**The Handbook**

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**1. WELCOME**

The West Vancouver Otters Swim Club (WVOSC) was formed in 1976. Since then the WVOSC, also known as the Otters, has grown from a small recreational club to a mature organization comprised of swimmers in every age group and in every level of competition. We proudly represent our community as an organization emphasizing the sport of swimming through development of swimming skills, team participation and excellence in swimming performance. We respect the concept of “team” and continually strive to incorporate activities into our annual program with the goal of sharing values of friendship, team pride and support amongst all swimmers and their family members.

Our Club is open to all swimmers; aged six through to swimmers in their twenties. Our club’s purpose is to develop competitive excellence, from a developmental level to world-class level by instilling self- discipline, leadership and sportsmanship in all our athletes.

**1.1. Purpose of the Handbook**

The purpose of this Handbook is to give our swimmers and parents’ information about the operation of the club, competitive swimming, and the commitment and responsibilities of swimmers, parents, coaches and the Board of Directors.

In the event that there is any conflict between this Handbook and the By-laws, the By-laws shall prevail and shall govern the determination and interpretation of the Handbook.

**1.2. Privileges and responsibilities of Membership**

Being a member of the West Vancouver Otters Swim Club is a special privilege and with it comes responsibility.

The Otters are a dynamic team full of spirit and positive energy. To reach our full potential, all swimmers, parents and coaches must unite towards our common goals. Every individual swimmer’s success enhances the confidence of the entire team.

***All great Otters***

* Take on the responsibility to represent WVOSC in a positive and respectful manner
* Have fun working hard
* Respect the individual differences of our membership
* Take pride in all forms of WVOSC success
* Are committed to doing their part to make the Otters the best club in BC
* Value their MEMBERSHIP and takes part in more than just their minimum requirement
* Treat our sponsors, pool staff and service providers with gratitude and respect
* Take pride in wearing the Otters uniform

Parents, we need you to spread the positive message of the Otters. Please ensure any questions or concerns you may have are brought forward to the appropriate party that can deal with the issue directly.

**2. OPERATIONS & ADMINISTRATION**

**2.1. Season Dates**

Our season runs from September to July. Swimmers who achieve provincial standards may continue to swim in July until the final championship event. For more information on Swim Meets see section 5.

**2.2. Training locations**

The Otters primary swimming facility is the West Vancouver Aquatic Centre, at 22ndand Fulton.

Selectively and generally in the Long Course season, some weekly training sessions for the more advanced swimmers are held in a 50 metre pool, location to be determined.

**2.3. Governance**

West Vancouver Otters Swim Club is a non-profit organization. Every parent of the club should be familiar with the club by-laws and know how the club functions. There is a complete set of By-laws and Policies for your viewing on the website in the section accessible by parents.

**2.4. Administrative Positions**

**2.4.1. Board Positions**

Please refer to the bylaws which are located on the West Vancouver Otters Website.

**2.4.2. Commissioned Positions**

Positions may be commissioned or decommissioned from time to time as required by a majority vote of the Otters Board of Directors.

**2.5. Board Meetings**

Board meetings are held on the second Tuesday of every month at 7pm at the West Vancouver Community Centre. All parents are encouraged to attend. If you wish to address the Board you must contact the President one week prior to the meeting to be placed on the agenda.

**2.6. AGM meeting (includes Elections).**

As a non-profit organization, the Otters hold one AGM per year in October.

It is very important that the parents of the swimmers attend the AGM. This meeting will be very informative to you as a parent and we hope to see every one of you attend the meeting. Without a quorum, the meeting cannot be held and must be re-scheduled.

Every May/June and September, the board looks for people to fill the board and appointed positions. Please call any existing board member if you would like your name to be placed as a nominee for a position. At the AGM in October the members will vote on the nominees and the new board for the upcoming season.

**2.7. Certification of Club Officials**

Officials are typically parents who recognize that the ideal location to watch a meet is from the pool deck. They are all volunteers dedicating their time and energies to the success of the competition. Without these timers, judges, referees and clerks, swim meets could not happen. Officials however must be trained and certified.

**3. SWIMMING PROGRAM**

Our programs are designed to grow our swimmers from the novice level to elite levels of performance. Each individual Otters swim group will therefore offer different preparation and performance standards. Swimmers are assigned to swim groups based upon a combination of age, experience and level of ability and commitment to practicing and competition. Decisions as to the placement of swimmers within swim groups are at the sole discretion of the Club’s Coaching staff. In the event of any disagreement between or among coaches, the Club’s Head Coach shall have the authority to make the final decision.

**3.1. Swim Group Descriptions**

**OTTERS SWIM ACADEMY**

|  |  |
| --- | --- |
| **CRITERIA** | Assessment by the coaching staff is required for entry into this level |
| **PROGRAM** | The introductory level to the Otters Swim Club is the Otters Swim Academy, consisting of five groups: Belugas, Sharks, Whales, Orcas, and Seahorses. The program for these groups is geared towards the teaching of fundamental stroke techniques, developing basic motor skills, balance and coordination in the water. |
| **GOAL** | • 100 m freestyle with flip-turns and bilateral breathing  • 100 m backstroke with flip-turns and bent arm pulling action  • 100 m breaststroke with correct underwater pullouts  • 50 m butterfly with fins and correct turn  • 100 m IM with proper turns  • A competent racing start  • Correct finishes on the four competitive strokes  • 200 IM swum in under 4:00 |
| **TRAINING** | 3 sessions per week |
| **EQUIPMENT** | Otters swimsuit, kickboard and cap  Training fins  Otters T-Shirt |
| **MOVE UP** | Must have satisfied all goals to move to LMR Red/Gold |

