

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.

Summerland ORCA swim club is affiliated with KWIC (Kelowna Westside Integrated Club) which offers a vehicle to support high achieving competitive swimmers at Provincial Age Group level qualifications and higher. It brings swimmers in the region together to train, compete & swim as a team.

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 cornerstones 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.

Information is distributed via email and the website, additionally information is posted on the ORCA bulletin board in the pool lobby. It is important to keep your current email address update . The AGM (held in the fall) is an excellent opportunity to understand what is happening within the club.

For questions or concerns regarding swimming practice or competitions, please contact your coach. The head coach is happy to answer any questions and discuss a swimmer's progress and development, this should be done outside of regular practice times, please be respectful of the coaches schedule. If you would like to set up a meeting, contact the coach to set it up at a time that works for everyone. Group parent meetings are held as the coaches deem necessary.

For matters relating to administration or club policy, please contact the President. (orcaswimpresident@gmail.com)

For matters relating to code of conduct and club policies, the head coach and executive will collaborate to determine the outcome on a case by case basis.

You may direct registration questions to the registrar and Financial inquiries to the Treasurer.

If you would like to purchase team attire swim equipment, please contact the equipment coordinator.

Social Media

In addition to the above, the ORCA Swim Club utilizes social media (facebook) as in interactive platform for club events.

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, breaststroke, 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 provincial qualifying time standards.

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 provincials, Westerns, Age Group Nationals, Canadian Nationals, Canadian Trials.

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

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 recognizes that a parent is the 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.

Upon registration of the swimmer each year, the parent/guardian is given the option to accept/decline consent to allow publishing pictures &/or information about their swimmer. It is the responsibility of the parent/guardian to respectively ensure privacy is maintained.

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 requiring parental involvement:

- Club administration
- Club fundraising: Jamboree, Triathlon, Swim-a-thon and other activities
- Officiating at swim meets , Club social activities

Officials designation/qualifications

There are multiple levels for Officials Education and training for competitive swimming.

Please see swimbc.ca/officials education and training for full details, or contact the club officials director.

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.

Receiving Awards in Public - Whenever there is an awards presentation at a meet, it is customary for swimmers to be prompt and to cooperate fully with dignity and respect. A club uniform is to be worn when accepting the award. It is also customary for swim club swimmers to be polite and thankful for any awards they receive. It is appropriate to congratulate other swimmers and receive the same with poise and a "thank you." Good sportsmanship is essential. If photos are being taken, we ask the swimmer to remain until the shooting is complete, being sure to cooperate with the photographer. The image a swimmer presents is a direct reflection of the team.

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. Members may be able to receive suspension of swim fees during the extended medical absence upon written request, coaches & board approval.

Resignations: All resignations must be in writing (or email) 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 prorated 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 reinvested in the organization in order to pursue its goals.

3. Members' Financial Responsibilities

a. Registration: All registrations are paperless and completed online through our website "www.orcaswimclub.net".

A non-refundable membership fee is due immediately upon registration.?????

An annual SWIM BC fee per swimmer is due at registration (based on the swimmer's age as of December 31 and is collected by the club on behalf of Swim BC. Swim fees are paid by Visa or Mastercard only. The fees are collected on the first day of each month. All members must ensure their accounts are in good financial standing in order to maintain their membership.

Beginning in the 2015-2016 swim year, all accounts must have a credit card on file for the "auto-pay" system which will automatically bill the card on the 1st day of each month.

Please note that for administrative and security reasons, the club does not accept cash for any payment or purchases.

All resignations must be in writing (or email) 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 prorated amount. Please note that Swim BC fees are non-refundable and all accounts must be paid in full.

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/cheque for any payment or purchases.

d. Financial Support Programs: Members may be eligible for financial assistance through the (Canadian Tire) Jumpstart Program or Kidsport. The club is not responsible for applying for the assistance. This is the responsibility of the individual member.

4. Mandatory Fundraising Activities

Fundraising activities generate valuable funds for the club. A portion 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 regional/provincial 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 are able to host jamboree swim meets. We host two major fundraising activities on a yearly basis where your participation is mandatory and much appreciated.

Our main fundraising events:

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. We request that each swimmer raise at minimum \$50 (for I can swim groups), \$75 (for Regional groups, including multi sport) and \$100 (for all age groups).

