

2025



Parent Handbook

Email: camroseswimclub@gmail.com

TABLE OF CONTENTS

Welcome	3
2025 Board of Directors	3
The Club	4
Head Coach	4
The Program	5
Safe Sport	5
By-laws & Policies	6
Parent/Guardian Expectations	7
Swimmer Expectations	8
Fundraising	9
Club Gear (<i>Swimsuits, goggles, caps, clothing & equipment</i>)	10
2025 Practice Schedule	11
Practices prior to Regionals & Provincials	12
Statutory Holidays & Days Off	12
Swim Meets	13
2025 Region C Schedule	13
Officials	13
Year-End Celebration/Awards/Annual General Meeting	14
Information / Communication	14

WELCOME!

Welcome to the Camrose Sea Serpents Swim Club! We are so excited to have your family on our team. Whether your swimmer is a returning Sea Serpent or new to the sport of swimming, we have a place in the pool for them. Swimming is a lifelong sport that offers our athletes the opportunity not only to grow as a competitor but to learn valuable life lessons.

As a parent, supporting a child in swimming can be a rewarding experience for each of you and is crucial to help the club and sport run successfully. The sport of swimming relies heavily on parents, so please be prepared to be involved.

This Handbook contains important information about the Camrose Sea Serpents and the sport of competitive swimming. Please take your time and read through it. You will also find updated information throughout the season on our club's website www.gomotionapp.com/team/abcss/page/home. If you have any questions, please feel free to contact us at camroseswimclub@gmail.com and we will be happy to answer any questions you may have.

We look forward to working with you to help our swimmers make a big splash this season!

2025 BOARD OF DIRECTORS

EXECUTIVE

President: Krista Castagna
Vice-President: Brendan Luntz
Treasurer: Heidi Bergstrom
Secretary: Heather Parker

DIRECTORS

Registrar: Brendan Luntz
Officials Chair: Kirsten Bergstrom
Fundraising Coordinator: *vacant*
Clothing & Equipment: Krista Castagna
Past President: Natasha Dewald
Meet Manager: Krista Castagna
Head Coach: Jana Gau

THE CLUB

The Camrose Sea Serpents is a competitive summer swim club.

We are a not-for-profit club run by volunteers and supported by membership and fundraising. Our key objectives are to encourage our swimmers to develop and improve their swimming skills while exposing them to competition within the summer swim structure for our region.

We are a member of the Alberta Summer Swimming Association (ASSA) and as such, are members of both Swim Alberta and Swimming Canada. The ASSA has approximately 66 clubs and is divided into 6 regions. The Camrose Sea Serpents are located in Region C, which includes teams from Edmonton (Edmonton Huma and Edmonton Derrick Devil-Rays), Fort Saskatchewan (Piranhas), Lloydminster (Rebels), Provost (Piranhas), Sherwood Park (Millennium Marlins), Vermilion (Vipers), Wainwright (Torpedoes) and Wetaskiwin (Olympians).

HEAD COACH

Annually, the Board is responsible for hiring the Head Coach for the upcoming summer competitive swim season. The Board has outlined a structure of qualifications the coaching staff is required to have and are compensated accordingly. The Board puts its trust in the Head Coach to hire and mentor the coaching staff that is needed for the swimmers. Neither the Board, nor parents, will interfere with this process.

Our Head Coach has built a coaching team where each member holds NCCP certification and has a variety of coaching experience and expertise. They must also meet the annual credentials to be registered as coaches through Swim Alberta & Swimming Canada. It is through their commitment, expertise and knowledge that enables our club to excel and be competitive at the provincial level.

We are so excited to welcome back Head Coach Jana Gau for the 2025 Season!

Assistant coaches will be named and confirmed once swimmer registration is completed and final club numbers are confirmed.

THE PROGRAM

The Camrose Sea Serpents is a competitive swim club open to swimmers 17 and under. The ASSA uses the swimmers' age as of May 1st to determine summer swim eligibility. The ASSA swim season starts May 1st and ends in August with the ASSA Provincial Championships. This year there are 8 potential swim meets plus the Regional Championship (being held in Camrose this year). The Provincial Championship is scheduled for August 1-3, 2025.