**LMR Red**

|  |  |
| --- | --- |
| **CRITERIA** | Assessment by the coaching staff is required for entry into this level. Must swim 200 IM under 4:00.00 |
| **PROGRAM** | At the LMR level, swimmers are expected to have a high attendance  percentage, and should be able to perform all 4 strokes efficiently. The swimmers should strive to compete at the AA provincial level. The focus on  ‘team’ accomplishments will be very strong at this level. |
| **GOAL** | • For 11 & under - 200 IM in under 3:35.00  • For 12 & under - Current Tier I standard in 200 IM  • Excellent attendance, attitude, and work ethic  • Designated test sets swum twice per year |
| **TRAINING** | 3 sessions per week |
| **EQUIPMENT** | Otters swimsuit, kickboard, and cap  Training fins Otters T-Shirt  Snorkel  Pull band |
| **MOVE UP** | All goals are met and assessment by Coaching Staff  To move to LMR Gold - 200 IM in under 3:35.00  To move to AA group - Current Tier I standard in 200 IM |

**LMR – GOLD**

|  |  |
| --- | --- |
| **CRITERIA** | Assessment by the coaching staff is required for entry into this level. Must swim 200 IM under 3:35.00. |
| **PROGRAM** | The goal of this group is to begin training activities while improving  techniques in all 4 strokes. Swimmers at this level are steered towards swimming the 200 IM as their main event. Swimmers will develop general  racing strategy skills, improved technical proficiency, and will be introduced  to time standards. |
| **GOAL** | • Current Tier I standard in the 200 IM  • Excellent attendance, attitude, and work ethic |
| **TRAINING** | 4 sessions per week |
| **EQUIPMENT** | Otters swimsuit, kickboard, and cap  Training fins Otters T-Shirt  Snorkel  Pull band |
| **MOVE UP** | All goals are met and assessment by Coaching Staff  To move to AA group - Current Tier I standard in 200 IM |

**AA**

|  |  |
| --- | --- |
| **CRITERIA** | Assessment by the coaching staff is required for entry into this level. Girls 12 and under and boys 13 and under must swim under the Tier I standard in the 200 IM. Girls 13 and over and boys 14 and over must be qualified for Tier II. |
| **PROGRAM** | In this group, swimmers are prepared to race at Championship level meets. The work load and expectations of the swimmers increase significantly in this group, and the swimmers are introduced to dry-land  training. |
| **GOAL** | • Tier I and II qualifying standards  • Excellent commitment, knowledge, and work ethic  • Proficiency at designated test sets |
| **TRAINING** | 7 sessions per week |
| **EQUIPMENT** | Otters swimsuit, kickboard, and cap  Training fins Otters T-Shirt  Snorkel  Pull band  Paddles  Otters Track Suit |
| **MOVE UP** | Assessment by the Coaching Staff |

**Provincial**

|  |  |
| --- | --- |
| **CRITERIA** | Assessment by the Coaching Staff is required for entry into this level. |
| **PROGRAM** | The provincial level features instruction and training geared towards national  age group rankings. This group is aimed at a selected group of advanced swimmers with enthusiasm and a desire for success in a competitive environment. Swimmers without Tier I and II standards at the end of the season must have excellent attendance and work habits to remain at this level. |
| **GOAL** | • Canadian Junior Championship time standards  • Proficiency at designated test sets  • Mature and responsible attitude towards the sport of swimming  • Excellent commitment, knowledge, and work ethic |
| **TRAINING** | 8 sessions per week |
| **EQUIPMENT** | Otters swimsuit, kickboard, and cap  Training fins Otters T-Shirt  Snorkel  Pull band  Paddles  Otters Track Suit |
| **MOVE UP** | Assessment by the Coaching Staff |

**YOUTH NATIONAL**

|  |  |
| --- | --- |
| **CRITERIA** | Assessment by the Coaching Staff |
| **PROGRAM** | In this level, the emphasis is placed on qualifying and competing at the  Junior National/National level. This program will offer a continued progression in all areas of training, including: overall fitness, mental skills, dry-land training  and competitive performance. Only swimmers committed to striving towards  excellence in a team environment will be considered for this level. |
| **GOAL** | • Canadian Junior National/National Championship time standards  • Proficiency at designated test sets  • Independence (Performance management of skills. Working with the coach, but able to take initiative and be responsible for oneself) |
| **TRAINING** | 9 sessions per week |
| **EQUIPMENT** | Otters swimsuit, kickboard, and cap  Training fins Otters T-Shirt  Snorkel  Pull band  Paddles  Otters Track Suit |
| **MOVE UP** | Assessment by the Coaching Staff |

**NATIONAL**

|  |  |
| --- | --- |
| **CRITERIA** | Assessment by the Coaching Staff |
| **PROGRAM** | The National level employs a variety of training methods to prepare swimmers for national and international competition. Strong commitment and a desire  to explore one’s full potential in a team environment are requirements for  this group. |
| **GOAL** | • Podium finishes at Canadian National Swimming championships  • Qualifying for international Swim Meets including representing Canada at world class events.  • Proficiency at designated test sets.  • Independence: Performance management of skills. Working with the coach but able to take initiative and be responsible for oneself. |
| **TRAINING** | 13 sessions per week |
| **EQUIPMENT** | Otters swimsuit, kickboard, and cap  Training fins Otters T-Shirt  Snorkel  Pull band  Paddles  Otters Track Suit |