3. Jamboree Swim Meet – held in the spring at the Summerland Aquatic Centre. Jamboree's are entry level swim meets for all swimmers who have yet to achieve the regional time standard for 200 Individual Medley (IM) of 4:00.00. In order to properly run this swim meet we require volunteer swim meet officials to assist. Parents/senior swimmers have the opportunity to obtain Swim Canada official certifications.

The success of the swim meet relies on a good turnout of volunteers. All parents are expected to get involved. If your swimmer has signed up for the meet, it is mandatory the parents sign up to volunteer. There is no better way to support your swimmer than by officiating at a swim meet. Our officials coordinator will run clinics throughout the season, or, notify the members of clinics being run in the area, giving parents plenty of opportunities to learn how to officiate. Parents and older swimmers (over 14 years of age) 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 club officials coordinator if you are interested. For more information on officiating please visit swimming Canada website (swimming.ca - "introductions to swimming officiating")

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 provides a variety of equipment for swim practice such as fins, pull buoys and kickboards, we recommend that as your child progresses in the sport, you purchase your own equipment.

Team Aquatic Supplies (a team equipment supply store) sells a variety of swim equipment including swimsuits, caps and goggles. You can purchase equipment directly from Team Aquatic Supplies, online store: "team-aquatic.com". Follow team aquatics steps to purchase products, then use the club password to receive a discount on regular priced merchandise.

Club password "Orca". "Log on" using the club password to receive a discount. To visit a Team Aquatics store in person, there are many located across the country, as of 2018/2019 swim season the closest Team Aquatics store is located in Kamloops BC.

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. These meets are 1/2 day meets that are offered by clubs throughout the region during the swim season from October through to May. Summerland ORCA is now host to a Jamboree in the spring each year. The meets give new swimmers and parents an idea of what to expect at a regional meet and are meant to be a lot of fun.

- "Regional Swim Meets" - Once a swimmer can swim the 200 IM event under 4 minutes, he/she they can attend these meets. Regional meets are hosted by various clubs all over the province. The majority of regional meets we attend are within the interior region of BC. These meets are a lot of fun. As part of competitive swimming, it is important for swimmers to attend the meets that their coach recommends. As swimmers improve, regional meets give swimmers opportunities to achieve provincial time standards and opportunities to qualify for higher level competitions.

Swimmers usually race in events with swimmers of similar entry times in heats or in smaller meets with "timed finals". In larger meets and at provincial level meets swimmers will compete in "finals" against other swimmers in their age group. At regional meets the age groups are divided as set out by Swim BC: 11&u, 12/13, 14/15, 16 & over. Age groups at provincials, Westerns & Junior Nationals are slightly different. At national & international meets there are no age groups.

Provincial meets allow swimmers opportunities to achieve various other qualifying time standards to qualify for Canadian Junior Championships, Canadian Senior National Championships, Western Canadian Championships, Canadian Trials, as well as other National/International level meets.

2. Swim Meet Entry Procedures

Summerland ORCA is a competitive swim club. Swimmers of all levels will be encouraged to attend swim meets. Several weeks in advance of an upcoming swim meet, you will receive an email 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 prior to the deadline.. and provide payment by the deadline. If you or your swimmer are not sure of which events to enter, please discuss with your coach and/or make a note in the comments section when committing.

The swim meet fees for each meet are set out by the hosting club. All fees for individual events and Swim BC surcharges are to be paid by the swimmer. The exception is relays, which are paid by the club. The swim meet fees will be paid by regular payment method on the next billing cycle on the 1st of the month. Parents are responsible to pay fees due to the hosting club and will be charged meet fees if they register but do not attend the meet unless they have a doctor’s note prior to the meet commencing.

As all payments are processed by volunteer parents, all members are required to either sign up for “AutoPay” with their credit card or make a one time payment with their credit card.

B. Discipline and Harassment

The Summerland Orca Swim Club does not tolerate any of the following behaviors: • Violence • harassment, abuse (verbal, physical, or psychological or sexual) • 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.

Swim Canada: www.swimming.ca (refer to general code of conduct)

Swim BC: www.swimbc.ca

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. Disciplinary discussions will be documented.

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.

TEAM TRAVEL POLICY

All swimmers are required to review the policy & a sign team travel code of conduct prior to each team travel.

Summerland ORCA Swim Club provides opportunities each season (short course and long course) for team travel. 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 is a very 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. Team travel is a great experience for swimmers & can be a lot of fun! .

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 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

Chaperones must have a criminal record checks completed prior to signing up.

The number of chaperones attending the team travel events, will depend on the age and number of swimmers attending. 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.