To join the club, all new swimmers must be able to swim 25 meters (any style or stroke) unassisted (without the aid of floatation devices/life jackets, grabbing the side of the pool, etc.). This basic requirement of swimming 25 meters unassisted is extremely important to ensure swimmer safety, equitable coaching time for all swimmers, effective lane management, and proper skill development. 25 meters is one full length of the Camrose swimming pool.

If a parent(s) of a new swimmer is unsure if their child can swim 25 meters unassisted, please have the child try swimming one length during public swim time. During the first two weeks of May, coaches will also observe the new swimmers' abilities. During this time period, if the coaching staff feels that the swimmer is not ready for the swim club, the swimmer will be asked to try again next year. Registration fees will be refunded in full minus the fee paid to ASSA for the swimmer's registration.

Placement of swimmers in lanes and training groups will be the decision of the coaching staff and will be based on best fit for group management. Swimmers are encouraged to attend as many practices and swim meets as possible. Being consistent and working hard will have the greatest impact on individual improvement.

SAFE SPORT

Safe sport in swimming refers to the various policies, practices, and measures put in place to ensure the safety and well-being of swimmers. This includes both physical safety and emotional well-being.

Some key elements of safe sport in swimming include:

1. Safe and appropriate training environments: This means ensuring that training facilities are safe and free from hazards, that coaches and staff are properly

trained, and that training and practice schedules are age and skill-level appropriate.

2. Background checks and screening: This involves conducting thorough background checks and screening of coaches, staff and volunteers to ensure they do not have a history of abuse or other concerning behaviour.
3. Athlete safety education: This involves providing athletes with information and training on how to recognize and report abuse, harassment, or other safety concerns.
4. Reporting and response protocols: This involves having clear and effective protocols in place for reporting safety concerns and incidents, as well as appropriate response procedures to ensure that issues are addressed in a timely and appropriate manner.
5. Code of Conduct and Ethical Standards: This involves establishing clear codes of conduct and ethical standards for coaches, staff, volunteers, and athletes to ensure that everyone involved in the sport is held to a high standard of behaviour and conduct.

CLUB BY-LAWS & POLICIES

Teamwork amongst the coaches, swimmers, parents and families is essential to develop and maintain a successful swim club. Working collaboratively, we will provide a positive experience for everyone.

The following documents can be found on our website:

- Camrose Sea Serpents By-laws
- Camrose Sea Serpents Policies
- Camrose Sea Serpents Safe Sporting Environment Guiding Principle
- Camrose Sea Serpents Universal Access & Inclusion Policy
- Camrose Sea Serpents Code of Conduct & Ethics
- Camrose Sea Serpents Discipline & Complaints Policy
- Camrose Sea Serpents Conflict of Interest Policy
- Camrose Sea Serpents Screening Policy
- Camrose Sea Serpents Social Media Policy
- Camrose Sea Serpents Guidance Document
- Camrose Sea Serpents Board Roles & Responsibilities
- ASSA Communication Flow Chart

Swimmers and parents are encouraged and required to get involved in a positive and constructive fashion. If you choose to disregard these expectations you may be suspended from the current program and/or denied acceptance into the program the following year(s).

PARENT/GUARDIAN EXPECTATIONS

The Camrose Sea Serpents are committed to ensuring that all participants/swimmers are offered a safe and welcoming environment that provides encouragement and promotes overall development of the athlete.

The Camrose Sea Serpents safeguard the reputation of the team within the community. We expect parents to consider it their responsibility to abide by the Camrose Sea Serpents Code of Conduct and Ethics and report any behaviour that does not abide by this code to the Executive Board of the Camrose Sea Serpents.

As a Camrose Sea Serpents Parent, I will:

- abide by the Camrose Sea Serpents Code of Conduct and Ethics.
- obey all the by-laws, policies, rules and regulations of the club, the Alberta Summer Swimming Association, Swim Alberta and the facilities used at practices and competitions.
- model positive respectful behaviour and self-control and communicate to my athlete that I expect them to do the same.
- support my child, coaches and teammates to reach individual and club goals.
- encourage my swimmer's full participation at practices, meets and club-approved activities.
- pay fees in a timely manner.
- commit to expanding my knowledge about the sport and take appropriate courses that allow me to fulfill my volunteer commitment in a meaningful way. I understand that the sport of swimming relies on volunteers and this includes officiating.
- be responsible for your child before, during, and after swim meets. I understand that swim meets are not a drop-off activity.
- attend and volunteer at fundraising activities throughout the season. This includes casinos when they occur.