**YOUTH DEVELOPMENT**

|  |  |
| --- | --- |
| **CRITERIA** | Assessment by the Coaching Staff |
| **PROGRAM** | This program is designed for swimmers that are looking to improve their fitness through swimming. The Youth Development Group (YDG) is the only competition-optional group offered by the Otters Swim Club; all other groups are focused around competitions. In the YDG, swimmers can learn skills and gain athletic abilities in a fun and exciting group environment. |
| **GOAL** | • Skill acquisition and mastery  • Fitness; including mobility, strength and power  • Familiarization of the sport of swimming |
| **TRAINING** | 3 sessions per week |
| **EQUIPMENT** | Otters swimsuit, kickboard, and cap  Training fins Otters T-Shirt |
| **MOVE UP** | Assessment by the Coaching Staff |

**3.2. Group Movement and Evaluation**

Swimmers may progress from group to group as they advance their technical skills and improve their racing competitiveness. Criteria for movement from one group to another are assessed by coaching staff.

Swimmers may be invited to transition several times before a successful swim group movement occurs. A transition period usually lasts 4 to 8 weeks, but may conclude earlier if coaches decide the swimmer needs more seasoning or is not meeting the group’s criteria.

Training fees are adjusted from the first of the month following the successful transition and acceptance by parent to pay same.

**3.3. Time Standards**

**3.3.1. Long versus Short Course**

The swim season is divided into two seasons; Short course (SC) and Long Course (LC). Each has their own time standards.

The Short Course season runs from September to March and competition is conducted in a 25 meter pool.

The Long Course season runs from March to mid-August with competition conducted in a 50 meter pool.

**3.3.2. Provincial Standards**

Provincial (or Swim BC) standards are based on BC swimming results and are derived from a formula agreed on by the Swim BC Technical Advisory Committee (TAC). These are divided into Tier I and Tier II for Short Course and Long Course.

*Tier 1 Championships*

Only for 12 & under females and 13 & under males; 13 & over females and 14 & over males are ineligible for Tier 1 Championships. All swimmers must qualify for the 200 IM in their respective age category. They must qualify for one other event under the Tier 1 standard to be eligible to compete. At the competition, they can swim up to eight events. Finals only for 200 IM and 200 Free; all other events swum as timed finals.

*Tier 2 Championships*

For all 18 & under swimmers; please see time standards on the website. At the Tier 2 competition, swimmers will compete in what they qualify for (ie. if they qualify for one event, they may swim in one event; if they qualify for four events, they may swim four events; no bonus events). Heats and finals for all events. Younger swimmers that qualify for Tier 2 events may compete at Tier 2 championships.

Provincial standards are set by Swim BC and adjusted as required. Under the rules of eligibility, swimmers may not participate in meets where they fail to meet the minimum time standard.

Tier I and II Championships are typically held at the end of the Short Course season (March) and again at the end of the Long Course season (July).

**3.3.3. National Standards**

National Standards are set by Swimming Canada (SNC) and are reviewed each season. Canadian Junior National Championships and Canadian Swimming Championships are long course competitions and typically held only at the end of the long course season (August). Westerns National Championship (Eastern National Championship in Eastern Canada) and Canadian Swimming Trials are long course competitions and typically held in April. Qualifying times are age specific based on the swimmer’s age on the first day of the championship.

**3.4. Time Conversions**

When a swimmer gives their time in an event, one needs to ask the question – “Is that long course or short course?” It makes a significant difference. For example a 59.49 in 100m Backstroke short course is equivalent to 1:00.72 in 100m backstroke long course. There is a formula for converting a short course time to a long course equivalent time found on the Otters website.

**3.5. Parent Attendance at Practices**

Parents are allowed to watch their swimmers’ workouts, however, please respect the West Vancouver Otters rules which DO NOT ALLOW parents on the swim deck. Parents are welcome to watch from the open viewing area or from behind the glass windows in the lobby. Please note that the Aquatic Centre DOES NOT ALLOW eating and changing in the viewing area.

Parents are NOT TO engage in conversation with the coaches during workouts while coach is on pool deck. Communications with coaches can be arranged – see Communications in Section 9.

**3.6. Annual Awards**

The West Vancouver Otters Annual Award ceremony is held in October for the prior swimming season. Decisions as to winners at awards are at the sole discretion of the Club’s coaching staff.

The available awards are as follows:

|  |  |
| --- | --- |
| TOP (Tiny Olympic Prospect) Award | Awarded to the 10 and under swimmer who scored the highest rankings throughout the year in Team Aquatic Supplies Power Ranking |
| Most Improved Otters | Awarded to those swimmers in each age group who have shown marked improvement in swimming ability and attitude |
| Most Valuable Otters | Awarded to the swimmer who has the best leadership qualities. |
| Richard Gate Award | Awarded to the best trainers in each group from LMR Gold & up. |
| Ambassador’s Trophy | Awarded to the swimmer who best represents the Otters (chosen by their fellow Otters) |
| Graham Schnare Award | Awarded to the Male Otter who best combines swimming ability with a sports person like attitude toward team-mates and competitors alike. |
| Peg Howarth Award | Awarded to the Female Otter who best combines swimming ability with a sports person like attitude toward team-mates and competitors alike. |

