

Fort St. John

## Inconnu Swim Club

## Parent Handbook 2022/2023



3/5/2023

CONTAINS

Important Information for all Inconnu Parents

## Contents

<b>1. ABOUT THE INCONNU SWIM CLUB .....</b>	<b>1</b>
1.1. Club Mission.....	1
1.2. Club Vision .....	1
1.3. Club Social Policies.....	1
1.4. Club Board of Directors Job Descriptions .....	2
1.5. Club Contact Information .....	3
<b>2. COMMUNICATION .....</b>	<b>3</b>
2.1. Pathways of Communication .....	3
<b>3. VOLUNTEER POLICY .....</b>	<b>4</b>
3.1. Points Commitment.....	5
3.2. Participation Points .....	6
<b>4. SWIM GROUPS DESCRIPTION.....</b>	<b>8</b>
4.1. Novice: (Learn to Swim - Fundamentals Ages 5-9) .....	8
4.2. Junior A/B: (Learn to Train - Ages 9-12) .....	8
4.3. Intermediates: (Learn to Train - Ages 9-12).....	8
4.4. Seniors: (Train to Train - Ages 11-13) .....	8
4.5. Nationals: (Train to Train - Ages 12-15).....	9
4.6. Train to Compete 15+ .....	9
4.7. Age Group Qualifiers.....	9
4.8. Age Group Qualifiers.....	9
<b>5. EQUIPMENT .....</b>	<b>9</b>
5.1. Team Uniform Policy .....	9
5.2. Equipment .....	9
5.3. How to Order/Purchase Equipment .....	11
<b>6. RETURN-TO-PLAY SPORT DELIVERY POLICY .....</b>	<b>12</b>
<b>7. TRAINING .....</b>	<b>13</b>
7.1. Training Schedule .....	13
7.2. Dryland Training.....	13
7.3. Training Attendance Expectations .....	13
<b>8. FINANCIAL POLICIES.....</b>	<b>14</b>
<b>9. CLUB FEES .....</b>	<b>14</b>
9.1. Registration Fees .....	15
9.2. Swim BC Insurance Fees.....	15
9.3. Fundraising Events .....	15
9.4. Swim Meets (including Team Travel) & Swim Training Camps.....	16
9.5. Summer Championship Training .....	16
9.6. Multi-Swimmer Discount .....	16
9.7. Swimmer Group Movement .....	16
<b>10. PAYMENT SCHEDULES AND REFUNDS.....</b>	<b>18</b>
10.1. Novice/Junior/Swim for Life .....	18
10.2. Intermediate/Senior/National .....	18

10.3.	One-Week Trial Period .....	18
10.4.	Withdrawal from the Club .....	18
10.5.	Injury/Medical Leave.....	18
10.6.	Suspension or Expulsion from the Club .....	18
<b>11.</b>	<b>FUNDRAISING .....</b>	<b>19</b>
<b>12.</b>	<b>EMERGENCY PROTOCOLS.....</b>	<b>20</b>
12.1.	Emergency Action Plan for North Peace Leisure Pool.....	20
12.2.	Emergency Protocols for Team Travel.....	21
<b>13.</b>	<b>RISK ASSESSMENT .....</b>	<b>21</b>
<b>14.</b>	<b>SWIM MEETS.....</b>	<b>21</b>
14.1.	Should my child compete? .....	21
14.2.	If you are planning to attend a swim meet, please do the following:.....	21
14.3.	How do I track my child's progress?.....	22
14.4.	Types of Swim Meets .....	22
14.5.	Parent, Chaperone, Coach, Athlete Responsibilities at Swim Meets .....	23
14.6.	Local Swim Meet Discipline Policy .....	25
14.7.	Travel Expenses and Reimbursements .....	26
<b>15.</b>	<b>SWIM MEET SCHEDULE &amp; IMPORTANT DATES.....</b>	<b>26</b>
<b>16.</b>	<b>OFFICIALS.....</b>	<b>27</b>
16.1.	Official Roles: Description and Qualifications.....	27
<b>17.</b>	<b>CLUB SOCIAL EVENTS.....</b>	<b>28</b>
<b>18.</b>	<b>AWARDS.....</b>	<b>28</b>
18.1.	Special Recognition: (Name on trophy).....	28
18.2.	Swimmer of the Year: (Name of athletes on trophy) .....	28
18.3.	Most Improved: (Name of athletes on trophy) .....	29
18.4.	Hardest Trainer: (Name of athletes on trophy).....	29
18.5.	Most Sportsmanlike: (Name of athlete on trophy) .....	29
18.6.	Rookie of the Year: (Name of athlete on trophy).....	29
18.7.	Inconnu Swim Club Grade 12 Award .....	29
<b>19.</b>	<b>EXPECTATIONS AND CODES OF CONDUCT .....</b>	<b>30</b>
19.1.	Expectations of Swimmers .....	30
19.2.	Expectations of Parents.....	30
19.3.	Expectations of Coaches.....	30
19.4.	Coach Code of Conduct .....	31
19.5.	Parent Code of Conduct .....	32
19.6.	Swimmer Code of Conduct .....	33
19.7.	Volunteer Code of Conduct .....	33
19.8.	Officials Code of Conduct.....	34
<b>20.</b>	<b>SWIM CLUB SCREENING AND CRIMINAL RECORD CHECK POLICY .....</b>	<b>35</b>
<b>21.</b>	<b>HARASSMENT AND ABUSE POLICY .....</b>	<b>35</b>
21.1.	General Principles .....	35
21.2.	Scope.....	35

21.3.	Definitions and Examples of Harassment .....	35
21.4.	Complaints and Procedures .....	36
21.5.	Appeal .....	37
21.6.	Records .....	37
<b>22.</b>	<b>DISCIPLINE POLICY .....</b>	<b>37</b>
22.1.	Procedures .....	37
22.2.	Appeal .....	38
22.3.	Records .....	38
<b>23.</b>	<b>SOCIAL MEDIA GUIDELINES .....</b>	<b>38</b>
23.1	Social Media Guidelines for Coaches .....	38
23.2	Social Media Guidelines for Athletes .....	39
23.3	Social Media Guidelines for the Club .....	40
<b>24.</b>	<b>PRIVACY POLICY .....</b>	<b>40</b>
24.1.	Personal Information .....	41
24.2.	Why we ask for Your Personal Information? .....	41
24.3.	Collecting your Personal Information .....	41
24.4.	Accuracy of and Access to your Personal Information.....	41
24.5.	How we protect your Information.....	41
24.6.	Obtaining Access to Your Information.....	41
<b>25.</b>	<b>CONFLICT OF INTEREST.....</b>	<b>41</b>
	<b>APPENDIX A: BOARD OF DIRECTORS JOB DESCRIPTIONS.....</b>	<b>43</b>
	<b>APPENDIX B: CLUB FINANCIAL STATEMENTS.....</b>	<b>50</b>
	<b>APPENDIX C: PARENT CODE OF CONDUCT ACKNOWLEDGEMENT FORM .....</b>	<b>51</b>
	<b>APPENDIX D: SWIMMER CODE OF CONDUCT.....</b>	<b>52</b>
	<b>APPENDIX E: INFORMATION RESOURCES.....</b>	<b>53</b>

## 1. ABOUT THE INCONNU SWIM CLUB

Our team is a year-round competitive swim team offering high-quality professional coaching and technique instruction for all ages and abilities. The goal of our team is to provide every member an opportunity to improve swimming skills and achieve success at his or her level of ability, from novice to international competitor.

All of our coaches, as members of the Canadian Swim Coaches and Teachers Association (CSCTA) and registered with Swim BC and Swimming Canada, have access to the most comprehensive training and certification program for youth coaches of any sport in Canada. They provide assurances that the time children spend in swimming will be quality time.

We are a non-profit club, run by its elected Board of Directors which meets monthly during the year. All members are welcome at each meeting and encouraged to be involved in team activities and fundraising.

### 1.1. Club Mission

***To provide the opportunity and resources for every club swimmer to reach their goals in fitness and individual excellence.***

### 1.2. Club Vision

The vision of the Inconnu Swim Club is to create:

- ❖ A club dedicated to the pursuit of excellence in swimming.
- ❖ A club where swimmers develop physical conditioning, sportsmanship, mental discipline and other skills that provide life-long benefits.
- ❖ A club where swimmers can learn the value of competition and teamwork in an environment that stresses commitment and consistency.
- ❖ A club that provides fair and just treatment for all individuals.
- ❖ A club that is characterized by open communication, fairness and mutual respect.
- ❖ A club that supports full access to the sport of competitive swimming to people who live with disabilities.

### 1.3. Club Social Policies

#### **Fair Play**

The Inconnu Swim Club is dedicated to the advocacy and commitment of Fair Play. It understands that sport helps children to learn important life skills such as teamwork and cooperation, and lifelong values such as integrity, fairness and respect. Therefore, the Inconnu Swim Club also promotes to its membership the:

### **True Sport Principles:**

- ❖ Go for It - Rise to the challenge - always strive for excellence. Discover how good you can be.
- ❖ Play Fair - Play honestly - obey both the letter and spirit of the rules. Winning is only meaningful when competition is fair.
- ❖ Respect Others - Show respect for everyone involved in creating your sporting experience, both on and off the field. Win with dignity and lose with grace.
- ❖ Keep it Fun - Find the joy of sport. Keep a positive attitude both on and off the field.
- ❖ Stay Healthy - Place physical and mental health above all other considerations - avoid unsafe activities. Respect your body and keep in shape.
- ❖ Include Everyone - Share sport with others. Ensure everyone has a place to play.
- ❖ Give Back - Find ways to show your appreciation for the community that supports your sport and helps make it possible.

[www.truesport.ca](http://www.truesport.ca)

### **General Equity**

1. Inconnu Swim Club governs itself with the belief and practice that equity is fair and just treatment for all individuals. Gender equity is the principle and practice of a fair and equitable allocation of resources and opportunities for both males and females. To be equitable means to be fair, and to appear to be fair.
2. The implementation of gender equity eliminates discriminatory practice, which prevents full participation of either gender.
3. Opportunities, resources, and power become equally accessible to all.
4. As such, the Inconnu Swim Club will maintain strong and directed initiatives that encourage women's participation in the activities and events of the Club. Inconnu Swimming will work to ensure that gender equity is a key consideration when developing, implementing, updating or delivering programs, policies and projects.

### **Inclusion**

1. Inconnu supports full access for people (athletes, coaches, officials, and volunteers) who live with disabilities to the opportunities, facilities, resources and programs of the sport of competitive swimming.
2. Regarding equal opportunity for all to participate, Inconnu realizes that individuals that have either a physical or mental disability also deserve a chance to participate in sports and accommodates everyone based on their need to feel included and grow through the curriculum/group to which they belong. The coaches will access and work with parents and athletes on an ongoing basis to ensure this occurs.

#### **1.4. Club Board of Directors Job Descriptions**

*See Appendix A for Board of Directors Job Descriptions*

### 1.5. Club Contact Information

Fort St. John Inconnu Swim Club Mailing Address: Box 6715  
Fort St. John, BC V1J 4J2

Questions? The website has it all! Contact us via the team website: [www.inconnuswimteam.com](http://www.inconnuswimteam.com)

## 2. COMMUNICATION

Communication in a large organization is always a challenge, but the Inconnu Swim Club has identified efficient communication as the most important aspect of a functional healthy swim club. The board and staff are actively taking steps to improve the quality of our communication to benefit the membership.

The Inconnu Swim Club's primary channel of day-to-day communication is electronic. Club members are kept informed of news and information through email and a current Club website. On top of that, the Inconnu bulletin board at the pool is kept up to date and is a good source of information. To ensure that you are informed on what is happening in the Club, it is important to have your correct email address updated in your account information on Team Unify. **Members are encouraged to make regular visits to the Club website and read all emails from Inconnu communications.**

Parents are encouraged to keep in regular contact with their child's coach. Please be advised that you may check in with your child's coach between the hours of 9:00 am and 5:00 pm, as well as, 15 minutes before or 15 minutes after practice. Communications outside of pool hours must be made by email. Times may be arranged for any further discussion. Coaches are happy to answer questions and discuss a swimmer's progress and development, providing this does not interfere with the regular practice schedule.

Board meetings are held monthly. The board meetings are not available for parents to attend unless a position on the board of directors is held. The AGM (held in September), as well as email communication, provides an opportunity to hear what is happening in the Club.

### 2.1. Pathways of Communication

Effective communication is the cornerstone of successful organizations. Questions or concerns regarding the swimming program or administration may arise over the course of the season, and the Club would like to make sure that everyone understands just how to address these.

