and starts and have developed some endurance. Swimmers will continue to improve all strokes and techniques.

Focus is still on fun and skill- progression. Racing and racing techniques will be incorporated during workouts and Jamboree swim meets.

Practice schedule: two 45-min. sessions per week

I Can Swim FAST Stage 4(Formerly Development 3)

This is for keen young swimmers and racers who wish to advance. Participants should be able to swim longer distances. Stroke technique will be emphasized.

The goal is to build their endurance and ability to race the 200m Individual Medley (IM) so that a sub 4 minute race can be obtained. The swimmer when then be a candidate for the Bronze Group.

Practice schedule: Two 60-minute practices twice a week on weekdays.

Regional 1 & 2

These levels are designed for Regional Swimmers 8&O and have attained the sub 4:00 minute time standard for the 200 Individual Medley. The goal is to improve techniques with the aim of reaching an A, AA or AAA provincial standard.

Training will include 3 workouts (Regional 1) or 4 workouts (Regional 2)

Practice Schedule: Choice of 90 minutes Monday-Friday or Saturday 7:30am-9:00am + morning practice for provincial qualifier

Age Group 1 & 2

These levels are designed for Provincial or Prospect Swimmers 12&O (AP 1) and 14&O (AP 2) who have chosen swimming as their main sport and strive to do their best everyday, excel at racing, and continually improve technique.

Swimmers will attend Regional, Provincial and Inter-Provincial Swim Meets and actively work on goal times and strategies in workout and races with the intent of qualifying for AA, AAA, Westerns, Age Group Nationals and Canadian Nationals.

Training will include 5-6 workouts (Regional 3) or 6+ (Regional 4) sessions per week.

Practice Schedule: Choice of 90 minutes Monday-Friday or Saturday 7:30am-9:00am + morning practice 6:30-8:00am Tues/Thur for AP 2

Multi-Sport Senior Fitness

This program is intended for swimmers 11-17 yrs. who wish to further their technical skills, and keep/get fit and have fun as not all swimmers enjoy competing. Whether you are a summer swimmer, high school swimmer, triathlete, open water swimmer or a person who wants to prepare for life saving classes, this program will suit you. Swimmers choose to opt out of competitions but may attend one regional meet per year.

Practice Schedule choice of three 90-min workout Monday- Friday

b. Swimmer Group Assignment

Swimmers are assigned to specific groups by the Head Coach. New swimmers must undergo a swimming evaluation prior to their assignment.

c. Group Movement

At the discretion of the Head Coach, a swimmer may be invited to move up or down a level. In case of a movement up, members are responsible for the fee upgrade.

C. Responsibilities of Summerland Orca Swim Club Members

1. Parent (Guardian) Responsibilities

The family provides direct support and nurturing to the swimmers. This includes having the swimmer at **all** practices and meets, support of the training program through good health practices, payment of all fees, public relations and fundraising ventures; and offer encouragement to your swimmer as they progress.

The Board of Directors and coaching staff recognize that a parent is most knowledgeable about their own child and we encourage open, frequent dialogue with the coaches to ensure that pertinent information about your child is passed on so that the coach can make good decisions regarding the training of your swimmer.

Parent Involvement:

No program can succeed without the positive support of a united organization. All duties / positions, other than those of the paid coaching staff, are managed by parent volunteers. We would not have a viable swim club organization without parent volunteers.

Here are some areas needing parental involvement:

- Club administration
- Club fundraising: Triathlon, Swim-a-thon and other activities
- Club social activities

2. Swimmer's Responsibilities

Swimmers should attend all practices, swim meets and training camps that are recommended by the coach. They are expected to follow instructions and behave according to pool's Rules and Regulations as well as the club's swimmer code of conduct policy.

Swimmers should arrive 10-15 minutes in advance of swim practice to warm-up. They should inform their coach at orcaswimcoach@gmail.com if they will be late, absent or need early dismissal. They are also expected to cool down after practice. Please see the website for coach contact information.

Medical Absences:

Swimmers unable to attend practice for a minimum of one month for medical reasons should inform the Head Coach in writing and provide a physician note when requested. Members can receive a registration refund upon written request and board approval.

Resignations:

All resignations must be in writing (or e-mail) to the Head Coach, the President and the Treasurer. **All resignations will be effective on the first day of the month that is one full calendar month after the written resignation has been received.** For example: any resignation letter received in the month of December would be effective February 1st. By club policy, no resignations can occur after March 1, therefore any swimmer who wants to resign as of March 1 must have their letter in by January 31. Registration payments cease on the effective date of resignation: i. monthly payments will cease as of this date, ii. yearly payments will be refunded a pro-rated amount. Please note that Swim BC fees are non-refundable and all accounts must be paid in full.

D. Financial Matters

1. Not-for-Profit Society

The Summerland Orca Swim is a not-for-profit Society registered with the Province of British Columbia. It is governed by its Constitution, Bylaws and Policies as well as the Province of BC Society Act. Every year, the club registers with BC registry and obtains a Certificate of Good Standing. Volunteer board members are bound by Fiduciary Duties.

2. Club Finances

The top three sources of the club's revenue are registration fees, fundraising and gaming grants. Most of the club's expenses are put toward coaching and pool rental.

As a Non-Profit Organization (NPO), the club is not allowed to make a profit unless it is unanticipated and incidental. Canada Revenue Agency has indicated that if the NPO accumulates assets more than what is required to carry out the purposes of the NPO; it will no longer be able to maintain its Non-Profit status. In addition, we may not be able to justify our application for gaming funds if our monetary surplus is too great. Any profits are re-invested in the organization in order to pursue its goals.