|  |  |
| --- | --- |
| Award | Criteria |
| Rookie of the Year Award | Awarded to the first year Otter with the greatest potential |
| Millennium 200 IM Plaque | Awarded to the Otter who takes the most time off their 200 IM time event in one season |
| President’s Cup | To the Otter (12 & under) with the best results at Tier 1 |
| AAA Cup Award | To the Otter (14 & under) with the best results at Tier 2 |
| Gordon Storie Award | Awarded to the Otter (12 & under) who achieved the highest number of points according to the World Performance Charts in Backstroke events. Athlete can only win 1 stroke award |
| Erik Bezur Memorial Trophy | Awarded to the Otter (12 & under) who achieved the highest number of points according to the World Performance Charts in Breast Stroke events. Athlete can only win 1 stroke award |
| Fastest Fly Award | Awarded to the Otter (12 & under) who achieved the highest number of points according to the World Performance Charts in Butterfly events. Athlete can only win 1 stroke award |
| Moneyway Cup | Awarded to the Otter (12 & under) who achieved the highest number of points according to the World Performance Charts in Freestyle events. Athlete can only win 1 stroke award |
| Tidey Lock & Key | Awarded to the Otters who perform the most inspirational swims of the year. |

|  |  |
| --- | --- |
| Award | Criteria |
| OSA MOST IMPROVED OSA-Beluga | Based on 200 IM |
| OSA MOST IMPROVED OSA-Orca | Based on 100 IM |
| OSA MOST IMPROVED OSA-Sharks | Based on 50 Free |
| OSA MOST IMPROVED OSA-Whales | Based on 50 Free |

**4. FEE PAYMENT**

**4.1. Registration Process**

Information is emailed to the families advising about the upcoming season in early June. Parents are asked to go to our website [www.westvancouverotters.ca](http://www.westvancouverotters.ca) and register their “returning member”. The online registration contains the following documents:

• WVOSC Registration Form

• Swim BC Personal Information Consent Form (only print and sign if family does not consent and then form is sent to Swim BC by the Registrar)

• WVOSC Consent and Liability Release Form

• WVOSC Consent to use photo form

• WVOSC Consent to use and disclosure of personal information form.

All signed documents will be done on-line. Preferred payment is by credit card registering the family on-line account. Cheques are also accepted.

Renewing your membership and paying **40% for the Annual Fees** (plus Swim BC Fees and Per Family Charge Volunteer Fee) by **June 30** (1st installment) secures space for your swimmer for the upcoming swim season.  Any registrations after July 1 will have a $100 Registration Fee applied. YDG (Youth Development Group) is exempt from the Per Family Charge Volunteer Fee.

**60% for Annual Fees** (2nd installment) will be applied to your online account by **September 30**.

**MULTI SWIMMERS IN FAMILY GET 10% discount for 2nd swimmer, 20% discount for 3rd swimmer for their Annual Fees.**

If you have multi-swimmers in your family please make sure to Register your first swimmer in the highest group (for example if you have a swimmer in National and AA, the National swimmer would be "swimmer #1, and your AA swimmer would be "2nd swimmer"). This is outlined in the Fees Schedule that is posted on website.

**4.2. Fee Schedule**

The Fees matrix will be posted on website on the parent portal when you sign in for registration.

**4.2.1. Swim BC Fees**

Swim BC is a not-for-profit Provincial Sport Organization (PSO) and the governing body for competitive swimming in British Columbia. All swimmers in BC must register with Swim BC. The Otters Registrar performs this duty on behalf of the swimmers. For more information on Swim BC visit their website at [*www.swim.bc.ca*](http://www.swim.bc.ca/)

**4.2.2. Volunteer Fees**

The Volunteer Policy was established by the Board of Directors of the West Vancouver Otters in order to promote volunteerism. It is an obligation of all members to support the activities of the Club by timely payment of all financial obligations and to assist in the operation of the Club as a Volunteer.

The Volunteer Fee will be set each year when the Board approves its operating budget for the following season and determines its specific needs and requirements. Payment for the Volunteer Fee is a requirement for registration with the Otters Swim Club.

Repayment of the Volunteer Fee (“Request for Repayment”)

The Volunteer Fee will be refunded to those members who perform the required service in accordance with the terms of this Policy and based on the assessment of that service by the designated member of the Board (currently being the Registrar).

Volunteer Service that is eligible for credits:

* + Board Membership;
  + Chair of a Committee such as Social Events, Fundraising, etc.;
  + Perform specific tasks at a written request of the Board;
  + 15 hours of service as an Official at time trials and meets;
  + Hours attending courses to obtain certification as an Official;
  + Chaperone for Team Travel and also receive a $500 credit to their on-line family account;
  + 15 hours of service to help organize an Otters Social Event including the following: Welcome Back Party, Awards Banquet, or End of Season Party;
  + Perform a specific service for the Otters such as provide bookkeeping services, legal services, marketing services, webmaster, or other useful assistance as requested by the Board.

Repayment of the Volunteer Fee will be processed and paid after the Fiscal Year which is

July 31.

**4.2.3. Annual Swim Dues**

The Otters offer a reduction of swim dues to additional swimmers within a family. The first additional child, after the most advanced swimmer in a family, receives a 10% discount on his/her dues, while further sibling swimmers will receive a 20% discount. Annual fees are based on a yearly program and not on the number of training sessions per week.