As there are so many different people involved in a swimming club, we have created a 'Pathways of Communication' guideline to help you choose the best communication method for your question or concern.

#### For Swimming 'Program' Issues:

##### From Coach(es) to Swimmers and/or Parents:

- a) Coach will talk directly to swimmer(s).
- b) Coach will talk directly to the parent, or the swimmer and parent together (if needed & appropriate).
- c) Coach will talk directly to the swimmer and parent along with the head coach.
- d) Coach will talk directly to the swimmer and/or parent along with the head coach and a coach liaison.

**From Parent to Coach:**

- a) Parent will talk directly to the coach of their child, or the coach working with the athletes on that given day.
- b) Parent will talk directly to the head coach of Inconnu or coach liaison.
- c) Parent will contact the Inconnu Club president or vice-president, in writing (email).

**For Swimming 'Administrative' Issues:**

**Parents to Administration:**

- a) Parent will contact the chair of the committee of the area in question.
- b) Parent will contact the president or vice president of the board of directors, in writing (email).
- c) Parent will present at a board of directors' meeting.

*If you have questions or concerns, please use this pathway. Most often, all questions or concerns can be addressed to the first contact person on that pathway. Should your question not be handled to your satisfaction, please contact the next listed person on that pathway. We hope that this 'Pathways of Communication' will be the cornerstone to effective communication between Club members, coaches, and the board.*

### **3. VOLUNTEER POLICY – NOT REQUIRED FOR 2023**

The intent of the volunteer system is to encourage Club members to become involved in the Club activities. To this end, parents are encouraged to become involved in jobs of all kinds. Generally, the more volunteers we have the better, so feel free to sign up other members of your family or friends as well.

Volunteer jobs will be advertised throughout the swim season on our website. Additionally, we do send out requests and reminders from time to time by email. Job sign up is predominantly done through our website. You must first log in to your account and then look for the "Team Events" button at the bottom of our "Home Page". Any upcoming volunteer jobs will be posted there for sign up. Once you have signed up for a job, completed it and signed the attendance register at the event, you will be given credit towards your volunteer points commitment.

To check your volunteer points status, sign into your account and click the "My Account" tab on the left side of the screen. Choose "Invoices & Payments" and this will allow you to look at your "Club Invoices", "Make Payment" and your volunteer points commitment under the "Service Hours" tab. Under this tab you will be able to see all the activity through your account. If you have any questions regarding your volunteer points account, please contact our volunteer points coordinator.

1. We would rather have your time than your money. The board has worked very hard to make the points realistic and achievable. For example: if you are a parent with 1 swimmer, you can achieve your 250



points per session by being a timer at one swim meet for 2 full days, a timer at one time trial and attend 5 board meetings.

2. It is assumed that once you have participated in Club activities (for example Dryland) or the first day of in-water training, you will be considered registered and be compliant with the Financial and Volunteer Policies, unless participating in the one-week trial.
3. If a swimmer quits mid-season, the points will be prorated monthly and charged accordingly.
4. The Club tries to assign points fairly, both by awarding the points based upon the job itself and relative to other jobs. However, the points are only awarded if the job is completed in its entirety. There will be a review of each position by the executive mid-December to ensure that the volunteer is completing the tasks associated with the job and that the points can be given.
5. It is the volunteer's responsibility to ensure that their points are recorded accordingly with the volunteer points coordinator.
6. At the beginning of January, May and August, we will assess each family's points to determine if a point purchase needs to be coordinated with the bookkeeper.
7. If you are unable to fulfill your volunteer commitment, you will be charged, via the Team Unify account, a dollar per point that hasn't been fulfilled. Your Team Unify account will be charged according to the session length that you are registered in (January, May or July) if you have not fulfilled your volunteer commitment.
8. The intent of a volunteer commitment is not to perform personal fundraising to offset fees but to encourage wide participation in needed volunteer jobs across the Club. If a member achieves more than their minimum requirement, there will be no compensation given even though we appreciate and encourage a spirit of volunteerism. There is no sharing (transferring) of or carrying forward of volunteer points from year to year. **Feel free to sign up friends and family members to help achieve your points.**
9. If your swimmer competes at a home meet, at least one parent, or volunteer provided on your family's behalf, must sign up for at least one meet position. If not, swimmers may be scratched from the meet at the discretion of the head coach and meet manager.

### 3.1. Points Commitment

The chart below outlines how many points, per family, are needed to be earned per competitive swimmer per session.

Swimmer/Family	Full Session	Prorated increase	Session 1	Session 2
1 swimmer	500		250	250
2 swimmers	750	150%	375	375
3 swimmers	900	180%	450	450
4 swimmers	1000	200%	500	500

Non-competitive swimmer families will be committed to earning 30% of the points while all swimmers in the family stay non-competitive. As soon as a swimmer becomes registered for competitive status in the Club, the full point allotment will apply at a prorated amount.

### 3.2. Participation Points

The chart below outlines how many points the varying jobs/events are worth.

Jobs	Points	Unit
<b>Swim Meets</b>		
Swim Meet Committee Manager	200	per meet (2 days)
Swim Meet Assistant (1 assistants)	100	per meet (2 days)
Swim Meet Assistant (2 assistants)	50	per meet (2 days)
Referee	75	per session
Starter	56.25	per session
Starter Shadow	50	per session
Stroke and Turn	50	per session
Stroke and Turn Shadow	30	per session
DQ Runner	15	per session
Head Timer	50	per session
Clerk of Course	50	per session
Clerk of Course Shadow	50	per session
Marshall	40	per session
Timer	30	per session
Safety Marshall	10	per warm up
Lap Counter	30	per session
Heat Sheet Seller	25	per day
50/50 Ticket Seller	50	per day
Best Time Table	50	per day
Awards	50	per day
Food Preparation	50	per day
Food Runner	30	per day
Food Donations:		
• Water/Muffins/Cookies	15	
• Veggie/Fruit Tray	25	
• Meat Tray	30	
• Cheese/Crackers Tray	25	
• Early Start Coffee	25	
<b>Time Trials</b>		
Swim Meet Committee Manager	75	per time trial
Referee	80	per time trial
Starter	75	per time trial
Starter Shadow	37.5	per time trial
Stroke and Turn	65	per time trial
Stroke and Turn Shadow	32.5	per time trial

DQ Runner	15	per time trial
Head Timer	50	per time trial
Head Timer Shadow	25	per time trial
Clerk of Course	50	per time trial
Clerk of Course Shadow	50	per time trial
Marshall	40	per time trial
Timer	30	per time trial
Safety Marshall	10	per warm up
Lap Counter	30	per time trial
<b>Administrative</b>		
President	1000	per year
Past President	100	per year
Vice-President	1000	per year
Secretary	1000	per year
Treasurer	1000	per year
Treasurer Shadow	100	per year
Group Representatives	150	per year
Website Administrator	400	per year
Website Administrator Shadow	200	per year
Registrar	400	per year
Fundraiser Committee Coordinator	400	per year
Fundraiser Committee Member (4 positions)	300	per year
Equipment Manager	200	per year
Equipment Assistant at meets	50	per meet
Social Coordinator	100	per year
Accommodations Coordinator	275	per year
Community Relations Representative	150	per year
Director of Officials	150	per year
Volunteer Points Administrator	200	per year
Coach Liaison (Appointed)	50	per year
Coach Liaison	25	per each meeting acting in liaison role
Team Photographer	150	per year
Content Creator (for Social Media)	200	per year
<b>Various</b>		
Chaperone	50	per event
Board Meeting attendance	20	per meeting
Group Meetings (at least 1/year)	10	per meeting
Officials Training	25	per training session
One-Stop (4 people maximum)	20	per registration session
Various non-mandatory fundraisers	TBA	as specified at sign up
Bottle Drives:	25	per person/shift (children aged 6 +)
Sorting		

• Runner		
• Driver		
• Counter at Depot		
• Securing new sponsorship monies above \$1,000	50	

***\*If you are unable to fulfill your volunteer commitment, you will be charged \$1/point.  
This agreement is part of the registration agreement with the club.***

## 4. SWIM GROUPS DESCRIPTION

Inconnu offers training and practice groups for swimmers of all ages and ability levels. It is our goal to offer age specific training for all the athletes; geared towards challenging each individual and developing everyone to the best of THEIR abilities. The coaches use the Swim Canada Long Term Athlete Development Guide for help with athlete placement at <https://swimbc.ca/long-term-athlete-development/>

### 4.1. Novice: (Learn to Swim - Fundamentals Ages 5-9)

Achieve the technical fundamental skills, confidence and proficiency leading to the foundation skills for the four competitive events when the swimmers graduate to Learn to Train. Ensure that the Agility, Balance, Coordination, Speed (ABC'S) are supported in an active and fun filled learning environment. Promote involvement in multiple sports, fair play, teamwork and personal interaction skills.

### 4.2. Junior A/B: (Learn to Train - Ages 9-12)

The Learn to Train group seeks to master movement and swimming skills through repetition. The amount of swimming activity stays at 4-6 sessions per week with sessions ranging from 60-90 minutes. Flexibility training is introduced.

### 4.3. Intermediates: (Learn to Train - Ages 9-12)

The Learn to Train group continues to master movement and swimming skills through repetition. The amount of swimming activity stays at 4-6 sessions a week, but an increase of hours in the week with sessions ranging from 60-120 minutes. Flexibility training continues to be developed with an introduction to mobility. An introduction to race strategies and an athlete's ability to swim longer distance events is structured around a seasonal plan developed to enhance aerobic endurance.

### 4.4. Seniors: (Train to Train - Ages 11-13)

The development of the aerobic system is the main emphasis for this group. The on-set of growth spurt to PHV (Peak High Velocity) is a critical window for this development. The amount of swimming activity stays at 6 sessions per week with sessions ranging from 90-120 minutes.

#### *4.5. Nationals: (Train to Train - Ages 12-15)*

This group continues to emphasize the development of the aerobic system with additional emphasis placed on strength development. This strength development for females will take place immediately following Peak Height Velocity (PHV) and for males 12-18 months following PHV. The amount of swimming activity ranges from 7-8 sessions per week of 120 minutes.

#### *4.6. Train to Compete 15+*

Training provided is a more individualized training focus with volume and intensity based on swimmer's specialty and periodization. Swimmers begin to plan career/long term sport options.

#### *4.7. Age Group Qualifiers*

Swimmers who are qualified and committed to competing at Age Group Nationals and swim in July at a cost recovery basis.

#### *4.8. Age Group Qualifiers*

"In the year a swimmer reaches the age of 19, that swimmer will no longer be eligible to swim with the Inconnu Swim Age Group Club. The only exception to this policy is if a swimmer is in full time attendance at a Secondary or Post-Secondary Educational Institution, they may at the discretion of the head coach be eligible to swim with the club. After the age of 18, swimmers may opt to swim with the Swim for Life Program."

## **5. EQUIPMENT**

### *5.1. Team Uniform Policy*

It is mandatory during all swim meets for swimmers to wear team apparel while on deck, and a team swim cap during races. For a first offense, a warning will be given. For a second offense, the swimmer may be scratched from their events, at the coach's discretion depending on the circumstance. It is not permissible to wear another swimmer's personalized cap during a meet. Swim apparel to be worn at all meets:

1. Inconnu Cap with logo
2. Goggles
3. Team apparel with Inconnu Logo - gear must be purchased through the Club or locally at the Crayon Box

### **Performance suits**

Performance suits may be worn at the discretion of the swimmer and their parent at any meet. Performance suits are not recommended for swimmers under the age of 12. If you are unsure of what type of suit is appropriate for your swimmer and their level or when they should wear a performance suit, please talk to your coach.

### *5.2. Equipment*

The following is a recommendation only from the coaches, and these items are what is used on an ongoing basis throughout the year. The Club does have some of this equipment for swimmers to use. However,

many swimmers prefer their own for hygiene purposes (i.e. the snorkel) and proper fit. For those that do decide to purchase their own, it is recommended to label all equipment with the athlete's name.

The Club has goggles and latex and silicone caps in black and green available for purchase. Also, there are personalized swim caps that have the athlete's last name which are ordered at the beginning of the year.

### 5.2.1. List of equipment based on athlete group level

#### Novice/Juniors

- Fins (long)
- Kickboard

#### Intermediate

- Fins (short)
- Kickboard
- Pull Buoy



#### Senior

- Fins (short)
- Kickboard
- Pull Buoy

#### National

- Fins (Short)
- Kickboard
- Pull Buoy



Please check with your athlete's coach before purchasing fins or paddles.