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 Summerland well. Please refer to the appendix at the end of this section for a more detailed description of the duties of the chaperones.

Prior to each team travel event the chaperone should obtain a team travel package.

Team travel package must include the following:

1. List of swimmers attending which includes:

- current emergency contact information for parents/guardians
- medical/BC health care card number
- list of any allergies, food restrictions, medical issues
- copies of travel code of conducts signed by swimmer/parent

2. List of duties and expectations.

3. Orca handbook

4. Basic First Aid Kit

5. Itinerary (travel information, schedules (flights, ferry, bus etc)

6. Room assignments

Chaperone Duties/Team Travel Policy

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 Summerland ORCA swimmer or a Summerland ORCA coach.

Chaperones are required to have a recent criminal record check, and this will be confirmed by the ORCA board of directors.

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/ 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. 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 mandatory. The chaperone may be required to manage and monitor medication taken by swimmers.

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 date 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 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.

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 a permission slip in order for an 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.

Appendices

Appendix A Summerland Orca Swim Club Code of Conduct (page 1 of 2)

All swimmers and families of The Summerland Orca Swim Club agree to:

1. Adhere to all International (where applicable), Canadian, Provincial, Municipal or host country laws.
2. Treat all individuals with dignity by:
 - a. Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, nationality, national origin, religion, religious belief, political belief, economic status, race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender, gender identity, gender expression, age, marital status, family status or disability.
 - b. Consistently demonstrating the spirit of sportsmanship, sports leadership and ethical conduct including:
 - i. Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees and members.
 - ii. Acting to prevent or correct practices that are unjustly discriminatory.
 - iii. Consistently treating individuals fairly and reasonably.
 - iv. Show concern, empathy and caution towards others that may be sick or injured.
3. Act with integrity and professionalism by:
 - a. Being ethical, considerate, fair, courteous and honest in all dealings with people and organisations
 - b. Accepting responsibility for your actions
4. Operate within the rules and spirit of the Sport including:
 - a. Following the national and international guidelines that govern Swimming Canada.
 - b. Being aware of and complying, at all times, with Swimming Canada's bylaws, policies, procedures and rules and regulations, as adopted and amended.
5. Refrain from any form of abuse, harassment or discrimination towards others;
 - a. Harassment: comment or conduct, directed towards an individual or group of individuals, which is insulting, intimidating, humiliating, malicious, degrading or offensive

Code of Conduct Continued (page 2 of 2):

- b. Sexual Harassment: unwelcomed sexual advances, requests for sexual favours or other verbal or physical conduct of a sexual nature.
 - c. Abuse: A misuse of power which uses the bonds of intimacy, trust and dependency to make the victim vulnerable.
 - d. Discrimination: is an action or a decision that treats a person or a group negatively for reasons such as their race, age or disability.
6. Abstain from the use, possession, and the supply of banned substances and practices.
- a. Summerland Orca Swim Club adopts and adheres to the Canadian Anti-Doping Program. Infractions under this Program shall be considered an infraction of this Code.
7. Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities.
8. Refrain from consuming alcohol, tobacco, marijuana, and vape products while participating in Summerland Orca Swim Club programs or events.
9. Use social media responsibly, modeling appropriate behaviour.
10. Respect the property of others and not willfully cause damage.
11. Report any alleged infractions of this code of conduct.
12. I understand that failure to comply with the above expectations can result in possible disciplinary actions.

Parent/Guardian signature

Swimmers' signature

Appendix B Summerland Orca Swim Club Team Travel Code of Conduct

(to be reviewed & signed prior to every team travel event).

I understand that participating in team travel is a privilege.

As a swimmer I agree that:

Summerland ORCA Swim Club swimmer code of conduct applies to team travel.

I will respect coaches, teammates and chaperones.

I will conduct myself in a safe and responsible manner at all times and be an excellent ambassador for the Summerland ORCA Swim Club.

I will follow the rules as set down by the coach and/or chaperone.

I will remain with the team at all times unless otherwise directed by coach or chaperone.

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 accommodation rooms are designated by the coaches/chaperones prior to travel. I understand that I am not allowed in another swimmers room without approval from the coach/chaperone. This 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 any club policy.

I understand that failure to comply with the above expectations can result in possible disciplinary actions (including not being able to participate in future team travel opportunities).

Parent/Guardian signature

Swimmers' signature

OTHER SOURCES OF INFORMATION

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

Swim bc (swimbc.ca)

Swimming Canada (swimming.ca)