When a swimmer moves into a new swim group, the dues will be adjusted and any additional fees will become due at that time.

40% Annual Fees are payable by June 30 by credit card or cheque being the 1st installment and 60% Annual Fees are payable by September 30 being the 2nd installment.

**4.2.4. Meet Entry Fees**

All swimmers pay entry fees to participate in swim meets. To simplify the paperwork, Otters have included all swim meet entry fees as part of their Annual Fees. Swimmers have the option to attend swim meets by going on-line to accept or decline a meet or by email to their Coach as to why they can or cannot attend. If the swimmer is registered to attend the meet and is unable to attend the Coach will try to remove the swimmer from the swim meet entry list by the swim meet package deadline or by two weeks of the meet if possible.

Failure for a swimmer to attend a swim meet there is a penalty of $30 per day of competition. If the swimmer provides a medical note then the $30 penalty will be waived.

**4.3. Payment**

40% Annual Fees (plus Swim BC Fee, Per Charge Family Volunteer Fee) are paid as 1st installment by June 30 by credit card on-line or by cheque. 60% Annual Fees are invoiced to your on-line account by September 30.

Swimmers registering after June 30th each year will be subject to a $100 Registration Fee. If your swimmer joins part way through the swim year, Annual Fees (will be pro-rated), Swim BC Fees (reduced for registrations after March 31), Per Charge Family Volunteer Fee (reduced in half for registrations after March 31), Registration Fee must be paid when your swimmer registers by either credit card or cheque. More than 2 installments for Annual Fees will be at the discretion of the Registrar and the Treasurer.

**4.4. Withdrawals (Cancellations/Refunds)**

Resignation from the Club requires written notice to both Treasurer and the Coach one month in advance, at which time reconciliation of the swimmers account will be determined by the Treasurer. Also, all Requests for Repayment of Volunteer Fee will be collected at that time as well.

Vacations and minor illnesses cannot qualify a member for rebates when sessions are missed. The Board, however, will deal with serious situations on an individual basis.

As per the Club’s Bylaws, a swimmer may be suspended for failure to pay membership fees within 30 days of the start of the swim season. Should fees remain unpaid beyond this point; the swimmer will be kept out of the water.

**4.5. Fundraising**

West Vancouver Otters is a non-profit organization and derives revenue solely from gaming grants, fundraising and swim dues. 90% of our budget is consumed by pool rental and coaching costs.

**5. SWIM MEETS**

**5.1. Types of Meets**

The various types of meets are as follows:

• Time Trials – This is the club’s own swim meet, usually held 3 – 4 times per year and is used to give novice swimmers meet-like experiences or to provide all swimmers with opportunity to achieve qualifying times for upcoming events.

• Dual Swim Meet – Usually consists of two clubs arranging a sanctioned event to provide a competitive training and qualification environment.

• LMR Meet – Lower Mainland Region of Swim BC meets are for individual’s attaining A qualifying standard times.

• Invitational Meet – This meet usually has qualifying standards

• Tier I Swim Meet – Please refer to Section 3

• Tier II Swim Meet – Please refer to Section 3

• Age Group National Championships – This competition is held at the end of the Long Course season (July). Qualifying times are age specific based on the swimmer’s age on the first day of the championship. For boys the age groups are 13 & Under, 14 yrs, 15 yrs, 16 yrs and 17&Over. For girls the age groups are 12 & Under, 13 yrs, 14 yrs, 15 yrs and 16 & Over.

• Westerns National Championships - This is a long course competition held in April. There are specific qualifications (age and times).

• Senior National Championships - This is the highest level meet in Canadian swimming. It is from this meet that swimmers are sometimes selected to the National Team. There is a spring Nationals and a summer Nationals each year. Qualifying times are open; they are not age group specific.

**5.2. Prelims versus Finals**

Swim meets are either swum as Timed Finals or with Prelims and Finals.

Timed Finals means the swimmer only gets one opportunity to swim their event; there is no final. The swimmers place in the event is determined from the one swim.

Swim meets with Prelims and finals usually have the prelims swum in the morning and finals in the late afternoon/early evening. Usually all swimmers, regardless of age are seeded in prelims based on time. Finals are usually by age group. Some swim meets have an A and B final.

**5.3. Meet Calendar** - ***See Website***

**5.4. Swim Meet Policy**

WVOSC is a competitive swim club and all swimmers are expected to compete in swim meets. At the beginning of each season, the coaches will decide which swim meets the club will be attending which may be reviewed by the Board of Directors.

For out of town meets, the Travel Coordinator will email preliminary travel information and costs. When the club hosts a swim meet or a time trial, it requires the co-operation and participation of numerous volunteers. The Meet Manager is in charge of the meet, but many other people are required for timing, officiating, operating computer systems, and preparing and serving food. It is expected that parents of swimmers will participate in volunteer activities.

**5.5. Swim Meet Procedures on Deck** - Please refer to the Otters website.

**5.6. Food & Hydration at meets** - Please refer to the Otters website.

**6. TRAVEL**

**6.1. Local Swim Meet Travel Procedures**

Travel arrangements for all local swim meets will be the responsibility of the swimmer and parent.

**6.2. Team Travel Swim Meets**

In the interest of team unity, organization and convenience when the team attends specified out of town meets or training camp, they travel and stay together.