Also, it is recommended that each athlete purchase a mesh bag to hold all their equipment.

**\* NOTE on fin order:** Athletes should order a size smaller than their shoe size as feedback from athletes that have obtained the fins already have found the toe box to be wide. This type of swim fin replicates normal kicking rhythm without the stress on the ankle, as well as reduces feet from blistering.

### 5.3. How to Order/Purchase Equipment

Feel free to purchase your equipment at any retailer you would like, however, if you use the discount code at the Team Aquatics website, it will provide you with a discount (15%) off the regular prices shown. You will be charged shipping. The discount code is: INC100.

This code can also be used by family and friends as all the orders associated with this code will give Inconnu a small kickback in sales.

Personalized items (swim caps and team apparel) will be ordered early in the season in coordination with the equipment manager.

To purchase in stock items (goggles, team caps and team apparel), you may contact the equipment manager and arrange to meet at the pool where the stock is stored. Charges for equipment will be made through Team Unify. If you are not able to contact the equipment manager, contact your group representative with your questions and he/she will forward them and help you to connect with the equipment manager.

## 6. RETURN-TO-PLAY SPORT DELIVERY POLICY

If/when a swimmer becomes injured, the parent, swimmer and coach(es) will be in communication about what the health professional (i.e. doctor or physiotherapist) recommends for reintegration into the regular swim program. The swimmer and parent will communicate with the coach(es) regularly providing feedback about the rehabilitation progress and advise the registrar in writing. Please see the Financial Policy for more information.

The following is an example of what a rehabilitation/return to play program may look like.

### **Example for Shoulder-Rotator Cuff Impingement:**

**Step #1:** RICE - Rest, Ice, Compression and Elevation. Through the first couple of weeks after each attempt of getting back in the water & using arms during practice.

**Step #2:** Have athlete schedule appointment with physiotherapist and evaluate level of injury and provide exercise routine to help restore athlete's ability to practice without pain.

- Athlete still attends practice session but only completes 1/2 the session doing only kick with arms down by side as opposed to using a kickboard. Again after each session have athlete use ice and go through physio exercises.

**Step #3:** Regain Full Range of Motion:

- It is important to lengthen and orientate the healing scar tissue via joint mobilizations, massage, shoulder muscle stretches, and light active-assisted and active exercises.
- Go through series of active exercises and static exercises with no sign of pain or discomfort

**Step #4:** Restore Scapular Control

**Step #5:** Restore Normal Neck-Scapulo-Thoracic-Shoulder Function

**Step #6:** Restore Rotator Cuff Strength

- Perform exercises in step #3 with the use of exercise bands.

**Step #7:** Restore High Speed, Power, Proprioception & Agility:

- Re-introduce the use of arms in water sessions with an emphasis on movement through progression and performing sets at a slow to moderate pace. To help keep the athlete from overstraining self and re-occurring injury, it is suggested the athlete starts 2-3 groups lower and attend those assigned workout sessions for 2 weeks until they are back up in regular group level. When back in group, the swimmer should be cautious for the first couple of times and moderate interval times to not cause injury but assist in recovery and strengthening process.

**Step #8:** Have athlete return to normal routine while monitoring closely for the first couple of weeks.

**Step #9:** Summary

There is no specific time frame for when to progress from each stage to the next. The athlete's rehabilitation status will be determined by many factors during the health professional's clinical assessment. Through communication with the physiotherapist, the aim is for the athlete to progress between the rehabilitation phases as functional movement improves back to normal.



## 7. TRAINING

Swim club training consists of both on deck and dryland training, each of which is discussed below.

### 7.1. Training Schedule

The training schedule can be found on the Inconnu website at: [Inconnu Training Schedule](#)

Yearly training is broken down as follows:

- ❖ **Novice and Junior** have three separate sessions for which they may choose to swim: September to December (Session 1), January to April (Session 2) and May to July (Session 3).
- ❖ **Intermediate, Senior and National** level swimmers train from September to the end of July.

The training is subject to change and updates will be provided as soon as reasonably possible. Please check your email for any last-minute changes to the swim schedule.

### 7.2. Dryland Training

Dryland training is important for the balanced development and overall physical health of the athletes. For competitive swimmers to be on top of their game, it's essential to train both inside and outside of the pool. Athletes can develop a lot more strength and explosive power through training on dry land than in the pool. Dry land is also a great place to create muscle balance by training muscle groups not commonly used in the repetitive movements of swimming in a pool. Training your less used muscles and creating a more balanced body helps prevent injuries. Training outside of the pool is also a great way to build camaraderie amongst the team and break up the monotony from time to time.

At the beginning of the season, coaches organize a training schedule. Members will be advised of the schedule and location when training begins.

### 7.3. Training Attendance Expectations

Level of attendance is directly proportional to the level of performance, especially at the higher levels. Help your swimmer by expecting a high standard of participation and attendance from day one.

As coaches, we strongly encourage consistent attendance regardless of group level. Parents or athletes are required to notify their coach of any absences.

## 8. FINANCIAL POLICIES

*See Appendix B for the Inconnu Financial Statements.*

The Fort St. John Inconnu Swim Club (the Club) is a non-profit organization and the board of directors (the Board) operates the Club as such. With the assistance of other Board members and the head coach, the treasurer prepares a budget for the upcoming swim year and presents it to the Board each spring for their review and input.

The budget is finalized and approved at the Annual General Meeting in September. Club members should be aware that they are responsible for

1. Registration fees for each of their swimmers
2. Swim BC insurance fees
3. **Two** fundraising events (if the swimmers are registered for the year); one fundraising event is held in the fall and the other is held in the spring
4. Swim Meet Entry Fees and Inconnu Splash Fee (if swimmers wish to compete)
5. Volunteer points commitment

Additional fundraising events are held on an *ad hoc* basis and are voluntary but appreciated, as this helps keep the cost of the program down.

It is assumed that once a swimmer has participated in Club activities (for example; pre-season dryland) or the first day of in-water training, that the swimmer is considered registered and must be compliant with the following Financial Policies; unless participating in the one-week trial.

## 9. CLUB FEES

Club fees can be found on the Inconnu web site at: [Inconnu Club Fees](#)

Club fees consist of the following items:

1. Registration Fees
2. Swim BC Insurance Fees
3. Fundraising Fees

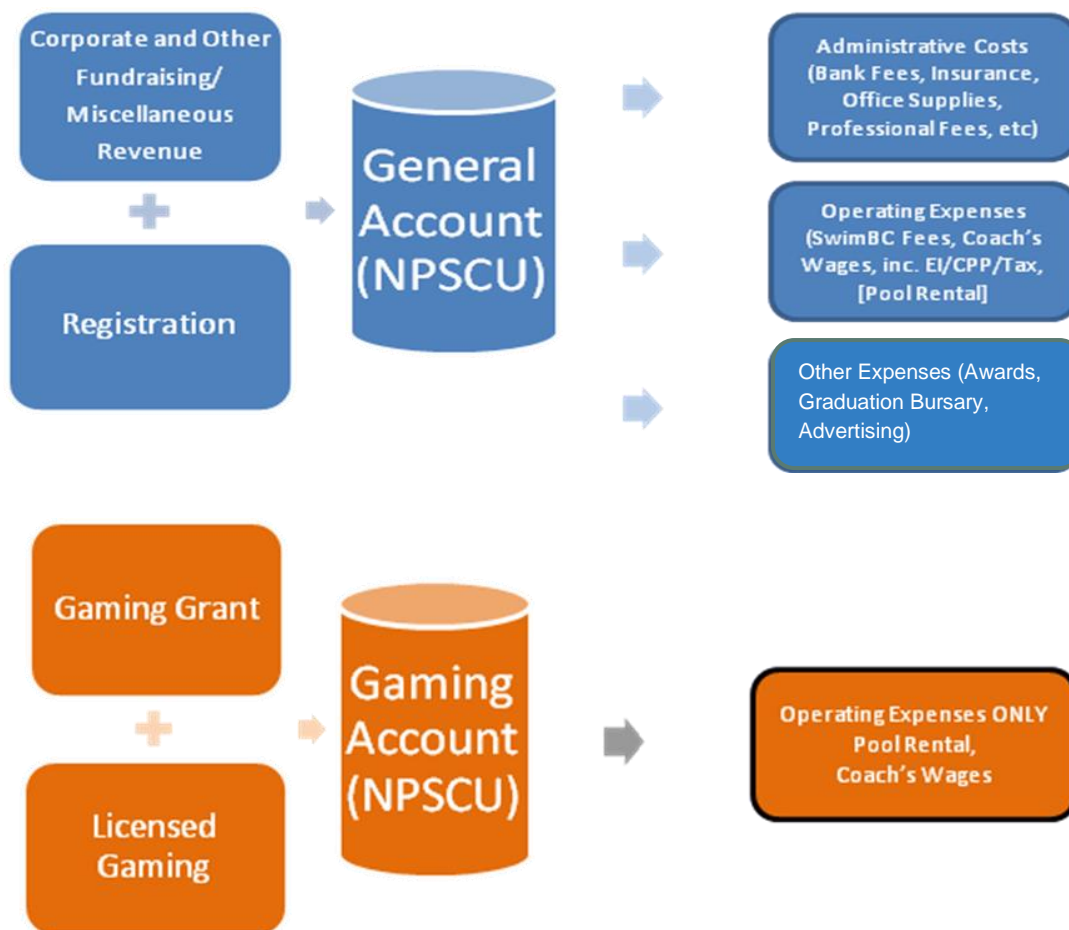
Payment of all fees can be made by E-Transfer using the email [inconnupayments@gmail.com](mailto:inconnupayments@gmail.com). EMT payments must be received prior to 11:59 on 3rd of the month or charges will be made to the credit card on file on the 5th. An active credit card must remain on file.

It is the member's responsibility to make sure the E-Transfer is completed by the deadline or their credit card will be charged including the 3.5% chargeback. Failure to pay fees will result in your swimmer being removed from the water.

It is recommended that if you would like to use EMT as a payment option, you set up reoccurring transfer through your bank as there will be no reminders from the club.

### 9.1. Registration Fees

Registration fees are intended to cover the delivery of the training program among other things. See below for an explanatory diagram.



### 9.2. Swim BC Insurance Fees

Swim BC insurance fees are due in September, at the time of registration, or when a swimmer moves from non-competitive to competitive. Swim BC insurance fees are valid for the season. **There are no refunds for Swim BC insurance fees.**

### 9.3. Fundraising Events

Fundraising commitments are required on a per session basis for all swimmers and will be charged at the time of registration and January. Fundraising commitments are non-refundable.

#### *9.4. Swim Meets (including Team Travel) & Swim Training Camps*

Charges for swim meets and swim camps will consist of entry fees and a splash fee. ***There are no refunds for swim meets once our Club's registration deadline has passed.*** Fees will be charged on the day following the registration deadline.

Swim BC charges athletes to attend swim camps. This will be charged to the athlete's account. ***No refunds will be issued once our Club's registration deadline has passed.***

The chaperone(s) assisting with Team Travel is entitled to accommodation reimbursement and a per diem (\$50 or Breakfast=\$10, Lunch=\$15, Dinner=\$25) for the travel to and from meets and for each day of a meet. Transportation will be reimbursed at cost or mileage paid at the Canada Revenue Rate.

#### *9.5. Summer Championship Training*

Summer Championship qualified athletes swim for the month of July after the season is officially over, to be prepared for Championship meets. The pool lane rental cost for July will be divided equally between the athletes attending and will be charged to their Team Unify accounts.

#### *9.6. Multi-Swimmer Discount*

Families with more than two youth swimmers are eligible for the Swim BC discount. Please see the Swim BC website for more information. The discount will be applied as a credit to the member's account when the Club receives it from Swim BC.

#### *9.7. Swimmer Group Movement*

Should a swimmer improve significantly during the season, the coaching staff may wish to move that athlete up to the next level. In that case, the coach will notify the athlete's parent for approval. This will only occur in the first two weeks of the season, and/or in December.

The coach will inform the parent of their swimmer's movement to the new group and expectations.

Charges due to group movement will be calculated and charged accordingly.

##### *9.7.1. Temporary Movement or Transition*

A temporary group movement or transition is defined as the movement of a swimmer from one group to another on a trial, non-permanent basis of no more than two weeks. After two weeks, the move will be considered permanent.

During the process of a temporary group movement or transition, no additional registration or fundraising fees will be charged.

##### *9.7.2. Permanent Movement or Move Up/Down*

A permanent group movement or Move Up/Down is defined as the permanent movement of a swimmer from one group to another.

