



FORT SASKATCHEWAN PIRANHAS SWIM CLUB

POLICIES & PROCEDURES

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Fort Saskatchewan Piranhas Policies

Club Philosophy:

The Piranhas Swim Club of Fort Saskatchewan is a competitive swim club for swimmers ages 4-18. The club is committed to providing a safe and positive environment to foster the development of all swimmers. The club provides opportunities for swimmers to improve physical fitness, to improve their swimming skills, compete in sanctioned swim meets, Regionals and Provincials. The priority of the club is to develop swimmers, team spirit, sportsmanship, and self-confidence. Our club values involvement in all club activities including training, competition, social events, and fundraising.

Excerpt from the Bylaws:

The executive shall have full control and management of the affairs of the Club.

The Piranhas Swim Club executive will create policies to aid in the management and control of the swim club from year to year. These policies will remain in effect unless modified by executive decision. The policies will be kept in an organized manner for all to refer to. Policies amended/adopted/ratified on this 30th day of July 2012 make null and void any other policies that may have been accepted at past executive or general meetings.

Policy #1

Hiring of Coaches Positions: A Hiring Committee, consisting of the President, Vice President and 1 other member of the Executive, will fill the coaching positions for the following season. Coaching positions will be hired at the discretion of the hiring committee. The hiring of coaches must align with the Screening Policy.

Policy #2

Composition of Board of Directors: All Piranhas Board of Directors must be of the age of majority in the Province of Alberta. One individual may not hold more than one executive position. A small group based on family relations must not hold control of the group. Immediate family members with the same surname may not hold Executive Positions. Executive Positions may not have the same residential address and/or the same residential phone number. The intent of this policy is to maintain arms-length composition within the elected Board of the Club and to assist in fairness and equity in Club operations while maintaining compliance with Club By-Laws. This will also facilitate with Alberta Gaming and Liquor Commission guidelines for Elected Executive (Form Reg/Gam 5471).

Policy #3

Team Colors: The Piranhas team colors are blue and yellow. All team attire (swimsuits, shirts, swim caps, banners, etc.) will comply with the team colors whenever possible.

Policy #4

Swim Team Programs: The Piranhas Swim Club Executive will define the programs offered prior to each season. The following is an example of the swim programs that have been offered previously. There are three levels to register in: The Minnows, The Piranhas Blue, and The Piranhas Yellow.

The Minnows Program:

Minnows is a squad of swimmers designed for the young and new swimmer, ages 8 or younger by May 1st of the swim season, to develop a love and comfort of the pool. These Minnows swim 3 times a week for 30 minutes. NOTE: The number of Minnow registrations accepted each year, will be determined by the

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Executive and in consultation with the Piranhas Coaches.

The club will cover the cost for all Minnows to swim in the Piranhas Swim Meet and 2 additional Region C Swim meets, not including the Regional Swim Meet, which is at the financial expense of the swimmer. If a Minnow completes 3 meets and wishes to participate in more Region C Swim Meets, they are eligible, if they pay the Meet Registration Fee to the Club prior to the cut-off date for the additional Meets.

*Special Note to Movement from Minnows to Regular Program part-way through Season: At any point during the Swim season, a Minnow may elect to move into the Piranhas Blue Program, with the condition that both the Minnow's Coach and the Head Coach agree the swimmer is capable of the move. This decision is at the full discretion of the coaches and the Head Coach will have the final say.

The Piranhas Blue Program: This program is what all other swimmers register for at the time of Registration. It includes all evening swims offered from May 1st and up to and not including the Regional Swim Meet in August. The club will cover the cost for these swimmers to swim in a set amount of Region C Swim Meets, not including the Regional Swim Meet.

The Piranhas Yellow Program: This program is what competitive swimmers register for at the time of Registration. It includes all evening swims offered from May 1st and up to and including the Regional Swim Meet in August. The club will cover the cost for swim meets for these swimmers. These swimmers are eligible for the Summer AM Swim program as well.