- not be on the pool deck during swim practices without special permission from the head coach.
- not be on the pool deck during swim meets unless acting in the capacity of a meet assigned official/volunteer.
- respect the coaches' decisions and share any concerns regarding the club with the board.
- maintain my contact information in my SportsEngine account.
- attend club meetings.
- obey all the rules and be respectful of all property, facilities and facility staff.
- pay the cost of repair and/or replacement of any damage, negligently or intentionally caused by my swimmer to property. I understand it will be payable by the swimmer and the swimmer's guardians.

I agree that my actions have consequences and poor behaviour(s) will not be accepted or tolerated by the club, the ASSA and Swim AB and may result in dismissal from practice or meets for myself and my swimmer or expulsion from the club for myself and my swimmer.

SWIMMER EXPECTATIONS

All swimmers deserve a safe and positive environment in which to learn and train. Every swimmer should have equal opportunity and a positive experience; therefore, we want to provide swimmers with an environment in which they are treated with respect.

Athletes have a responsibility to encourage a positive relationship with all other Camrose Sea Serpents Swim Club members and other individuals and create a friendly and fun environment.

As a Camrose Sea Serpent, I will:

- show respect and fairness to all individuals, regardless of any differences.
- keep my hands to myself.
- communicate with others in a polite and appropriate manner.
- always be nice to everyone.
- listen to all coaches, lifeguards or officials and interact with them respectfully.

- obey all the rules and be respectful of all property, facilities and facility staff.
- pay the cost of repair and/or replacement of any damage, negligently or intentionally caused by myself to property or it will be payable by my guardians.
- always show team spirit and sportsmanship and encourage my teammates at practice, and cheer for each other at swim meets!

I understand that if I do not follow the Camrose Sea Serpents Code of Conduct and Ethics, the consequence may be:

1. TIME OUT if the coach asks me to sit on-deck and my parents will be contacted.
2. DISMISSAL FROM PRACTICE OR MEET with the board determining how long I am suspended.
3. EXPULSION FROM THE CLUB

FUNDRAISING

Registration fees alone do not cover the cost of operating a competitive swim club. Club expenses include pool rental fees, swim meet fees, coaching, lifeguards, swim equipment such as lane ropes and timing units, the ASSA swimmer registration fees, etc. Fundraising helps to keep the Camrose Swim Club's registration fees to a reasonable level.

At registration, a post-dated \$300 fundraising bond cheque per swimmer is collected. Cheques are cashed if fundraising obligations are not met. Cheques from swimmers who have fulfilled the fundraising obligations will be destroyed (or returned if indicated) at the end of August.

All families in the Camrose Sea Serpents Swim Club **MUST** participate in **ALL** of the mandatory fundraisers. The fundraising cheques will be cashed if mandatory fundraisers are missed.

Mandatory Fundraisers for the 2025 Season are:

Bottle Drive - Tuesday, May 20

This is our major fundraiser for the year and it is important that it goes well.

Swim Mania - Monday, June 15

Swimmers collect pledges and then see how many laps of the pool they can swim in the span of one practice. Parent volunteers are needed to track the number of laps swum.

50/50 Raffle - May 1 to July 27

This is an easy online raffle that sells 50/50 tickets - each swimming family will have a minimum number of tickets to sell.

CLUB GEAR

Swimsuits

Club suits will be available to order on the [Sea Serpent Tri Hub Site](#). The Fit Kit for trying on suits will be available during our Submersion/Orientation Evening on April 30, 2025, with online orders closing on Sunday, May 4, 2025. However, purchasing team suits is not mandatory. Please check Swimming Canada on rules around swimming attire at competitions. If you choose to not purchase a team suit, we encourage you to have a plain black colored suit for competitions. Swimmers should not wear competition suits during practice as they may become ragged and transparent after excessive use. Please monitor your swimmers suit for size and condition throughout the season. Fitting a competitive swimsuit is important to ensure comfort and maximum performance in the water.