After a temporary group movement or a permanent group movement, there may be an increase in registration fees and fundraising commitment. If so, the family will be notified, and the fees will be charged accordingly at the beginning of the subsequent month and the fundraising commitment will also be adjusted.

## 10. PAYMENT SCHEDULES AND REFUNDS

### 10.1. Novice/Junior/Swim 4 Life

Novice and Junior groups registration fees are charged as a lump sum at the beginning of each session (September, January, and May), or, as equal monthly-payments over the duration of each session. Please note that there are not fundraising or volunteer commitments for the Swim for Life program.

### 10.2. Intermediate/Senior/National

Intermediate, Senior and National registration fees are charged as a lump sum at the beginning of the swim season, or as equal monthly-payments over the duration of the season.

### 10.3. One-Week Trial Period

There will be a one-week trial period for swimmers who are new to our swim club. If a swimmer decides they choose not to continue with swimming prior to the completion of the first week in the water, they are eligible for a full refund of their fundraising fees and swim fees at coaches' and executive's discretion. The Swim BC insurance is non-refundable as it is a cost Inconnu Swim Club will still incur. There will also be a \$25 administration fee for the first week. Following the first week, the regular refund-policy as listed in section 10.1 will apply.

### 10.4. Withdrawal from the Club

Should a swimmer wish to discontinue swimming with the club prior to the conclusion of the swim session, **it is your responsibility to notify [inconnuoffice@gmail.com](mailto:inconnuoffice@gmail.com), in writing.**

You must give notice on or before the 15<sup>th</sup> of the month in order to avoid being charged the following month's fees. If notice is given after the 15<sup>th</sup>, you will be charged one month's fees. For example if notice is given on November 20, you will pay December's fees.

### 10.5. Injury/Medical Leave

Should a child become seriously injured or sick (in excess of 3 weeks, or at the discretion of head coach), they will have their payments paused until their safe return to the water. In the event that this injury or illness prevents them from returning for the remainder of the session, no penalties will be charged. This decision must be made jointly between parent, athlete and coach and you may be asked to provide a doctor's note.

### 10.6. Suspension or Expulsion from the Club

In the event a swimmer is suspended from the Club because of disciplinary action, all fees will continue to apply for the duration of the suspension.

In the event a swimmer is removed from the Club because of disciplinary action, all financial commitments, such as registration, fundraising commitments, remain in effect. Registration fees will be charged to the month of removal and one month's penalty<sup>1</sup>.

---

<sup>1</sup> For example, should a swimmer wish to discontinue swimming in February, the member is responsible for registration charges for February **and** March.

## 11. FUNDRAISING

Our primary fundraising activities; raffle, corporate sponsorship, backstroke flags and the swim challenge have a significant impact on our club's finances. Without these funds, we would have no choice but to increase Club fees. Therefore, it is mandatory that all Club families participate in the raffle and swim challenge (or for those who only commit to one session, whichever event falls in the time frame of that session). The mandatory fundraising amount that each family must commit to, will be charged to their account at the time of each session. This will occur at the time of registration in the fall and at the start of session 2, at the beginning of January.

The corporate sponsorship and backstroke flag fundraising are organized by the fundraising committee who will create sponsorship packages to send out to local companies. The general Club membership is encouraged to help with this process (in coordination with the committee) by approaching or suggesting companies that are known to them that may be interested in sponsorship. As an encouragement for participation, for any new sponsorship of \$1,000 or more that a member secures for the Club, 50 Volunteer Points will be earned toward their volunteer point (VP) commitment.

There are other fundraising opportunities that may arise, such as bottle drives, that will allow you to earn volunteer points.

## 12. EMERGENCY PROTOCOLS

### 12.1. Emergency Action Plan for North Peace Leisure Pool

**Coach Name:** Carmen Escobar

#### FACILITY INFORMATION

**Facility Name:** North Peace Leisure Pool      **Facility Phone Number:** 250-787-8178

**Facility Address:** 9505 100<sup>th</sup> street

Directions to reach the facility from a major intersection:

From 96<sup>th</sup> Ave & 100<sup>th</sup> street, turn heading north, turn right into facility parking lot

#### KEY CONTACT INFORMATION

Person in charge of facility (at the time of your practice): Nicholas Mansfield

Pool Supervisor (at the time of your practice): Tierney McGuire

In case of emergency who will make 911 call: Tierney McGuire

Or other alternates who would make the 911 call: Employee working @ front desk

**First Responder:** Pool attendant on duty with Standard First Aid Certification

#### EMERGENCY ITEM LOCATIONS

Location of Emergency Phone & Phone Numbers: Front Desk

(Identify special instructions to make an emergency call)

**Location of First Aid Kit:** 4 on pool deck/ 1 @ front desk/ 1 in Admin Office

**Location of Spine Board:** 3 on pool deck (2 adult, 1 child)

Location of Defibrillator: 1 on pool deck

Location of Medical & Contact Information for Swimmers: Front Desk

Secure Location of swimmer profiles with up-to-date information: Front Desk/ Coaches binder in storage locker of pool (Including medical & emergency contact information)

Steps	Details
1	EVACUATION PROCEDURE – WINTER • Blow whistle and clear the pool
2	• Slide Attendant will stop all people from going down the slide, put up the closed sign and direct patrons to lobby Leisure Pool Exit and proceed to the lobby
3	• Guard #1 will clear the pool and lock the deck doors once the public has moved out of the pool area
4	• Guard #2 will set a control point in the lobby
5	• CSR will check and clear out the administration office, the meeting room, then take towels from the first aid room. Customer Service Representative will maintain lobby control while Pool Attendant/Guard's begin moving patrons to the arena
6	• All staff will double check that all areas have been cleared of people before moving to the arena
7	• Staff will ask the public to ensure that everyone is present and accounted for
8	• If there is a hazard blocking the lobby or arena area, staff will move the patrons out the closest exit doors and directly to the safest Muster point (the NP Arena or Centennial Park)



### 12.2. *Emergency Protocols for Team Travel*

Chaperones and coaches are responsible to phone 911 in medical emergencies. The coach assumes the duties of the chaperone while the chaperone goes to the hospital with the swimmer.

For non-emergency incidents where first aid is required, first aid will be administered by the chaperone or facility attendant.

## 13. RISK ASSESSMENT

Inconnu has reviewed and approved the NPLP Hazard Identification evaluation, control policies and emergency procedures in the *NPLP Training Manual* and *City of FSJ Safety Manual*. The NPLP staff are fully trained and constantly looking for and reporting on safety issues within the facility, by using the 'Opening & Closing Maintenance sheets' and the 'off deck Rotation sheets'.

The Inconnu coaches will be oriented on and use the NPLP Hazard Identification guidelines for risk assessment and will report according to the NPLP Hazard reporting procedures. There is a maintenance form that NPLP uses to report any hazards and the coaches will be responsible to use this form and speak to the pool staff immediately when hazards are noted.

## 14. SWIM MEETS

### 14.1. *Should my child compete?*

Inconnu Swim Club encourages our swimmers to compete at swim meets, as we believe that competition makes them better swimmers and allows them opportunities to learn valuable life skills. It is through swim meets that swimmers are given a direction and focus in their training that is difficult for even the most motivated non-competitive swimmer to duplicate. Could you imagine signing up for hockey or soccer, but never attending a game?

Swim meets are one of the most exciting aspects of belonging to the swim club. The meets also allow swimmers an opportunity to show off their newly learned skills (e.g. at the time trials there are often phenomenal swims that astonish both parents and coaches). Meets also allow swimmers to chart their progress as they improve their times. Competitive swimming, because it is objective and time based, emphasizes self-improvement over placing against others. It is a very positive life experience for swimmers to realize that their hard work and attention to detail result in improvement in their events. Competitive swimming also allows swimmers to experience and deal with failure. At some point in all swimmers' careers, they will have a race that is disappointing. They will realize that failure is not an end, but only a stepping stone; an opportunity to become something better. Competing at meets allows swimmers the opportunity to become better swimmers and to develop skills that will help them throughout their lives.

### 14.2. *If you are planning to attend a swim meet, please do the following:*

1. Registration forms and packages will be sent to all Club members prior to all meets via e-mail from the Team Unify Club website.
2. Sign up by the deadline if planning to attend. Fees will be charged the day after the registration deadline.

3. The Club accommodations coordinator will book a block of rooms at a selected hotel and will notify all Club members via Team Unify of the hotel and rates available. Parents are responsible for booking their own accommodation for swim meets.
4. Parents are responsible for transporting their children to the swim meet unless it is team travel.
5. Check out the “Things to Consider” tab under the “Swim Meets” tab on the Club website.

### *14.3. How do I track my child's progress?*

Each swimmer's personal best times (PB) are tracked electronically on the Club website and the OnDeck app.

Once logged in, click on '**My Account**' tab on the left side of the page, then click on '**Events & Competition**' and the '**Meet Results**' tab. All the times for your athlete will be displayed. There are many sortable functions on the page to filter the results.

You can also find the results on the Swim BC website at [www.swimbc.ca](http://www.swimbc.ca). When you reach the site, click on the '**Quick Links**' tab, '**Swimmers PB Look Up**' tab, search an athlete, enter their name, click on it and you will be able to access your athlete's information.

### *14.4. Types of Swim Meets*

**Time Trials** are local sanctioned events with a dual purpose: one being to introduce young swimmers to a relaxed swim meet atmosphere and the other is to provide older swimmers an opportunity to achieve qualifying times for upcoming meets. Time trials are usually ½ day events that run like a regular meet and all the swim times are recorded in the Swimming Canada data base. Time trials are generally put on twice a year.

**Non/Semi Qualifying Meets** are any swim meets that are appropriate for all swimmers to attend and encouraged to participate. These meets are usually 2-3 days in length where all swimmers are welcome with restricted entries for some of the events (longer swims usually).

#### **Qualifying Meets**

##### **Age Group and Provincial Championship Meets**

Age Group Championships is intended for ages 12&U girls and 13&U boys. Athletes that have obtained 200 IM and one other Swim BC Provincial qualifying time are encouraged to compete at these high-level provincial meets. Qualifying in the two events will ensure that each athlete can participate in 8 events. (Timed finals except 200 Free and 200 IM). These meets are short course.

Provincial Championships is intended for ages 13&O girls and 14&O boys. Athletes that have obtained one qualifying time are eligible to attend. Swimmers may only compete in the events for which they have qualified. These meets will be long course, with heats and finals for all non-distance events.

##### **Western and National Level Swim Meets**

These are qualifying meets for which swimmers must have achieved certain time standards to attend. For National level meets, the time standards are set by SNC (Swimming/Natation Canada, check the web site)

and apply to the entire country. These time standards reflect the achievements of the most elite swimmers in Canada. The meets are held between March and August of each year.

**Training Camps** are based on FINA points. For example: to qualify for the 12 and under swim camp in Prince George, the total FINA points in the 200 IM (for girls 12 years old and under and boys 13 years old and under) have traditionally been used to determine who is eligible to attend.

**Team Travel** is when athletes travel to swim meets as a group and have a chaperone(s) and coach responsible for their wellbeing. Team Travel applies to swimmers 12 years and older that qualify for the meet. Team Travel is designed to minimize the costs of the higher qualifying swim meets. These include but are not limited to Canadian Junior Championships, Canadian Swimming Championships, Westerns, Mel Zajac, and other meets to be determined at the beginning of every year. Team Travel may be implemented when fewer swimmers are attending (Westerns and up).

**Coach Assisted Travel** is something different than Team Travel. This includes but is not limited to Pan Am Trials, Xmas Cracker, and other swim meets where elite athletes are invited to attend. The coach is solely responsible for the athletes.

For Coach Assisted Travel, we recommend that the athlete minimum age be 14. Parents should be aware that the coach is only responsible for transportation to and from destination, while on deck and shuttling to and from the hotel. The swimmers are responsible for themselves during all other times. A waiver releasing the Club must be signed at the time of registration.