Policy #5

Trial Period: The club will provide a trial period for all swimmers. The trial period will be the first two weeks from the start of the season. If a swimmer wishes to withdraw from the club at the end of their trial, all registration monies will be returned promptly, less the \$75 Administrative Fee provided. This amount covers club costs to register with ASSA. If the fees are more than \$75, the swimmer will be charged the amount over and above the \$75. It is the responsibility of the parents/guardian to inform in writing to the Registrar that they wish to withdraw by the end of the trial period. Withdrawing after these trial periods will result in no refund on registration fees.

Policy #6

New Swimmers Qualifications: For safety reasons it is required that all swimmers be able to swim 25m of the pool at the start of the Swimming season. The Coaching staff will use the first 2 weeks (see Policy #5) to evaluate the ability of the swimmer to assess that they are fit to continue with the current season in which they are registered. At the end of the two-week trial period, if the swimmer is struggling with the 25-meter length, the coaching staff, in advisory to the Executive, shall meet with the parents/guardians to decide if the swimmer is safe to continue. If the club decides the swimmer does not meet the criteria and is withdrawn all Registration Fees will be reimbursed per Policy #5.

Section #6.1

Swimmers with Special Needs: This includes all functional, visual, intellectual disabilities, and acute or chronic health issues. This also pertains to designated Para Swimmers or to children who require an Aid to enable them to partake and engage in our Swimming Program. All known disabilities and health issues must be disclosed at time of registration. Safety is our first concern for all swimmers. Acceptance of Special Needs and Para Swimmers is at the discretion of the Executive Board Members and Coaching staff. Each case is considered on an individual basis. Should the club accept a registration for a Swimmers with Special Needs/Para Swimmer, it will be the responsibility of the parents/guardians to provide the necessary aids, implement devices, medications, and medical plan, that will facilitate this child's success. It is required for the swimmer to have a parent or guardian present at all times. The safety of all swimmers is a consideration in the decision-making process for accepting a special needs registration.

Section #6.2

Masters Swimmers: Due to limited lane and coaching availability the Piranhas Swim Club will only offer

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affiliation to master swimmers on a case-by-case basis. Master swimmers will be responsible for paying the current ASSA registration fees as well as the current meet coaching fee determined by the executive each season. Consideration will be made for coaches who wish to continue competing while coaching

All master swimmers will be required to present the club with a criminal record check and a signed copy of the swimmer code of conduct before they will be allowed to enter any meets. Master swimmers will be expected to volunteer at our home meet for at least half of the day. Master swimmers that are currently coaching and in good standing with the Piranhas are exempt from the meet coaching fee.

Policy #7

Registering with ASSA: The Registrar will set up in Team Unify the dates that the returning and new swimmers will register. Once swimmers have registered with the Piranhas on the website, the registrar will then set up all swimmers and coaches with ASSA website. An email will go out to the parents/guardians to confirm their swimmers information is correct and they will then have to sign a "Acknowledgement and Assumption of Risk" form before entering the pool

To be considered a registered and insured swimmer, able to enter the Pool, these following 4 steps need to occur first.

1. Registrar receives an electronic registration through the Fort Sask Piranhas's website, all completed registration forms (ASSA POPI Form, Harbour Pool Expectation Form, and Code of Conduct Form), and all Registration Fees/cheques.
2. Registrar registers all swimmers into ASSA. An email then goes out to the parent/guardian to confirm information is correct and the "Acknowledgement and Assumption of Risk" form is completed.
3. Club Treasurer sends in payment to be processed to ASSA.
4. Once ASSA receives payment, they must finalize this transaction and set all registered swimmers as "Active". Once this has occurred and the swimmer shows as active on the ASSA website, they are considered registered and insured to enter the pool.

To be considered a registered and insured Coach, able to be on deck and attend swim meets, these following steps need to occur.

1. Registrar registers Coaches into ASSA, online. (contact information & coaching certification#)
2. Club Treasurer pays the ASSA, SNC, CSCTA & ACC Membership Fees.
3. The President receives and will forward a Background Check from the Coaches to ASSA. . Once coaches have been activated, the coaches can then sign the Acknowledgement & Assumption of Risk form and agree to abide by Swimming Canada's policies which is done through their coach account in the RTR.
4. Once ASSA receives payment & Background Checks, they will forward the coach a compulsory questionnaire. Once this is all complete ASSA will update the Coach status to "Active". Once this has occurred and the Coach is considered registered and insured to be on deck and coach at practices and swim meets.
5. Coach must have completed their swimming certification, or be in process in a timely manner.