• Swimmers will be accompanied by a chaperone on these out of town meets. The coach will be responsible for the athletes during competition hours. The chaperone will be responsible for meals, the general care and welfare of the athletes, and stay in the same hotel

• Family members are welcome to attend swim meets but are responsible for their own travel arrangements and accommodations

• Parents should not expect the child to be available for visiting or sight-seeing as the focus is on the swim meet

• If swimmers travel using points, and arrive on a different flight than the team, it is the responsibility of the swimmer to meet the team at the pool or hotel at the agreed time

• For swimmers 12 years and older, team travel is mandatory, while younger swimmers need to be accompanied by a parent for out of town swim meets.

• Swimmers 11 & under must be accompanied by a parent to all out of town meets. If this is not possible, the swimmer that wishes to team travel can do so only with prior written consent of their parents and permission from the coach

• Departure and arrival times for all trips will be provided to those swimmers attending on the website

• The Travel Coordinator will arrange for all transport and accommodation for out of town

Meets and prepare the budget

• WVOSC takes no responsibility for swimmers travelling on their own or staying away from the team

**6.3. Out of Town Travel Costs**

• Each family will be provided with an estimate of the cost of the trip and a deadline for consent and payment. Swimmers will not be permitted to travel if the club has not received the full amount by the indicated deadline and a signed consent and medical form

• Cost of the trip will include hotel accommodation, meals and travel for swimmers and shared costs for the chaperones

• If swimmers make alternate travel arrangements to or from an out-of town swim meet (e.g. Victoria) they MUST inform the Chaperone prior to the meet. In addition, the full cost of travel will be charged to the swimmer regardless of this alternate travel arrangement

• Penalties and fees that result from changed or cancelled travel arrangements after the meet cancellation deadline will be charged to the swimmer

• Reconciliation of total costs incurred from a travel swim meet may result in further expenses or credits which parents will be notified of via email

**6.4. Coaches Travel Responsibilities**

• Arranges pool times

• Determines warm ups and protocols at meets

• Is responsible for the athletes during competition hours

• Enforces discipline procedures if needed

• Abides by the Swim BC Code of Ethics

• If designated chaperone is not assigned for a group the coach assumes the responsibilities of chaperone for the group

**6.5. Swimmer’s Travel Responsibilities**

Swimmers traveling with the Otters Swim Club, Swim BC or Swimming Canada agree to :

• Adhere to the Swimmer’s Code of Conduct (Section 7.2)

• Be an ambassador for the club at all times

• Obey and respect the authority of the accompanying chaperone

• Wear the club uniform during travel

• Wear the club swim suit/cap or sponsor’s performance suit/cap at swim meets

• Refrain from possessing or using any illegal substances

• Refrain from possessing or using alcohol or tobacco in any form

• Leave the room door ajar for access by the coach and chaperone when rooms are visited by other than the occupant(s)

• Be responsible for any damage caused in the room unless another person is proven

responsible

• Adhere to curfews. There shall be no visiting in rooms after curfew.

• Confirm with one of the coaching staff that they are aware of and are in concurrence with their whereabouts and activities at all times when away from the team accommodations/pool.

• Communicate any problems or concerns to the chaperone or coach

Failure to follow these commitments will result in disciplinary action at the discretion of the Head Coach / Board of Directors. Any one or all of the following penalties can or may be applied:

• The athlete will be sent home immediately at his/her own expense. When this is not possible, the athlete will be confined to his/her hotel room and disqualified from participating in further training

• Swimmer will be suspended from the club until the swimmer and parents have had a conference with the Head Coach and appropriate disciplinary actions have been implemented.

Each swimmer is required to sign the Swimmer’s Travel Code of Conduct prior to travel.

**6.6. Selection of a Chaperone**

One or more chaperones will be assigned for each out-of-town trip, depending on the number of swimmers attending.

• The need for chaperones will be advertised with as much lead time as possible. Parents can indicate their interest to the Travel Coordinator.

• The Coach in charge of the meet and Travel Coordinator select chaperones

• Every effort will be made to share chaperone opportunities amongst the parents interested.

• Chaperones will get their own room.

• An bi-annual criminal record check is needed and will be paid by the club.

• New chaperones can seek the advice of those who have already chaperoned swimmers in the past

• The Otters volunteer requirement will be satisfied by chaperoning on one occasion and also said chaperone will receive a $500 credit towards future fees with the Otters

• Food, travel and accommodation costs for the chaperone will be covered by the attending swimmers

**6.7. Travel Chaperone’s Responsibilities**

Responsibility for the care, safety and feeding of a team is a huge undertaking, but it is also a fulfilling volunteer position. A chaperone’s duties include:

• Ensuring the well-being of all swimmers

• Meeting with the Travel Coordinator to obtain all necessary information before departure

• Budgeting for meals in advance in order to send estimated travel costs to parents

• Supervising swimmers at all times other than on pool deck when the coach takes responsibility

• Maintaining a list of swimmer Care Card numbers, emergency contacts, allergies etc

• Ensuring that swimmers are dressed properly and conduct themselves appropriately

• Carrying out a head count on all departures and arrivals, bus, plane, hotel and pool

• Providing swimmers with healthy meals as often as possible

• Preordering meals at restaurants when necessary

• Providing scheduled meals on time (including menu planning, grocery shopping and cleanup).