#### *14.5. Parent, Chaperone, Coach, Athlete Responsibilities at Swim Meets*

##### **Parent Responsibilities:**

1. Parents traveling with a minor athlete are responsible for their child during the entirety of the event, excluding on deck times during warmups and competition, and have the following additional responsibilities:
  - a. Pay for all event fees prior to the start of travel
  - b. Register for event accommodations in a timely manner
  - c. Adhere to coach requests for parent meetings, team meetings or team functions and be punctual to such events
  - d. Adhere to coach requests for curfew times
  - e. Adhere to coach requests for limiting outside activities (go-karting, shopping, etc.)
  - f. Report any athlete illness or injury
  - g. Report any incident likely to bring discredit to the Club
  - h. Adhere to the Club's policies and procedures, particularly the Code of Conduct and Ethics
  - i. If traveling outside Canada, ensure that all passports are valid and not expired

##### **Parent not traveling with the athlete have the following Responsibilities:**

1. Assign to their child a chaperone from among the other parents in attendance. The chaperone **may not** be a team coach

2. Provide the chaperone with a Travel Consent Form and email a copy to [inconnuoffice@gmail.com](mailto:inconnuoffice@gmail.com) prior to travel
3. Provide the chaperone with emergency contact information
4. Pay all event fees prior to the start of travel
5. Provide the child with enough funds to pay for food and incidentals
6. If traveling outside Canada, ensure that all passports are valid and not expired

#### **Chaperone Responsibilities:**

1. Obtain and carry any Travel Consent Forms, emergency contact information and medical information
2. Ensures reservations (transportation and accommodation) are made
3. Punctual drop off and pick up of their children at times and places indicated by coaches
4. Adhere to coach requests for parent meetings, team meetings or team functions and be punctual to such events
5. Adhere to coach requests for athlete curfew times
6. Adhere to coach requests for limiting outside activities (swimming, shopping, etc.)
7. Report any athlete injury or illness
8. Report any incident likely to bring discredit to the Club
9. Inspect hotel rooms rented for damage before check-in and after check-out. Report any damage to the coach
10. Books separate rooms for female and male athletes
11. Should the coach or chaperone be personally involved in an incident, the President of Inconnu shall be notified as soon as possible following the incident
12. Is responsible to phone 911 in medical emergencies. The coach assumes the duties of the chaperone while the chaperone goes to the hospital with the swimmer
13. For non-emergency incidents where first aid is required, first aid will be administered by the chaperone or facility attendant
14. Evaluates the trip, submits ideas for improvements and reports at the subsequent board meeting using form provided

#### **Swim Meet Head Coach/Coach Responsibilities:**

1. Arranges all team meetings and training sessions
2. Determines curfew times
3. Coaches are responsible for all athletes during warm up and competition
4. Work in close co-operation with the chaperones on all non-sport matters
5. Report to the Club any incident likely to bring discredit to the Club
6. Report on swim meet results and/or incidents at the subsequent board meeting
7. Together with the chaperones, decide temporary disciplinary action to be taken at the scene of the incident, and report such incident and action to the parents of the athletes involved as well as to

the Club for further disciplinary action, if applicable, under the Club's Discipline and Complaint's Policy

8. Should the coach or chaperone be personally involved in an incident, the President of Inconnu shall be notified as soon as possible following the incident
9. Will coordinate with Executive to select a chaperone and will not exceed the guideline of 5 athletes to 1 chaperone
10. Adhere to the Organization's policies and procedures, particularly the Code of Conduct and Ethics
11. Is responsible for collecting all ribbons and medals at the end of the swim meet and ensure they are delivered to the swimmers at their next practice

#### **Athlete Responsibilities:**

1. Arrive at each event ready to participate
2. Make any visitor requests to chaperone before the visit is expected. No visitors are allowed in the hotel rooms except chaperones and coaches. Visiting will be done in the chaperone's room or the lobby
3. Always represent the Club to the best of their abilities
4. Communicate any problems or concerns to the coaches and chaperones just as they would their own parents
5. Check in with the chaperone when leaving their rooms
6. Do not leave the hotel alone or without permission of the coach/chaperone and check in when returning
7. Adhere to the Club's policies and procedures, particularly the Code of Conduct and Ethics
8. There will be no possession or use of any illegal substances
9. There will be no possession or use of alcohol, tobacco or cannabis (regardless of age)
10. Any physical damage occurring in a room, or cost arising from missing items or extra charges is the responsibility of the occupant(s) unless some other person(s) are proven responsible
11. Any contravention of these rules is grounds for the swimmer to be sent home at his/her expense
12. Any contravention of the above will be dealt with by Inconnu and may result in suspension and/or disciplinary action
13. Must abide by coach and chaperone curfew and any other direction

#### **14.6. Local Swim Meet Discipline Policy**

1. Athletes, coaches, volunteers and parents will abide by the Inconnu Code of Conduct.  
[Appendix C: Parent Code of Conduct Acknowledgement Form](#)  
[Appendix D: Swimmer Code of Conduct](#)
2. This policy applies to all Inconnu swimmers attending home swim meets.

3. The swim meet discipline procedure will be determined by the Inconnu coach. It is not part of the referee's job.

#### *14.7. Travel Expenses and Reimbursements*

As required, chaperones and coaches will be reimbursed for reasonable expenses for accommodation and per diem. Transportation will be reimbursed at cost or mileage paid at the current Canada Revenue Rate.

### **15. SWIM MEET SCHEDULE & IMPORTANT DATES**

The current swim meet schedule and other important dates can be found on the Inconnu web site at [Swim Meet Schedule and Important Dates](#)

## 16. OFFICIALS

**All official positions require a minimum age of 16, under the meet manager's discretion.**

To host sanctioned swim meets, Inconnu must have qualified officials. The governing body for swimming officials in BC is the BCSOA (BC Swim Officials Association).

Officiating provides opportunity for parents to learn more about the sport along with their children. Inconnu's *Director of Officials* freely provides the necessary training a few times per year before the swim meets and/or time trials. It is expected that parents participate in officials training to be prepared to help at our home swim meets. Every family should try to take one officiating clinic per year. It is encouraged that parents help at other regional meets, if need be. Once you begin your officials training, you will be registered with Swimming Canada and will be able to take clinics both online and locally to allow you to progress through the various levels. Updating your certification is required so that you can participate as a meet official.

**Level One:** No experience necessary! Parents can volunteer as a timer, safety marshal and meet marshal and will receive on the job training.

**Level Two:** Consists of chief timer, clerk of course, chief timekeeper, meet manager, judge of stroke/inspector of turns.

**Level Three:** Once you have successfully completed Level One and Level Two, received a favourable evaluation and conducted a Level One clinic, you become a Level Three official.

**Level Four:** Once you have successfully completed the Referee Clinic, you are a Level Four official.

**Level Five:** You become a Level Five official (National) once you have worked a certain number and level of meets.

### 16.1. Official Roles: Description and Qualifications

**Timers:** Timers are responsible for getting the time for the swimmer. The job usually entails taking the time of the swimmer using the Club's equipment (Dolphin system, stop watches). When signing up as a timer, you would sign up for a specific session (sessions are usually 3-5 hours long and there would be between 1-3 sessions per day). There are no qualifications to be a timer, and a short orientation will be provided.

**Head Timer:** The head timer is a designated Timer who is not assigned a lane but would have a stopwatch running each race and would be available to back up a lane in case one of the lane timers did not have a watch running that race.

**Marshalling:** The marshal is the person at the meet who would help organize the swimmers before their races. The marshal actively groups the swimmers into their heats and lines them up before races. The marshal also reviews the starting procedures and pool exits with the swimmers.

**Clerk of Course:** The clerk of course would be the person working on the computer on deck who would accept any scratches or late entries to the meet and notify the referee of any changes. He/she also helps

run the timing equipment to ensure accurate results. This position requires training and is usually taken on by people who are somewhat computer savvy.

**Stroke and Turn:** Stroke and turn officials are responsible for making sure the swimmers do not make any infractions. Ideally, there are about 6-8 stroke and turn officials working each session of the meet. Additional training will be required.

**Starter:** The starter is responsible for the orderly start of the race. Additional training is required.

**Referee:** The referee is the official who oversees the session. The referee will signal the starter that the race is ready to begin and is the person that stroke and turn officials report to in case of any disqualifications. This is a senior position and completion of all clinics must be fulfilled before starting this position.

**Meet Manager:** This person will work with the head coach to organize the setup of the meet, schedule the volunteers and oversee the sessions.

**Safety Marshall:** This person will wear an orange vest during warm up, ensure that all swimmers adhere to warm up policies and be knowledgeable of warm up policies, as outlined in the meet package. They will provide a verbal warning of any infractions of the swimmer. After a second infraction, they will notify the Referee and the swimmer's coach to determine disqualification.

## 17. CLUB SOCIAL EVENTS

There are various social events throughout the year. These are opportunities for our membership to socialize and celebrate our Club and the accomplishments of the swimmers. An annual AGM/Season Opener is held in September, a mid-season event is organized, and a Year End Award Celebration is held in June. At the Award Celebration, swimmers are recognized for their achievements.

## 18. AWARDS

When applicable, a variety of awards may be given at the Year End Celebration. These awards may include the following:

### *18.1. Special Recognition: (Name on trophy)*

The award is presented to someone who has notably contributed their time and talents to furthering the swim Club's mission statement. They have gone above and beyond what has been asked of them.

### *18.2. Swimmer of the Year: (Name of athletes on trophy)*

This award will be given to the most valuable athletes in the Intermediate, Senior and National groups. These athletes will be considered valuable due to excellent and well-rounded performances, ability to elevate their teammate's performances, leadership qualities on and off the pool deck, attendance and attitude. This award is partially subjective and will be selected at the head coach's discretion in combination with feedback from other coaches, swimmers and parents.



### *18.3. Most Improved: (Name of athletes on trophy)*

This award and trophy will be given to the most improved athlete in each respective group: Novice; Junior; Intermediate; Senior and National. The Most Improved Swimmer Award may be based upon the swimmers' improvement in attitude, skill level and/or performance level in the current season. The recipients have shown determination and the desire to learn, as well as demonstrated a high degree of perseverance and dedication to improve. This award is mainly subjective and will be selected at the coach's discretion.

### *18.4. Hardest Trainer: (Name of athletes on trophy)*

This award is open to athletes in the Intermediate, Senior and National groups who have demonstrated a high level of commitment, a high degree of perseverance, has had good attendance (80% or higher), and has shown enthusiasm. These athletes consistently go beyond expectations for training (activation, on time, dryland and water sessions). These athletes are coachable, accept constructive criticism in a positive manner and respond without argument.

### *18.5. Most Sportsmanlike: (Name of athlete on trophy)*

The recipient of this award has displayed these qualities throughout the current swim season: has a good relationship with others on the team, is a good sport towards competitors regardless of outcome, shows humour, has a pleasant disposition, encourages team members, has a positive attitude, demonstrates positive leadership skills, and has demonstrated a high degree of dedication and commitment to the team.

### *18.6. Rookie of the Year: (Name of athlete on trophy)*

The Rookie of the Year Award is awarded to new swimmers who show incredible promise. The rookie shows a good attitude, is a hard worker, has good attendance, and is respectful of teammates and coaches. Winners of this award must be new to Inconnu this swim season.

### *18.7. Inconnu Swim Club Grade 12 Award*

The Inconnu Swim Club recognizes the dedication and time management skills necessary to participate in the sport of swimming while obtaining a grade 12 diploma. The skills practiced both in and out of the water contribute to the success of future endeavors in a young adult's life. Inconnu congratulates these swimmers with a gift they can use to further their swimming, studies or career.

#### *18.7.1. Eligibility*

- Must be in Grade 12 with intent to graduate, currently train with the Inconnu Swim Club and have trained with the Club for all high school (grades 10-12).
- Must have represented Inconnu as a Swim BC registered competitive swimmer in grades 10, 11 or 12.

#### *18.7.2. Award*

- Each Grade 12 athlete will receive a cheque from Inconnu Swim Club in the amount of \$250.