Special Conditions:

1. ASSA has a grace period, which is the first two weeks of the Summer Swimming Season. This means that should payment be on its way, or should ASSA have not yet completed and activated a swimmer, they may still enter the water. However, once the two-week grace period has passed, and any of the 4 steps not be completed, the swimmer will have to refrain from swimming till step 4 has been concluded. This is not a problem for the registrations that occurred in the pre-season registration period, as they should all have been completed by May 1st. It is the late registrations that may have issues. ASSA does offer a payment by VISA option, which helps to hasten the time that it takes to send payment for the swimmer.
2. ASSA has the two-week grace period for coaches. Once the two week-grace period has passed and

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still the coach has not been set as “Active” by ASSA, ASSA will not allow that coach to attend swim meets as a coach on deck. It is at the discretion of the Executive to have coaches on deck for practice, should the Club be waiting on ASSA (in step 4) to activate our coaches.

Policy #8

Swim Club Fees: Swim Club Swimmer Registration and fees, as well as the returning swimmer attending AGM discount will be reviewed annually and set at any general meeting. Registration and fundraising fees are charged per swimmer. For Fee information on the Competitive Summer AM Swim Sessions please refer to our annual registration information.

Options for payment include:

- | |
|---|
| <ol style="list-style-type: none">1. \$ 100% dated day of registration or2. \$ 50% dated day of registration and 50% dated May 1st |
|---|

NOTE: To qualify for the Returning Swimmer attended AGM Discount, should it be offered, a representative, 18 years of age or over, from the swimmer’s family must attend the AGM either virtually or in person depending on the method of the meeting.

Section #8.1

Movement between programs during the season

Moving up in the swim programs must be approved by the head coach from a skill perspective and the Executive from a space and cost perspective.

The adjusted cost for Movement into the new program will be the total amount of the new program (ie. Piranhas Blue) at the time of registration regardless of the days remaining in the season.

Note: If swimmer registered with a returning swimmer discount, that will be applied in this case.

Moving down in the swim programs must be approved by the Executive from a space and cost perspective. The same approach for moving will be applied as above and should there a refund it will be returned in a timely fashion based on Executive availability.

Section #8.2

Fundraising Fee: It is mandatory to participate in designated fundraising events. At the start of each season the executive will determine the fundraising events requiring participation and the required amount per fundraising cheque. Failing to participate and meet the minimum requirement per fundraiser will result in the applicable fundraising cheque being cashed.

Section #8.3

E-Transaction Fees: The club will charge the current transaction rate for all e-transfers.

Policy #9

Competitive Summer AM Swimming Sessions: These sessions run through July & August up to the Regional Swim Meet. They are run Tuesday and Thursday mornings, from 7:30am-9am. Swimmers are expected to arrive at the pool on time. This is open to Piranhas Yellow swimmers only.

Policy #10

Swim Meets: The Executive will determine how many swim meets the Club can afford to cover for each swimmer each summer swimming season. Signups for each meet will be conducted. The method for signing up may change from season to season (electronic vs signup sheet. It is the parents’ responsibility to sign up their swimmer(s) before the designated deadline for that meet. Once the deadline has passed and the Head

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Coach has submitted the registrations for the meet, the swimmer will now be responsible to attend.

Late registration is not encouraged but is at the Head Coach's discretion. If the swimmer fails to attend, they will be responsible for the swimmer's registration fee for that meet. It is at the coaching staff's discretion in which races each swimmer is registered. The coaching staff must consider the desires of the swimmer. Swim meets are to provide a swimmer the opportunity to challenge themselves by competing against other swimmers in their own age group.

Section #10.1

Relay Teams: Relay team placement of which swimmer will swim any particular stroke on any given relay will be at the discretion of the coaching staff up to and including the last meet prior to the Regional Swim Meet. Swimmer combinations may occur in any order, in any stroke, for any relay so that all options are considered for a competitive final team selection for the Regional Swim Meet.