• Retaining and submitting receipts for food, travel, hotel, and incidental expenses to the Travel Coordinator on return

• Possibly driving a 7 or 12 passenger van (with valid class 4 license)

• Arranging room assignments in conjunction with Coach and enforcing curfews

• Requesting that hotel ensures that long distance phone service and movie access is turned off

• Securing room accounts the day before check-out

• Ensuring that the swimmers adhere to the travel code of conduct

• Absolute abstinence from intake of any alcohol and intoxicants

**6.8. Travel Coordinator’s Responsibilities**

The Travel Coordinator is expected to:

• Liaise with the coach for a list of out of town swim meet dates and locations and approximate number of participating swimmers

• Book hotel accommodation as far in advance as possible

• Advertise for chaperones for each meet

• Liaise with chaperones and coaches to confirm dates and preferred mode of transportation

• Prepare and circulate to parents total estimated travel costs and communicate on details of the trip

• Arrange for rental of local transportation (car/van) for coach and swimmers

• Reconcile total costs incurred after each out of town swim meet and notify parents of any resulting expenses or credits

**7. RESPONSIBILITIES**

**7.1. Coaches Responsibilities**

Coaches with the West Vancouver Otters Swim Club are expected to:

• Behave in a manner consistent with the Swim BC Coaching Code of Conduct Policy

• Operate within the policies of the club as set out in the club Handbook

• Conform and abide by the conditions as set out by the signed contract as between the Otters and the coaching staff

**7.2. Swimmers Code of Conduct**

Swimmers of the West Vancouver Otters Swim Club agree to:

• Attend all training sessions, swim meets and meetings required by the coaches;

• Inform the coach if they are unable to attend training session or swim meet

• Be on time; be on deck with all equipment and ready to swim 15 minutes prior to workout.

• Ensure they have the recommended training equipment

• Listen carefully when the Coach is speaking

• Be courteous in the water – remember the rules in a crowded lane: leave on time, swim straight, swim at the appropriate pace, complete the lap, and not interfere with someone else’s training.

• Adhere to all West Vancouver Aquatic Centre regulations

• Display proper respect, honesty and sportsmanship toward fellow competitors, coaches, officials, administrators and parents;

• Always know their best times in every event (short course and long course) – in competitions as well as in training.

• Maintain a lifestyle that includes enough sleep, rest and nutrition for top performance.

• Display a positive and supportive attitude toward club, coaches and teammates.

• Always wear the Otters team T-shirt to swim meets

• At meets wear the club swim suit and cap

• The West Van Otters Swim Club has a zero tolerance for swimmers using alcohol, drugs or smoking while representing the club at training, meets or during travel.

• Remember always that they are ambassadors of the West Vancouver community and the Otters Swim Club and behave appropriately

• Refrain from any inappropriate, unacceptable behavior during training, travel, team meets and other club related events

• Abide by Swim BC Swimmers Code of Conduct Policy

Failure to follow these commitments will result in disciplinary action at the discretion of the Head Coach / Board of Directors. Any one or all of the following penalties can or may be applied:

• Swimmer may be suspended from the club until the swimmer and parents have had a conference with the Head Coach and appropriate disciplinary actions have been implemented.

• Swimmer may be suspended from attending an upcoming meet.

• Membership may be revoked

Each swimmer is required to sign the Swimmer’s Code of Conduct online during registration.

**7.3. Parents Commitment**

Parents of the West Vancouver Otters Swim Club commit to abide by the following guidelines, club policies and procedures:

• Demonstrate good sportsmanship by conducting themselves in a manner that earns the respect of their child, other swimmers, parents, officials and the coaches at training and at swim meets

• Refrain from meeting with/talking to the coach during training time (pool time is too valuable).

• Practice positive reinforcement of all swimmers in all situations and encourage team spirit, team loyalty and unity

• Refrain from interrupting or confronting the coaching staff on the pool deck during practice or swim meets

• Support the goals that have been set and agreed upon by the coach and your swimmer

**7.3.1. Communicating with Coaches and Board**

The preferred method of communication with either the Coaches or the Board of Directors is through email. In the event of an urgent matter please make a telephone call.

**7.4. Clubs Responsibilities**

The West Vancouver Otters Swim Club Board of Directors and staff, commit to:

• Ensuring that the club operates according to its by-laws of the club which can be found in the Members Section on the website

• Ensuring that that the club operates within the guidelines of Swim BC and Swimming/Natation Canada

**8. COMMUNICATIONS**

**8.1. Website**

The Otters website has the goal of being the go to source for the most up to date information the following topics:

* Recent Otter race and other news and photos
* Listing of the Board of Directors
* Copy of the updated Otters ByLaws and Handbook
* Swim training schedules and coaches
* Swim records and rankings
* Swim clinics scheduling
* Swim meet calendar with upcoming meet detail with links
* Swim meet procedures on deck / food section 5 headers

In addition, it is the place to go to:

* Register swimmers in a program
* Pay any swim fees
* Purchase swim gear (anticipated as of January 2019)

**8.2. Quarterly Newsletter**

The Otters will publish a quarterly newsletter called “You Otter know”. Currently this publication is emailed to all members. The club may decide to publish the newsletter on the website only.

**8.3. Parent/Coach Meetings**

The purpose of this meeting is to familiarize parents with the program, discuss upcoming swim meets and any other matters of importance. These are opportunities for parents to ask questions and clarify any outstanding matters. Individual swimmers needs must be dealt with at separate meetings set up with the coaches.