Goggles

Goggles are highly recommended. Swimmers are responsible for purchasing their own goggles based on their own preference for fit, design and budget. Coaches will not be routinely supplying goggles to swimmers.

Swim Caps

Swimmers will be given one Camrose Sea Serpents swim cap during our Submersion/Orientation night once all commitments and forms have been completed.

Sea Serpents caps will be available for sale during the season for \$15 each. The club requests that swimmers wear the Camrose Sea Serpents caps at all of the meets. It is recommended to have spare cap(s) to wear to practice so the club cap can be kept for meets. Coaches will always have spare caps on hand at meets to give swimmers if need be; an invoice will be provided to the swimmer for the cost via their SportsEngine account. Occasionally, incentive caps are distributed at practices by the coaches at their discretion.

Clothing

Club clothing, i.e. hoodies, track pants, towels, swim bags, etc., is optional. It is requested that each swimmer purchases at least one red Camrose Sea Serpents club T-shirt to wear to swim meets and for team photos. Please ensure that your swimmers' club clothing is well labelled.

Equipment

Group B & C are encouraged to bring a Stability snorkel or a similar snorkel.

2025 PRACTICE SCHEDULE

We want to ensure a successful season for everyone, so if you have any questions or concerns, please reach out to us at camroseswimclub@gmail.com

<u>Sea Serpents Group A1</u>			
<i>This is suited for the swimmer who only has a few hours a week to train. The pool time does not go up in July, but includes 1.5 hours of dryland time.</i>			
May - June (2h per week swimming)		July (2h per week swimming and 1.5h per week dryland)	
Monday	5:00 PM - 6 PM	Monday	8:00 AM - 9:30 AM (dryland)
Wednesday	4:30 PM - 5:30 PM	Monday & Wednesday	4:00 PM - 5:00 PM (swim)
<u>Sea Serpents Group A2</u>			
<i>This is suited for the swimmer who only has a few hours a week to train. The pool time does not go up in July, but includes 1.5 hours of dryland time.</i>			
May - June (2h per week swimming)		July (2h per week swimming and 1.5h per week dryland)	
Tuesday & Thursday	4:30 PM - 5:30 PM	Monday	8:00 AM - 9:30 AM (dryland)
		Tuesday & Thursday	4:00 PM - 5:00 PM (swim)

<p align="center">Serpents Group B</p> <p align="center"><i>This is an average level of commitment for swimmers. It increases in July by 2.5 hours of pool time and 1.5 hours of dryland time.</i></p>			
<p align="center">May - June (4.5h per week swimming)</p>		<p align="center">July (7h per week swimming and 1.5h per week dryland)</p>	
Tuesday to Thursday	5:30 PM - 7:00 PM	Tuesday & Thursday Wednesday Tuesday to Thursday	8:00 AM - 9:15 AM (swim) 8:00 AM - 9:30 AM (dryland) 5:00 PM - 6:30 PM (swim)
<p align="center">Serpents Group C</p> <p align="center"><i>This is the highest level of commitment for the swimmer. It increases in July by 2.5 hours of swimming and 3 hours of dryland.</i></p>			
<p align="center">May - June (6h per week swimming)</p>		<p align="center">July (8.5h per week swimming and 3h per week dryland)</p>	
Monday Tuesday to Thursday	6:00 PM - 7:30 PM 5:30 PM - 7:00 PM	Monday and Wednesday Tuesday and Thursday Monday to Thursday	8:00 AM - 9:30 AM (dryland) 8:00 AM - 9:15 AM (swim) 5:00 PM - 6:30 PM (swim)
<p align="center">Serpents Masters</p> <p align="center"><i>This group is for the master level of swimmers. Swimmers are joining for fun, to swim socially, enhance their training program, refine their strokes or want to compete. This group will balance those who want to compete with those who are there recreationally.</i></p> <p align="center">This group only runs Mondays in May and June 6:00 PM - 7:00 PM</p>			

PRACTICES PRIOR TO REGIONALS & PROVINCIALS

Practices during the week of July 21-24, 2025, will be reserved for swimmers attending the Region C Championship Meet.