## 19. EXPECTATIONS AND CODES OF CONDUCT

### 19.1. *Expectations of Swimmers*

- Practice the fair play philosophy
- Try to improve swimming ability and performance
- Attend scheduled practices
- Be on deck, stretching, 15 minutes prior to scheduled practice and swim meet competitions
- Make sure they are adequately stretched and warmed up at all practices and swim meet competitions
- Practice good nutritional habits
- Participate as a team member in swim meet competitions
- Seek assistance of coaching staff on technical swimming advice
- Purchase and wear a team swim cap and team clothing to swim meet competitions
- Label all belongings
- Participate in the annual swim challenge, by gathering pledges and swimming
- Attend relays when selected to participate, unless unforeseen circumstances arise
- Follow the Code of Conduct - See Appendix F

### 19.2. *Expectations of Parents*

- Keep informed of all Club activities by reading updates on team pages and communication board at the pool
- Participate in swim club parent participation hours
- Encourage their children to participate in all swim club activities (practices, fundraising, swim meet competitions) and to reinforce the rules and philosophy of the Club
- Allow coaches to do the coaching! (Comments and concerns are welcome, but after the practice or meet)
- Ensure Club fees are paid promptly to the registrar (or another designated person)
- Notify coaches of a swimmer's illness that lasts more than three (3) practices
- Follow the Code of Conduct - See below and Appendix E

### 19.3. *Expectations of Coaches*

- Provide a positive, enjoyable and safe environment in which each swimmer can meet their own individual potential
- Ensure that each swimmer is assessed individually, and technical instruction is given to assist each swimmer to meet their personal goals
- Inform the swimmer and parents of any concerns that they may have
- Ensure that the Club philosophy and policies are practiced by themselves and the swimmer
- Be knowledgeable about Swim BC's policy of harassment in sports and understand the penalties involved for those who engage in such behaviour
- Provide documentation of a Criminal Record Search
- Follow the Code of Conduct
- The coach is responsible for the swimmers during their session unless it is announced to the parents that the session will end early
- Coaches will take and record attendance at each swim practice

#### **19.4. Coach Code of Conduct**

It is impossible to specify in precise terms all those actions that could be deemed to be prejudicial to the practice of coaching swimming and the best interests of Inconnu Swimming. The following provides an indication of the types of incidents that are likely to be considered breaches of this section of the Code:

##### **1. Public Criticism of Colleagues**

Coaches should refrain from criticism of fellow coaches, swimmers, parents and officials, particularly to and through the media. When public comments are made, coaches have an obligation to ensure such comments are made judiciously, reflective of the facts, supportable and sensitive to the situation(s). Differences of opinion should be dealt with on a personal or Club basis.

##### **2. Misrepresentation**

Coaches should ensure that they do not, in any way, misrepresent their qualifications, affiliations, or professional competence to any client or prospective client, or in any publication, broadcast, lecture or seminar. Misrepresentation, after due consideration by the Board, could be regarded as a breach of this Code.

##### **3. Commitment**

When a coach enters into a commitment with an employer, with a team, or with an individual swimmer, the nature of that commitment should be specifically agreed to. Any such contract or terms of reference should be set out in writing and include fees (if any), and a method of payment, the time commitment involved, and an indication of expected outcome of the coaching.

##### **4. Confidentiality**

Coaches should not divulge confidential information relating to a swimmer except to persons who can be judged to have a “right to know” under the following circumstances:

- Evaluation of the swimmer within the sport for competitive selection purposes
- Recommendations concerning swimmers for professional purposes
- Pursuit of disciplinary action involving swimmers for professional purposes
- Matters pertaining to the health and/or safety of the swimmer

##### **5. Coach/Swimmer Interaction**

Coaches should refrain from the use of profane, insulting, harassing or offensive language in the conduct of their duties.

##### **6. Criminal Conviction**

Any conviction of a coach by a court of law may reflect adversely on the profession and Inconnu Swimming. Criminal or summary conviction charges relating to Inconnu Swimming activities are likely to be regarded as breaches of the Code.

##### **7. Disciplinary Proceedings by an Employer**

Disciplinary proceedings by Inconnu Swimming leading to dismissal from employment connected with coaching could be regarded as a breach of this Code. Other disciplinary proceedings by Inconnu Swimming (e.g. reprimand) will not normally be considered as a breach of this Code unless the circumstances are sufficient to be found under another section.

## 8. Personal Misconduct

Personal misconduct could give rise to disciplinary action by Inconnu Swimming. Examples of such personal misconduct could include, but may not be limited to, willful damage to property or equipment; theft; falsification of reports or accounts; breach of confidentiality; violence; misuse of alcohol or drugs; dishonesty; or indecency.

## 9. Reciprocal Suspensions

Suspensions imposed by the Fédération Internationale de Natation Amateur (FINA), the Aquatic Federation of Canada (AFC), Swimming/Natation Canada (SNC), Canadian Swim Coaches and Teachers Association (CSCTA), Coaching Association of Canada (CAC) and Swim BC will be recognized, honoured and upheld by Inconnu Swimming and by all members of Inconnu Swimming, provided such suspensions were justly imposed, and Inconnu Swimming is satisfied the suspended member's rights to due process were not violated.

### 19.5. Parent Code of Conduct

There are certain standards of behaviour that we expect from both our athletes and our parents. The **Parent's Code of Conduct** (See *Appendix C for Acknowledgement Form*) was developed as a standard to emphasize our organization's commitment to making everyone's involvement with our Club a positive experience and provides guidance on expected parent behaviour.

Inconnu Swim Club is fortunate to have experienced, professional coaches working to develop our children into better swimmers and more importantly, disciplined people. As parents, it is essential that we give our coaching staff the respect and authority they deserve to run our swim team. Our coaches are hired for that purpose. We encourage open communication between parents and coaches; however, we also need to ensure that the communication is appropriate and that it occurs at a proper time and place.

Good communication is the best way to reduce conflicts within the Club. The best way to communicate with your child's coach is between 9 am to 5 pm by email or text, or 15 minutes after practice. Communication outside of pool hours by texting can be done regarding health or attendance. Also, email outside of pool hours is requested and can be used to arrange further discussion.

When conflicts between a swimmer or parent and coach arise, please try hard to increase communication between the affected parties. Refrain from discussing disagreements with other parents; not only is the problem never resolved that way, but this approach often creates new problems. Try to keep foremost in your mind that you and the coach have the best interests of your child at heart. If you trust that the coach's goals match yours-even though their approach may differ-you are more likely to enjoy good rapport and a constructive dialogue. Keep in mind that the coach must balance your perspective of what is best for your child with the needs of the team or training group. On occasion, an individual child's interest may need to be subordinate to the interests of the group. In the long run, the benefits of membership in the group may compensate for occasional short-term inconveniences.

If another parent uses you as a sounding board for complaints about a coach's performance or policies, encourage the other parent to speak directly to the coach.

The following procedures regarding problems, questions, or complaints must be followed by families who elect to become part of the Inconnu Swim Club.

- A. Problems, questions, or complaints regarding practice, stroke instruction, meets, team rules or any other part of the TRAINING program should be discussed with the following individuals, in order, until the situation is resolved:
  1. The swimmer's coach
  2. The head coach or coach liaison
  3. The president or vice president of the board of directors, in writing
- B. Problems, questions, or complaints regarding any other area of the Club (ie fundraiser, social events) should be discussed with the following individuals, in order, until the situation is resolved:
  1. The chair of the committee in question
  2. The president or vice president of the board of directors, in writing
  3. The board of directors at a board meeting
- C. Problems, questions, or complaints regarding other parents, swimmers and/or Code of Conduct breeches, should be discussed with the following individuals, in order, until the situation is resolved.
  1. The parent, swimmer or coach in question
  2. The head coach or coach liaison or board members
  3. Disciplinary committee meeting

#### *19.6. Swimmer Code of Conduct*

See Appendix D for Acknowledgement Form

#### *19.7. Volunteer Code of Conduct*

It is impossible to specify in precise terms all those actions that could be deemed to be prejudicial to volunteerism within Inconnu Swimming. The following provides an indication of the standards of behavior that, if ignored, are likely to be considered breaches of this Code:

- Volunteers are responsible for treating all other Inconnu Swimming members with respect within the context of their activity regardless of gender, place of origin, colour, sexual orientation, religion, political belief, economic status or ability.
- Volunteers should abstain from the use of tobacco products while in the presence of swimmers and discourage their use by swimmers.
- Volunteers should refrain from the use of profane, insulting, harassing or otherwise offensive language in the conduct of their duties.
- Volunteers should abstain from using intoxicants while working at Inconnu Swimming, Swim BC or SNC sanctioned events and activities.
- Volunteers should refrain from criticism of coaches, swimmers, parents, and fellow officials particularly to and through the media. When public comments are made, volunteers have an obligation to ensure such comments are made judiciously, reflective of the facts, supportable and

sensitive to the situation(s). Differences of opinion should be dealt with on a personal or Club basis. Serious disputes may be referred to the Board.

- Volunteers should ensure that they do not in any way misrepresent their qualifications, affiliations, or professional competence to any client or prospective client, or any publication, broadcast, lecture or seminar. Misrepresentation, after due consideration by Inconnu Swimming, could be regarded as a breach of this Code.

### *19.8. Officials Code of Conduct*

It is impossible to specify in precise terms all those actions that could be deemed to be prejudicial to the practice of officiating swimming and the best interests of Inconnu Swimming. The following provides an indication of the types of incidents that are likely to be considered breaches of this section of the Code:

#### **1. Public Criticism of Colleagues**

Officials should refrain from criticism of fellow officials, swimmers, parents and coaches, particularly to and through the media. When public comments are made, officials have an obligation to ensure such comments are made judiciously, reflective of the facts, supportable and sensitive to the situation(s). Differences of opinion should be dealt with on a personal or Club basis.

#### **2. Misrepresentation**

Officials should ensure that they do not, in any way, misrepresent their qualifications, affiliations, or professional competence to any client or prospective client, or in any publication, broadcast, lecture or seminar. Misrepresentation, after due consideration by the Board, could be regarded as a breach of this Code.

#### **3. Commitment**

An official who accepts an assignment to officiate at a meet should intend to honour that commitment. If for any reason the official is unable to attend, courtesy demands that he/she let the person in charge of officials know as soon as possible. Swimmers will ultimately suffer from neglect of commitment.

#### **4. Criminal Conviction**

Any conviction of an official by a court of law may reflect adversely on the profession and Inconnu Swimming. Criminal or summary conviction charges relating to Inconnu Swimming activities are likely to be regarded as breaches of the Code.

#### **5. Personal Misconduct**

Personal misconduct could give rise to disciplinary action by Inconnu Swimming. Examples of such personal misconduct could include, but may not be limited to, willful damage to property or equipment; theft; falsification of reports or accounts; breach of confidentiality; violence; misuse of alcohol or drugs; dishonesty; or indecency.

#### **6. Reciprocal Suspensions**

Suspensions imposed by the Fédération Internationale de Natation Amateur (FINA), the Aquatic Federation of Canada (AFC), Swimming/Natation Canada (SNC), Canadian Swim Coaches and Teachers Association (CSCTA), Coaching Association of Canada (CAC) and Swim BC will be recognized, honoured and upheld

by Inconnu Swimming and by all members of Inconnu Swimming, provided such suspensions were justly imposed, and Inconnu Swimming is satisfied the suspended member's rights to due process were not violated.

## 20. SWIM CLUB SCREENING AND CRIMINAL RECORD CHECK POLICY

The current Swim Club Screening and Criminal Record Check Policy can be found on the Inconnu web site at [Swim Club Screening and Criminal Record Check Policy](#).

## 21. HARASSMENT AND ABUSE POLICY

### 21.1. General Principles

1. The Inconnu Swim Club is committed to establishing a workplace free of harassment that fosters the self-esteem and dignity of all persons involved with the Club.
2. All members, employees, directors, officials, volunteers, coaches, athletes and participants of Inconnu have the right to be free from harassment. Inconnu's goal is to foster an environment based on understanding, cooperation and mutual respect. For this goal to be reached, it is essential that every employee and Inconnu member refuse to accept or tolerate behaviour that might reasonably be construed as harassment.
3. The Inconnu Swim Club does not tolerate any form of harassment and assumes responsibility for protecting all of its members and employees, irrespective of their race, ancestry, place of origin, colour, ethnic background, religion, citizenship, creed, gender, sexual orientation, physical or mental condition, age, pardoned conviction, and civil or family status, against any form of harassment by any member or employee with whom they come into contact.
4. The Inconnu Swim Club will conduct a fair, timely and confidential investigation of any complaint or concern, ensuring that no retaliatory action is taken against a complainant acting in good faith.

### 21.2. Scope

This policy is applicable to complaints of harassment concerning Inconnu employees, arbitrators, mediators, members of Inconnu's board of directors, and its volunteers.

### 21.3. Definitions and Examples of Harassment

Harassment is generally defined as engaging in vexatious physical, written or verbal behaviour that is known or ought reasonably to be known unwanted or insulting, intimidating, humiliating, hurtful, malicious, derogatory, degrading or otherwise offensive to an individual or group and may include, without limitation, any of the following forms:

1. **"Verbal harassment"** which may include the use of vulgar or obscene language, in verbal or written form, racial slurs, degrading ethnic jokes and/or insults, inappropriate and unwelcome sexual remarks, implicit or explicit promises of reward for sexual favours, and/or acts or threats of reprisal or retaliation where such sexual advances are rejected.