3. Members' Financial Responsibilities

a. Registration:

All registrations are paperless and done online through our website "www.orcaswimclub.net".

b. New Swimmers: All new swimmers must be assessed by the coach prior to registering online.

c. Members' Responsibilities:

All members must ensure their accounts are in good financial standing in order to maintain their membership. There is only 1 method of payments: credit card. **For all ORCA Swimmers of all levels a credit card must be on file.** Please note that for administrative and security reasons, the club does not accept cash for any payment or purchases.

d. Financial Support Programs:

Members may be eligible for financial assistance through the (Canadian Tire) Jumpstart Program or Kidsport.

4. Mandatory Fundraising Activities

Fundraising activities generate valuable funds for the club. Up to 25% of the club's revenue is achieved through fundraising. Without it, the membership fees would have to significantly increase or else the club finances would not be sustainable and the Society would fold.

Most swim clubs will host swim meets as a major source of revenue but this is not possible for our club as our pool does not meet the standards for sanctioned swim meets. We host two major fundraising activities on a yearly basis where your participation is mandatory and much appreciated.

- 1. ORCA Sprint Triathlon & Kids of Steel Triathlon** - held at the end of the summer at Peach Orchard Park (the Sunday of Labour Day Weekend). As it is the largest fundraiser, each ORCA Family is obligated to have at least one family member or person volunteer for a triathlon role (leading up to the event or on the event weekend itself).

NOTE: Bootcamp swimmers are exempt from this obligation but their volunteerism is appreciated.

- 2. Swim-a-thon** - fun distance challenge for swimmers and includes a post celebration and great prizes. Each swimmer will be obligated to raise \$50.00 (for all I-Can-Swim Groups) \$75.00 for all Regional and \$100.00 for all Age Group groups. If this amount is not raised, the family's account will be billed the stated amount, or the remaining funds to total this amount.

NOTE: Bootcamp I Can Swim swimmers are exempt from this obligation but may participate if desired.

The club's Board of Directors is always looking for innovative ideas to fundraise. Please contact us with your suggestions.

E. Club Equipment

Although the club and the recreation department provide a variety of equipment for swim practice such as fins, pull buoys and kick boards, we recommend that as your child progresses in the sport, you purchase your own equipment.

Team Aquatic Supplies sells a variety of swim equipment including swimsuits, caps and goggles. "Log on" using the club password to receive a discount.

Club Password: Orca

We also recommend that you obtain an Orca cap and an Orca swimsuit at the beginning of the season so your swimmer can proudly wear our team attire at swim meets. Purchases can be made through our equipment coordinator on Team Unify.

F. Swim Meets

1. Types of Competition:

There are different levels of swim meets that swimmers may participate in:

- "Jamboree" Swim Meets" are for "development" swimmers that have not attained 4:00 minutes in the 200 Individual Medley event. Although, swim times are official at these meets, they are designed for younger swimmers and are a lot of fun!
- "Regional Swim Meets" - Once a swimmer can swim the 200 IM event under 4 minutes, he/she can attend these meets. Also a lot of fun!

As swimmers improve, they may achieve "AA", "AAA" or "National" level times and qualify for higher level competitions: AA Provincials, AAA Provincials, Westerns or even Nationals!

2. Swim Meet Entry Procedures

Several weeks in advance of an upcoming swim meet, you will receive an e-mail notification from the coach through Team Unify with instructions to either "Commit" or "Not Commit" to the event. In order to be entered in the meet, you must "commit" online and provide payment by the deadline.

As all payments are processed by volunteer parents, we encourage all members to either sign up for "Auto Pay" with their credit card or make a one time payment with their credit card.

For those paying by cheque, we ask that you respect the entry deadlines and deposit your cheque into the ORCA Box at the pool (beside our ORCA bulletin board).

Please do not email the coach with late requests. If you are late paying, we are unfortunately unable to enter your child in the swim meet.

Appendices

A. Glossary of Swim Terms

- a. 50, 100, 200 etc -- swim distance in meters
- b. Short Course/Long Course = 50m pool or 25m pool
- c. Fly, Back, Breast, Free = the swim strokes a.k.a Butterfly, Backstroke, Breaststroke, Freestyle
- d. I.M. (Individual Medley) = A swim event where the athlete performs all 4 competitive strokes in a prescribed order: Fly, Back, Breast, Free
- e. Jamboree = Swim Meet for non-regional swimmers. Swimmers usually in their 1-3 years of swimming that haven't met their 4:00 time in 200 I.M.
- f. Regional Meets: Once athletes attain a 4:00 time in the 200 I.M. they can join the regional swim circuit. Local, Regional, and Provincial meets for their age groups
- g. Heats/Finals = Heats are preliminary races that rank the athlete. Finals are swum after the ranking heats and usually include the top 8 or top 16.
- h. Consolation Finals = Top 9-16 place swum before or after the final heat
- i. Age Groups = competitions are usually divided into age groups for all swim meets: 10&U, 11&12, 13&14, 15&O but may vary from competition to competition

B. Discipline and Harassment

The Summerland Orca Swim Club does not tolerate any of the following behaviors:

- Violence
- harassment, abuse (verbal, physical or psychological)
- bullying
- discrimination or substance abuse

Any club member, swimmer, parent, family member, guardian or coach displaying such behavior will be reviewed by the Head Coach and the Board of Directors. Unacceptable behavior may result in temporary suspension or dismissal from the club (without monetary refund or compensation).

The club endorses the Canadian Anti-doping Program as well as the Swim BC and Swimming Canada Discipline and Harassment Policy.