For all swimmers not participating in Regionals, the swim season ends on July 18, 2025.

Only swimmers who qualify for Provincials will attend practices from July 28-31, 2025.

STATUTORY HOLIDAYS & DAYS OFF

There are no practices on Monday, May 19 (*Victoria Day*), Tuesday, May 20 (*Bottle Drive*), Thursday, June 26 (*Pool Closed*) & Tuesday, July 1 (*Canada Day*).

SWIM MEETS

One of our objectives is to provide opportunities for our members to compete against swimmers in other summer swim clubs. Swimmers are encouraged to participate in as many meets as possible to take advantage of the competitive environment. Swim meets allow swimmers to see their ability as well as to learn techniques from other swimmers. We suggest swimmers participate in a minimum of three swim meets. Our recommendation is that swimmers register for:

1. The first or second swim meet of the season
2. Another in July
3. Region C Championship meet (Regionals in Camrose)

Registration fees include swimmer registration fees for meets.

REGION C CHAMPIONSHIP MEET

Regionals are being hosted July 25 - 27, 2025 in Camrose! Swimmers should discuss their event choices for Regionals with their coaches. Registration for Regionals will be similar to the regular season meets but there are more factors to consider. For example, if a swimmer is unable to participate at Provincials, they should not ask to be on a relay team for Regionals. They may, however, still participate in individual events.

Relay teams for Regionals are selected by the coaching staff based on the four fastest swimmers or the strongest relay team from appropriate age groups. As this is the Regional Championship meet, the coaches aim to assemble the most competitive teams possible.

OFFICIALS

Competitive swimming requires a lot of parental involvement. As our meets are sanctioned by Swimming Canada, every person working on-deck (Officials) must attend and pass their courses.

As it is very important to the operation and growth of our club, we strongly suggest that at least **one parent per family** becomes a qualified official. The Region requires all clubs to provide a minimum 1 volunteer/official for every 3 swimmers competing. As a club, we expect that if your swimmer is attending, one person will be

volunteering/officiating in some capacity for the day. All new parents should watch their emails to register for the **Introduction to Swimming** course. This course is very easy, but is necessary to volunteer at swim meets. To sign up, please speak with the Official's Coordinator for our club. To be an official at a swim meet, parents are asked to sign up in advance. It is a great way for parents to have the best seat in the house for meets and it helps the day go by faster.

It is required that for the Regional Championship each family provides one volunteer to work the weekend. There are many jobs needed ranging from no experience necessary to certified officials. It takes more than 70 volunteers to run a swim meet! Parent participation is necessary for these meets to run.

YEAR-END CELEBRATION / AWARDS / ANNUAL GENERAL MEETING

The wind-up party/potluck and Annual General Meeting is tentatively scheduled for the last Saturday of September. Swimmer awards are presented at the wind-up. At the AGM, the election of the club's executive and directors for the next season takes place. Notification of the windup/AGM will be emailed and posted on the bulletin board and club website.

INFORMATION / COMMUNICATION

It is essential to stay up-to-date on club happenings throughout the season. Information will be communicated to parents/guardians in a number of ways including:

Website

The Camrose Sea Serpents Swim Club website is run through SportsEngine (formerly TeamUnify). This platform is specifically designed for swim clubs. All communication, meet sign-up, volunteering and fundraising will take place through this site. We frequently update our website so be sure to check it out

www.gomotionapp.com/team/abcss/page/home

Newsletters

During the season Coach Jana Gau will email newsletters. Newsletters are also posted on the club's website. The newsletter provides updates on practice sessions, character development, nutrition guidelines, and upcoming swim meet dates/information.

Email

Email is used to send reminders, newsletters and other notifications to members and families. Please ensure email information is correct in your SportsEngine account. Maintaining the contact information in SportsEngine is the responsibility of swimmers and their families.

Facebook

Like us on Facebook: Camrose Swim Club - The Sea Serpents

The Camrose Sea Serpents Swim Club would like to thank their governing body for ongoing guidance and support!

The Alberta Summer Swimming Association www.assa.ca

Swim Alberta www.swimalberta.ca

Swimming Canada www.swimming.ca