Policy #11

Regional & Provincial Swim Meets Schedule: These Meets are different from the Region C Swim Meets that are run throughout the season. Regionals are a qualifying meet to advance to Provincials. For those swimmers seeking to attend Regionals and their registration fees not covering Regionals are financially responsible to pay the Regional Meet Fee to the Club Treasurer prior to attending the Regional Swim Meet in August. Upon registering for Regionals swimmers must indicate whether they will be available for Provincials or not. If a swimmer indicates "yes" to Provincials should they qualify or wildcard at Regionals, that swimmer must attend. If the swimmer fails to show up for the Regional swim meet, there will be no refund of the fees. In addition, and in accordance with ASSA, a swimmer must have swam in one Region C meet during the current season prior to the Regional Swim meet.

Section #11.1

Swim Week Before Regionals and Provincials Swim Meets: The week leading up to Regionals and Provincials, the pool is reserved for swimmers that have elected to attend Regionals and/or have qualified for Provincials including wildcards and alternates for the Provincial qualifiers and alternates, they are invited and encouraged to swim during all scheduled practices during that time at no additional cost to the swimmer, to fine-tune them for the Provincial Meet. There is no Provincial Swim Meet Registration Fee for the qualifying and alternate swimmers for the Provincial Meet, as this is covered by ASSA.

Policy #12

Bullying: Bullying will not be supported by the Club. All bullying activities are prohibited, as they compromise the safety, health, and welfare of all our club members. Prevention of bullying is the responsibility of every member of the swimming community. Everyone must accept the personal obligation to uphold the basic community values of being just, civil, and respectful of the rights of others. This is not dependent of a person's willingness to participate in, be it the aggressor or the victim. Instances of bullying may result in discipline as per Discipline and Complaints policy and/or Social Media Policy.

Policy #13

Coaches Behaviour Management Protocol: The coaches will use the three-strike approach when dealing with behaviours while training.

- Same Incident:
 - 1st Time: Warning
 - 2nd Time: Time Out
 - 3rd Time: Removal from the Pool and Contact Parent.

Any time Coaching staff remove a swimmer from the pool area, coaching staff must inform Piranhas Executive via telephone and in writing. If a swimmer is removed from the pool, this will be escalated to the Discipline and Complaint policy for further review

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Policy #14

Appeal Process: This Policy will apply to decisions relating to conflict of interest, eligibility, selection, discipline, membership, or any other matter deemed appropriate by the Piranhas Swim Club of Fort Saskatchewan. We believe that this is a last resort measure. If a Discipline and Complaints Policy issue is not able to be resolved at the level of the Executive for The Piranhas Swim Club of Fort Saskatchewan, the Executive will defer to ASSA to facilitate resolution.

Policy #15

Conflict of Interest: This Policy applies to all members, not limited to Executive and Committee Members, Coaches, Swim Officials and Volunteers. We value all our members to act in a fair and unbiased manner in whichever role they are filling.

An executive/committee member/coach who has an interest, or who may be perceived as having an interest, in a proposed contract, or transaction with the Piranhas Swim Club of Fort Saskatchewan will fully and promptly disclose the nature and extent of such interest to the Executive Board Members, as the case may be; will refrain from voting or speaking in debate on such contract or transaction; will refrain from influencing the decision on such contract or transaction; and will otherwise comply with the requirements of the policy regarding conflict of interest.

Reporting a Conflict of Interest:

On an annual basis, all Members will complete a written statement disclosing any real or perceived conflicts that they might have to the Piranhas Swim Club of Fort Saskatchewan's President following their AGM.

At any time, during the Summer Swimming Season, that a member becomes aware that there may exist a real or perceived conflict of interest, they will disclose, in writing, this conflict to the President immediately.

Resolving Complaints of a Real or Perceived Conflict of Interest:

Upon receipt of a complaint, the President will determine, along with the other Executive Board Members, whether the complaint is real or perceived, and have the alleged given an opportunity to submit evidence and to be heard at a designated meeting. The Executive Board Members will follow the outlined Conflict of Interest Policy in the ASSA Policies and Procedures.

Policy #16

Coaches' Choice Awards: Most Dedicated Female Swimmer & Most Dedicated Male Swimmer

The Coaching Staff choose individuals; and awards are presented annually.