**8.4. Emails from Coaches**

The coaches will communicate with parents/swimmers on

• Swim schedule changes

• Meet packages prior to meet entry

• Confirmed entries at meets and psyche sheets

• Other important matters that parents need to be aware of

• Coaching changes and additions (with the Board of Directors input)

**9. CONDUCT, DISCIPLINE AND HARASSMENT**

**9.1. Our Commitment**

The Otters are committed to providing a safe and respectful environment for all athletes, coaches, parents and the Aquatic Centre Staff. No one, whether a swimmer, official, coach, aquatic centre staff member or parent has to put up with misconduct or harassment at the pool, for any reason, at any time. And no one has the right to harass anyone else, at the pool at swim meets or at any Otters function. We are committed to ensuring that our club is a comfortable place for all of us. Our Coaches and Board of Directors are responsible for fostering a safe environment, free of harassment or misconduct.

We wish to ensure that parents and swimmers treat our Coaches with appropriate respect and that the Coaches are able to exercise appropriate discipline at the pool. It is the responsibility of our Coaches to treat swimmers, parents and Aquatic Centre staff with respect and to ensure that swimmers treat each other with respect, and to speak up if they or someone else is being harassed or acts in an inappropriate manner.

We require coaches, officials and swimmers to observe all rules of conduct established by Swim BC and the West Vancouver Aquatic Centre or any other swimming facility used by the Club.

Our Directors and Coaches must set an example for appropriate behaviour at practices, meets and club meetings, and must deal with situations of misconduct or harassment immediately upon becoming aware of them, whether or not there has been a complaint.

The Club will to treat all incidents of misconduct or harassment seriously. The Board will act on all complaints and, to ensure that they are resolved quickly, confidentially, and fairly, will discipline any coach or swimmer who has engaged in misconduct or harassed a person or who retaliates in any way against anyone who has complained of misconduct or harassment.

**9.2. What is Misconduct?**

Misconduct is any behaviour that is contrary to the Code of Conduct for Coaches, Officials, Swimmers and Volunteers described in the Swim BC Swim Guide or behaviour that is contrary to the rules of conduct of the Aquatic Centre, that is disruptive of the Club practices or meets or that is rude, disrespectful, insulting, threatening or dangerous. Vandalism or theft of personal property and physical or sexual assault is also misconduct.

**9.3. What is Harassment?**

Harassment is any behaviour that demeans, humiliates, or embarrasses a person or any conduct that offends the Swim BC Harassment Policy. Some examples of harassment include:

• unwelcome remarks, slurs, jokes, taunts, or suggestions about a person’s body, clothing, race, national or ethnic origin, colour, religion, age, sex, marital status, family status, physical or mental disability, sexual orientation or other personal characteristics;

• unwelcome sexual remarks, invitations, or requests (including persistent, unwanted contact after the end of a sexual relationship);

• displays of sexually explicit, sexist, racist, or other offensive or derogatory material;

• written or verbal abuse or threats;

• practical jokes that embarrass or insult someone;

• leering (suggestive staring) or other offensive gestures;

• unwelcome physical contact, such as patting, touching, pinching, hitting;

• humiliating another in front of others;

**9.4. Complaint procedures**

If you are aware of misconduct or if you believe you are being harassed, speak up right away. If you are harassed tell the person that you are not comfortable with their behaviour, and want it to stop.

If you are unable to deal directly with the person harassing you, report it to a Coach or Director.

You may want to deal with misconduct or harassment informally. This means you can ask the Club to help you communicate with the other person, or to speak to them on your behalf, without going through any formal complaint. The informal approach may not always be possible or successful, but when it is, you may be able to resolve the situation quickly.

If you want to make a formal complaint. The Board will nominate a Board Member to investigate the complaint by interviewing the complainant, the subject of the complaint, and any others who may assist us in fairly responding to the complaint. All club members and our Coaches have a responsibility to cooperate in such an investigation.

An investigation will involve:

* getting all pertinent information from the complainant
* informing the subject of the complaint of the details of the complaint, and getting her or his response
* interviewing any witnesses
* deciding whether the misconduct or harassment did take place
* making a recommendation to the Board with respect to appropriate action

**9.5. Substantiated Complaints**

If the investigator decides the complaint is valid and recommends any corrective action the Board and the subject of the complaint will be so advised and the investigator’s recommendation will be considered at the next Board meeting. The subject of the complaint may attend and be heard at the meeting. The Board will then decide what corrective action to take, if any, and will inform both the subject of the complaint and the complainant of the decision, in writing.

Corrective action may include any of the following, depending on the nature and severity of the misconduct:

In relation to misconduct by the Coaches:

• a written reprimand

• a suspension, with or without pay

• dismissal

In relation to misconduct by officials, swimmers or parents:

• a written reprimand

• a suspension from the Club or its activities

• expulsion from the Club

If the Board concludes that a complaint was made in bad faith, that is deliberately and maliciously filed knowing it had absolutely no basis, the complainant will be subject to the same penalties.

Anyone who retaliates in any way against a person who has been involved in a complaint will be subject to the same penalties.

**9.6. Appeals**

If the subject of the complaint is dissatisfied with the Board’s decision and provides written notice disputing the decision to the Board within 14 days of delivery of the Board’s decision then the Otters will consent to participate the in Swim BC’s Member Dispute Resolution Process, including its binding arbitration process.

**9.7. Confidentiality**

The Otters will not disclose any information about a complaint except as necessary to investigate the complaint or to take disciplinary action, or as required by law. It encourages Club members to respect confidentiality in the same way.