2. **“Physical harassment”** which may include practical jokes, acts of violence otherwise aggressive behaviour, or other similar types of unwelcome physical contact or actions.
3. **“Sexual harassment”** which may include unwelcome, offensive or humiliating behaviours directed towards a person’s sex or sexual orientation, any unsolicited or gratuitous physical contact, or any physical interference with a person’s work or movements. It also extends to questions or discussions about a person’s sex life, comments related to a person’s attractiveness, leering or other suggestive behaviours.
4. **“Visual harassment”** which may include obscene gestures or the display of offensive or degrading posters, caricatures, graffiti, photos, drawings or videos which are shown to a person or group or are displayed in clear view. Visual harassment that is sexual in nature constitutes sexual harassment.

#### *21.4. Complaints and Procedures*

1. There are so many variables depending on the action/harassment which need to be considered and Inconnu follows the Swim BC harassment policy.
2. Inconnu encourages anyone who is the target of non-criminal harassment to inform the person harassing them (the “Respondent”) that the behaviour is unwelcome, offensive and contrary to this policy.
3. If it is impossible or difficult to inform the Respondent of the behaviour or if the behaviour persists after the Respondent has been informed, the Complainant of the alleged harassment should notify the coach or coach liaison.
4. Upon receiving the initial complaint, the coach or coach liaison will record the details and report at the next applicable board meeting. Depending on the severity of the incident, the coach or coach liaison can report directly to the president, who will determine convening the disciplinary committee.
5. If the disciplinary committee is convened, information of the incident would be discussed, and one of three possibilities would be drawn from the meeting.
  - a. The behaviour does not constitute harassment;
  - b. The complainant wishes to try to resolve the matter informally, through a meeting with the respondent and the board members concerned; or
  - c. The complainant wishes to file an official complaint (a “Complaint”) with the chair of the Board or if the chair is the respondent, with any other member of the Board (here in after referred to as the “Administrator”).
6. If an official complaint is filed, the disciplinary committee would consider the facts with any history of any inappropriate behaviour on the part of the respondent and any mitigating circumstances. Following these deliberations, the committee will impose such sanctions or restrictions upon the respondent as it sees fit.
7. The disciplinary committee will report back to the board within 30 days of the filed official written complaint. The committee will follow the policies laid out in Swim BC Harassment Policy.



### **21.5. Appeal**

If the Respondent wishes to challenge either the determination that the conduct warrants disciplinary action or the proposed penalty, the Respondent shall within 15 days of the rendered decision, make written representation to the Board which the Board shall consider before taking any action on the report of the Discipline Committee.

### **21.6. Records**

1. The chair of the committee will keep records of all disciplinary issues communicated to him/her as well as the outcome of disciplinary hearings.
2. The purpose of these records is to track persistent misbehaviour as well as to ensure that consequences imposed at hearings are fair and consistent.
3. These records will be kept confidential and will be available only to members of the Disciplinary Committee and others on a need to know basis.

These records will be kept confidential, with reasonable safeguards, digital and password protected, for 5 years and at that time shall be questioned or destroyed based on current board members.

## **22. DISCIPLINE POLICY**

### **22.1. Procedures**

1. Athletes, coaches, volunteers and parents are encouraged to, always, act in accordance with Inconnu Code of Conduct.
2. This policy applies to Inconnu members and all participants in Inconnu activities including directors, officers, volunteers, coaches, athletes and officials.
3. The coaches are monitoring the swimmers daily and will document any infractions and will take whatever measures are appropriate for the situation.
4. Any athlete or member can bring forward any issue or complaint to the coach/coach liaison or board members.
5. Upon receipt and review of a complaint the disciplinary committee consisting of executive board members shall with reference to existing policy, determine whether the complaint goes forward. If for any reason, the committee members cannot carry out his/her duties due to a conflict of interest, the president shall designate another member of the Board to carry out such duties.
6. The disciplinary committee shall notify the individual who is the subject of the complaint (respondent) of the nature of the complaint and shall give that individual such opportunity to respond to the complaint. In determining its investigation or inquiry procedure, the discipline committee will adhere to the basic principles of procedural fairness, recognizing that these principles can be applied in flexible ways depending on the nature of the complaint and the potential consequence of the disciplinary action.
7. Wherever possible, the disciplinary committee after such investigation or inquiries, as in its absolute direction deems appropriate, shall determine whether the conduct in question warrants the taking

of disciplinary action to the Board the appropriate disciplinary sanctions singly or in combination including and recommended sanctions to close the file.

8. The disciplinary committee will follow existing processes.
9. Based on a variety of factors, behaviours may be considered escalations and will be evaluated by the disciplinary committee.

### 22.2. *Appeal*

If the respondent wishes to challenge either the determination that the conduct warrants disciplinary action or the proposed penalty, the respondent shall within 15 days of the rendered decision, make written representation to the Board which the Board shall consider before taking any action on the report of the discipline committee.

### 22.3. *Records*

1. The chair of the disciplinary committee will keep records of all disciplinary issues communicated to him/her as well as the outcome of disciplinary hearings.
2. The purpose of these records is to track persistent misbehaviour as well as to ensure that consequences imposed at hearings are fair and consistent.
3. These records will be kept confidential and will be available only to members of the disciplinary committee and others on a need to know basis.

These records will be kept confidential, with reasonable safeguards, digital and password protected, for 5 years and at that time shall be questioned or destroyed based on current board members.

## 23. **SOCIAL MEDIA GUIDELINES**

“Social media” is a catch-all term that is applied broadly to new computer-mediated communication media such as blogs, YouTube, Facebook, Instagram, Tumblr, Snapchat, and Twitter. The purpose of these guidelines is to provide coaches and athletes with tips and suggestions for social media use. Coaches and athletes are strongly encouraged to develop their own strategy for social media use (either written down or not) and ensure that their strategy for social media use is acceptable pursuant to the Club’s Code of Conduct and Ethics.

Given the nature of social media as a continually developing communication sphere, the Club trusts its coaches and athletes to use their best judgment when interacting with social media. These guidelines are not hard and fast rules or behavioural laws; but rather recommendations that will inform coaches’ and athletes’ best judgment.

### 23.1 *Social Media Guidelines for Coaches*

The following tips should be used by coaches to inform their own strategy for social media use:

1. Choosing not to engage with social media is an acceptable social media strategy. However, you must have good reasons for your choice and be active in other communication media.

2. Despite what Facebook says, you are not actually “friends” with athletes. Resist commenting on athletes’ personal activities, status updates, or tweets on Twitter.
3. Consider monitoring or being generally aware of athletes’ public social media behaviour to ensure compliance with the Organization’s Code of Conduct and Ethics and Social Media Policy.
4. Coaches may not demand access to an athlete’s private posts on Twitter, Instagram, or Facebook. Do not “friend” athletes on Facebook unless they request the connection. Never pressure athletes to “friend” you.
5. If you accept some friend requests, or follow one athlete on Twitter or Instagram, you should accept all friend requests and follow all the athletes. Be careful not to show favouritism on social media.
6. Consider managing your social media so that athletes do not have the option to follow you on Twitter or “friend” you on Facebook.
7. Seek permission from athletes before posting pictures or videos of the athletes on publicly available social media like a blog, Instagram, or YouTube.
8. Do not use social media to ‘trap’ athletes if they say one thing to you in person but their social media activity reveals they were doing something different.
9. Keep selection decisions and other official team business off social media.
10. Never require athletes to join Facebook, join a Facebook group, subscribe to a Twitter feed, or join a Facebook page about your team or organization.
11. If you create a page on Facebook or Instagram for your team or athlete, do not make this social media site the exclusive location for important information. Duplicate important information in more official channels (like on a website or via email).
12. Ensure that parents are aware that some coach-athlete interactions may take place on social media.
13. Exercise appropriate discretion when using social media for your own personal communications (with friends, colleagues, and other athletes) with the knowledge that your behaviour may be used as a model by your athletes.
14. Avoid association with Facebook groups, Instagram accounts, or Twitter feeds with explicit sexual contact or viewpoints that might offend or compromise the coach-athlete relationship.
15. Never misrepresent yourself by using a fake name or fake profile.
16. Be aware that you may acquire information about an athlete that imposes an obligation of disclosure on your part (such as seeing pictures of underage athletes drinking during a trip).
17. Attempt to make communication with athletes in social media as one-sided as possible. Be available for athletes if they initiate contact via social media – athletes may wish to have this easy and quick access to you – but avoid imposing yourself into an athlete’s personal social media space unless explicitly requested to do so.
18. Avoid adding athletes to Snapchat and do not send snapchats to athletes.

### **23.2 Social Media Guidelines for Athletes**

The following tips should be used by athletes to inform their own strategy for social media use:

1. Set your privacy settings to restrict who can search for you and what private information other people can see.
2. Coaches, teammates, officials, or opposing competitors may all add you to Facebook or follow you on Instagram or Twitter. You are not required to follow anyone or be Facebook friends with anyone.

3. Avoid adding coaches to Snapchat and do not send snapchats to coaches.
4. If you feel harassed by someone in a social medium, report it to your coach, club official, or to the Organization.
5. Do not feel pressure to join a fan page on Facebook or follow a Twitter feed or Instagram account.
6. Content posted on a social medium, relative to your privacy settings, is considered public. In most cases, you do not have a reasonable expectation of privacy for any material that you post.
7. Content posted to a social medium is almost always permanent – consider that other individuals may take screenshots of your content (even snapchats) before you can delete them.
8. Avoid posting pictures of, or alluding to, participation in illegal activity such as: speeding, physical assault, harassment, drinking alcohol (if underage), and smoking marijuana.
9. Model appropriate behaviour in social media befitting your status as
  - a) an elite athlete, and
  - b) a member of your club and of the Organization. As a representative of the Organization, you have agreed to the Organization's Code of Conduct and Ethics and must follow that Code when you post material and interact with other people through social media.
10. Be aware that your public Facebook page, Instagram account, or Twitter feed may be monitored by your club, coach, or by the Organization and content or behaviour demonstrated in social media may be subject to sanction under the Organization's Discipline and Complaints Policy.

### **23.3 Social Media Guidelines for the Club**

The following tips should be used by the Club to inform its strategy for social media use:

1. The Club should not attempt to impose social media restrictions onto coaches or athletes. There are many situations where social media contact is desirable and necessary; yet many situations where social media contact is unwanted and risky. Coaches and athletes should be trusted, pursuant to the Organization's Code of Conduct and Ethics, to navigate social media using their best judgment.
2. The Club should monitor social media use by its athletes and coaches and should consider regular surveys and reviews to understand how coaches and athletes are using social media. Coaches and athletes may need to be reminded that behaviour in social media is still subject to the Organization's Code of Conduct and Ethics.
3. Complaints and concerns about an athlete's or a coach's conduct or behaviour in social media can be addressed under the Organization's Discipline and Complaints Policy.

## **24. PRIVACY POLICY**

Inconnu Swim Club respects your privacy and the confidentiality of your personal information. We are committed to keeping confidential the personal information you share with us. Use of such information will only be for the purpose for which it was collected. The Privacy Policy explains how Inconnu Swim Club and its contracted coaches and affiliates collect, use, disclose and protect the personal information we obtain.

### *24.1. Personal Information*

Personal information is any information that identifies you as an individual. This includes such information as your name, address, email address, age, gender, transaction records, health and credit card/banking information.

### *24.2. Why we ask for Your Personal Information?*

We request personal information to establish and benefit you as a participant. We ask for information based on our responsibilities towards both you and our governing bodies. For example, Swim BC (the Provincial Swim Organization) requires information such as your name, date of birth, gender, address, telephone number, preferred language, citizenship, dates of participation and competition level to complete your registration and insurance.

### *24.3. Collecting your Personal Information*

Inconnu Swim Club obtains personal information through the registration forms and waivers. We do not sell participant or personal Information.

Personal Information is only released under the following circumstances:

- When you give your consent by signing our club waiver form.
- When required or permitted by law.

### *24.4. Accuracy of and Access to your Personal Information*

Inconnu Swim Club makes every reasonable effort to keep personal information accurate and up to date, therefore, we request that you verify and update your information as change arises. Having accurate information about you enables us to give you the best possible experience within our swim club.

### *24.5. How we protect your Information*

Inconnu Swim Club and its contacted coaches and affiliates, store and process your personal information on Team Unify. Inconnu Swim Club retains personal information only as it is required for the reasons it was collected or as required by law.

### *24.6. Obtaining Access to Your Information*

Your information is accessible always through your account on Team Unify and your personal information will be protected with the appropriate safeguards from the site.