Criteria for the coaches' consideration are:

- Dedication to the sport of swimming
- Dedication to the team
- Practice attendance
- Receptiveness to coaching
- Attitude
- Meet attendance
- Moral boosting
- Good Sportsmanship
- Encouragement of teammates

There will be no ties, and the Head Coach will make the final decision on chosen swimmers.

Policy #17

Most Improved Swimmer Awards: To qualify for Most Improved Swimmer, a swimmer must swim at Regionals and at least two other meets, which may include the Alberta Summer Games (ASG) Trials, and ASG. Comparing the swimmer's best time from the Regionals or Provincials meet, with the average time from the first two meets for each event, earns a swimmer points. The swimmer showing the most

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improvement wins the award.

At Regionals, each swimmer swims four events, these become Qualifying Events.

For each Qualifying event, FINA points are calculated using 1) the swimmer's best time from Regionals or Provincials, and then 2) the Average of the earliest 2 Times for that event. The difference between these points is the swimmer's Improvement Score. The larger the difference (i.e. more improvement) the higher the improvement score.

Points are calculated using the officially sanctioned FINA points scoring formula:

Points = $1000(T_{\text{Ref}}/T)^3$ where T_{Ref} = a "reference time" and T = the swimmer's time. For the purposes of this calculation, the reference time will be the current ASSA Provincial Record time for that event. The closer to the Provincial A time, the more FINA points are scored.

For example, this swimmer's Most Improved Swimmer Score: **374 points.**

13&14 Boys	EVENT	TIMES	FINA POINTS	IMPROVEMENT SCORE
Swimmer	100m Free	1:10.1 (Average from first 2 Swims) 1:04.8 (Regionals time) 0:55.67 (Current Provincial Record)	500 633	133
	100m Fly	1:20.6 (Average from first 2 Swims) 1:16.4 (Regionals Time) 1:04.7 (Current Provincial Record)	517 607	90
	50m Fly	34.04 (Average from first 2 Swims) 32.05 (Provincials time) 28.01 (Current Provincial Record)	557 668	110
	50m Free	30.73 (Average from first 2 Swims) 30.01 (Regionals time) 25.40 (Current Provincial Record)	565 606	42

Piranhas swimmers in each of the following age categories may work towards a most improved swimmer award. Each category has an award for both boys and girls.

Girls	6 & Under	Boys
Girls	7 & 8	Boys
Girls	9 & 10	Boys
Girls	11 & 12	Boys
Girls	13 & 14	Boys
Girls	15 & 16	Boys
Girls	17 & Over	Boys

NOTES:

1. If a swimmer only swims a Qualifying Event at just one meet during the season, this event will not count toward the Most Improved Swimmer Score.
2. If a Provincial Record is not available for a swimmer's Qualifying Event, (i.e 6&U swimmers) then the Provincial Record from the next higher age category will be used.
3. Minnows only have to swim 4 events 3 times to qualify for MI.
4. Receiving a negative score eliminates a swimmer from qualifying for this award, even if they are the only swimmer in their age group.
5. All Stars is not included as it is a swim meet that is swam in a long course pool (50m). The MI Awards are calculated by times achieved in short course pools of 25 meters in distance.

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Policy #18

Coaches Choice Lane Awards: These awards are given to swimmers, from each of the Individual Coaches' Home lanes, who show positive attitudes, show a willingness to be coachable, who show leadership within their lanes as well as in the club, and who show respect to their coaches and peers. These awards are not trophies but will be something unique, chosen by the coaches to reward Piranhas Swimmers for excellence in character. If a coach has 1 home lane, then 1 swimmer will be chosen from within that lane except for the minnow lane. For the minnow lane two swimmers will be chosen, one from group A and one from group B. If a coach has two home lanes, then 2 swimmers will be chosen from within those 2 lanes. If a coach has three home lanes, this coach may choose 3 swimmers from those three lanes.

Revision History:

Date	Description of Changes
January 2022	Policies updated and modified as ASSA created mandatory standalone policies which are required for affiliation process. 31-Jan-2022 Executive Meeting
February 2023	Policies updated to reflect current operation. Approved at Executive Meeting