## **25. CONFLICT OF INTEREST**

Inconnu Swim Club supports the Conflict of Interest in Sports Related Decision-Making document from the Sport Dispute Resolution Centre of Canada (SDRC) and we will adhere to the process outlined therein. See the following link for more information: [Conflict of Interest in Sports-Related Decision Making](#)

As members, we will be cognizant of and will identify and avoid wherever possible, conflicts of interest in our ongoing Club activities. In assessing a conflict of interest, we will follow the resolution flow chart contained in the SDRC document.

If any member of the disciplinary committee feels that he/she is in a position of conflict of interest with respect to a hearing, then he/she shall withdraw in favour of an alternate member. If any board member feels that he/she is in a position of conflict of interest about an issue during their tenure on the Board, then he/she will abstain from the decision-making process for that issue.

Any Club member may draw attention to a perceived conflict of interest, and it will be reviewed at a board meeting for resolution.

## APPENDIX A: BOARD OF DIRECTORS JOB DESCRIPTIONS

### 1. EXECUTIVE POSITIONS

#### a) President

- Volunteer Points - 1000/year
- Shall preside at meetings of the Club and of the directors
- The official head of the executive and shall supervise the other officers in the execution of their duties
- Ensures that effective procedures are followed in any changes to the constitution, bylaws, rules and policies of the Club
- Represents the Club as required
- Ensures timely completion with the Society Act filing requirements
- Acts as a liaison between membership, the board and coaches
- Posts job for head coach (when required) through Swim BC
- Encourage participation from Club directors in meeting attendance
- In conjunction with other executive board members, oversees the employee contracts details to be determined at the last meeting of the fiscal year for the next fiscal year (August meeting)
- Provides training/mentoring to a successor

#### b) Past President

- Volunteer Points - 100 per year
- Is available for consultation about presidential duties throughout the year
- Represents the Club as required
- Ensures that all computer files and paperwork is organized and given to the president in a timely manner
- Review all files and monthly topics with the president
- Gives president all relevant email addresses and contacts related to the president duties

#### c) Vice President

- Volunteer Points - 1000/year
- Generally, is being trained for the position as president
- In the absence of the Club president, he or she carries out the duties of the president
- Represents the Club as required
- Assist other directors as needed with the operation of the Club
- Assist the president in any duties that may be required
- Acts as a liaison between membership and the board
- Notify and work with the membership to resolve volunteer position inequities
- Updates and distributes binders and/or google drives to each board member, following the AGM.
- Updated Inconnu's Facebook and Instagram pages. This includes descriptions, up-to-date contact information and links to websites.
- Accept new members following each session registration period, remove non-current members.

- Post information regarding media releases, upcoming events and swim meets, FAQ etc.
- Work with coaches and content creator to most swimmer of the month and share updates on practice and achievements.
- Work with fundraising and content creator to ensure that sponsors receive media exposure through our social media outlets.
- Monitor and respond to inbox inquiries on both Facebook and Instagram in a timely fashion.
- Provides training/mentoring to a successor
- Presides over [Inconnuoffice@gmail.com](mailto:Inconnuoffice@gmail.com) account



#### **d) Treasurer**

- Volunteer Points- 1000/year
- Prepares a budget for the season with the assistance of the executive and presents it in June to be voted on and then presented at the AGM
- Oversees day to day transactions of the Club
- Treasurer supervises the bookkeeper, which is a paid position
- Prepares a monthly financial statement for the executive meetings
- Provides financial information to gaming chairperson as required
- Provides training/mentoring to a successor
- Prepares and applies for applicable grants, including but not limited to BC Gaming, fundraising and community grants
- Oversees accounts receivables and manages collection of outstanding fees

#### **e) Treasurer Shadow**

- Volunteer points - 100/year
- Works ongoing through the season with the treasurer to learn the treasurer duties

#### **f) Secretary**

- Volunteer Points – 1000/year
- Records and distributes the minutes of the Club meetings and the AGM
- Oversees and assists, as necessary, all Club documentation
- Tables minutes at each meeting (presents previous meeting minutes, asks if any changes needed)
- Email notifications for board meetings and AGM
- Maintain records of Club minutes
- Notifies the membership at least two weeks in advance of the AGM (print off confirmation from Club website). This should be delivered via email or as a handout for One Stop for new members
- Maintains a history binder (scanned pdf) of newsletters and newspaper articles
- Amalgamates Club documents at the end of the fiscal year and stores them in our storage locker
- Working with the executive, updates handbook and policy manuals (reviewed yearly)
- Has Thank You team photo cards made up and distributes them to members as needed

## **2. NON-BOARD MEMBER POSITIONS**

#### **a) Registrar**

- Volunteer Points - 400/year
- Register new and returning swimmers with Swimming Canada
- PIPEDA forms. Collect and ensure that all swimmers have a signed form before the Club deadline
- Update Club information on SNC website
- Register coaches on SNC

- Register officials on SNC
- Approve swimmers' registrations on Team Unify
- Communicates with parents regarding missing Swim BC insurance and charges accounts appropriately
- Club merchandise order lists to Equipment Manager for ordering and distribution
- Swimmer transfers
- Multi-swimmer family rebates

#### **b) Fundraising Committee**

- The committee will be comprised of a chairperson and not more than 4 more members
- Volunteer Points - 400/year for chairperson and 300/year for the other committee members
- Members of the fundraising committee are not permitted to be on the committee and promote a business or event from which they personally benefit financially
- Direct and oversee fundraising consisting of corporate, backstroke flags, raffles, swim challenge, and swim meets. The committee will also be responsible for any other fundraising opportunities, as they become available, for example, bottle drives and yard clean ups.
- Meet the objectives set out by the board (i.e. meet monthly and forward minutes to Executive)
- Report and attend the board meetings to give updates on progress
- Ensure timelines are met for the different committee members
- Ensures no overlap in fundraising efforts
- Ensures acknowledgment of sponsors
- Revisit existing donors or fundraising options (i.e., Principle Trucking yard clean up)
- Communicates with the treasurer
- Working with the other fundraising committee members, create a fundraising plan, including securing prizes for the year, and present it to the Board
- Maintains accurate records of the terms of corporate sponsorship contractual agreement (i.e. company name on all club t-shirts)
- Ordering and hanging new flags
- Organize and distribute swim challenge package
- Work with treasurer to apply for event gaming licenses (50/50 draws)
- Have raffle tickets printed, if necessary
- Work with group reps to coordinate distribution and collection of tickets
- Organize public venues for selling of tickets
- Document revenues from group reps and forward to treasurer
- Forward the volunteer point totals to the volunteer points coordinator from each event organized

#### **c) Social Coordinator**

- Volunteer Points - 100/year
- Organize and execute no less than 3 social events (to be approved by the Board) (i.e. AGM, one fall/winter event, year-end awards wind up) for the year
- Maintains custody of the party supplies bin and replenish as needed
- Ask for assistance if needed

- Will forward the volunteer point totals to the volunteer points coordinator for each event organized

**d) Community Relations Representative (2 positions) Internal relations and external relations**

- Volunteer Points - 150/year
- Represents the interests of the Club to various external groups (i.e. Pool Commission, Sports Council, City Council, Stingrays, Special O, etc.)
- 1 representative will attend 80% of the Pool Commission meetings and 80% of the Sports Council meetings
- 1 representative will maintain a working relationship with FSJ Stingrays and Special Olympics
- Keeps Club information current with the City and Peace River Regional District (PRRD) recreational divisions
- Reports information gathered at various meetings at the subsequent board meeting either in person or by email report promptly after each meeting attended

**e) Swim Meet Committee Manager**

- Volunteer Points - 200/meet and 75/time trial
- Oversee two swim meets per year and time trials
- Works with web administrator to coordinate volunteers
- Coordinates with the director of officials to ensure officials training prior to each home swim meet and time trial
- Log donations in-kind and forward to treasurer for Gaming Grant application
- Ensure that volunteers are certified for the positions that they are volunteering for
- Will forward the volunteer point totals to the volunteer points coordinator from each event organized

**f) Fall and Spring Swim Meet Assistants**

- Volunteer Points - 50 **or** 100/meet (1 assistant = 100 points/2 assistants = 50 points each)
- Works with the swim meet manager to coordinate their respective swim meet
- Will check for garbage on deck hourly and encourage swimmers to clean up

**g) Accommodation Coordinator**

- Volunteer Points - 275/year
- Books blocks of rooms in hotels for the club for out of town meets
- Reserves rooms at best prices
- Books as much as possible, right at the beginning of season and as meet dates come available
- Works with the head coach to get dates as early as possible. The ones that may need this type of attention are the Kamloops, Surrey, Victoria, and Peace River swim meets

#### **h) Website Administrator**

- Volunteer Points - 400/year
- Works with the registrar and bookkeeper to coordinate fall registration and registration throughout the year, as needed
- Maintain website
- Works with various other directors to obtain information to be posted
- Receives updated record file from head coach and uploads to Website after each meet
- At the parent orientation meeting, show people how to use Team Unify and OnDeck, look up personal best times, how to look at their accounts, Swimming Canada, and time standards

#### **i) Website Administrator Shadow**

- Volunteer Points - 200/year
- Works ongoing throughout the season to learn the duties of the website administrator

#### **j) Director of Officials**

- Volunteer Points - 150/year & 25/training session
- Responsible for the on-going education of club officials
- Arrange, in cooperation with the Regional Officials Director, clinics for all officiating positions, ensuring at least one Level 1 clinic is offered early in the swim year
- Forward results of all clinics to the Provincial Officials Registrar
- Maintain a club officials' roster
  - Name and date when the course was taken, which courses they took, and running total of dates of officiating
- Ensure members are informed of new rules, procedures and policies for SNC and Swim BC
- Distribute officials' pins and certification cards when required
- Maintain working contact with the Regional Officials Director
- Encourage identified officials to acquire deck experience at "away meets"
  - Retain current issues of the SNC Rule Book, Swim BC Swim Guide, Swim BC Technical Guide and Officials Clinic Guidelines (include a list of where to find the current documents)

#### **k) Team Photographer**

- Volunteer points -150/year
- Will take Team and Executive photos
- Take pictures throughout the year of events and swim meets. Prior to each meet, the team photographer will organize a volunteer to take photos at the meet if they are not attending. If at out of town meets, will take some action shots and a team photo
- Will need to know how to use a program like Photoshop
- Team photos at out of town meets and some action shots
- Coordinates with media representative and website administrator for electronic file storage

### **I) Content Creator (Social Media)**

- Volunteer points - 200/year
- This person should have a background in design or be familiar with programs that can be used to create eye-catching graphics for use on social media (Such as photoshop, Canva etc.)
- Work with Head Coach and Vice President to create graphics to recognize swimmer of the month
- Work with the fundraising committee and vice president to create campaigns and graphics to recognize and show appreciation for our sponsors
- Create videos showcasing club events and promoting our club
- Create campaigns and graphics to promote our local swim meet and fundraising events
- Note: This person will not be responsible for posting or managing social media, but rather creating the content to submit to the Vice President to post on social media.

## **APPENDIX B: CLUB FINANCIAL STATEMENTS**

Club Financial Statements are available upon request from the treasurer.

## APPENDIX C: PARENT CODE OF CONDUCT ACKNOWLEDGEMENT FORM

As a parent of a swimmer and member of Inconnu Swim Club, I will abide by the following guidelines:

1. Practice teamwork with all parents, swimmers and coaches by supporting the values of Discipline, Loyalty, Commitment and Hard Work.
2. As a parent, I will not coach or instruct the team or any swimmer at a practice or meets (from the stands or any other area) or interfere with coaches on the pool deck.
3. I will not interrupt or confront the coaching staff on the pool deck during practice or meets
4. I will demonstrate good sportsmanship by conducting myself in a manner that earns the respect of my child, other swimmers, parents, officials and the coaches at meets and practices.
5. I will maintain self-control always. Know my role.
  - a. **Swimmers** – Swim
  - b. **Coaches** – Coach
  - c. **Officials** – Officiate
  - d. **Parents** – Support
6. I understand that criticizing, name-calling, use of abusive language or gestures directed toward the coaches, officials, and / or any participating swimmer will not be permitted or tolerated.
7. I will enjoy involvement with Inconnu Swim Club by supporting the swimmers, coaches, and other parents with positive communication and actions.
8. During competitions, I will direct questions or concerns regarding the decisions made by meet officials to a member of our coaching staff. Parents address officials via the coaching staff only.

### Sanctions

Should I conduct myself in such a way that brings discredit or discord to Fort St. John Inconnu Swim Club, or to Swim BC / Swimming Canada, I voluntarily subject myself to disciplinary action, as per Inconnu policies and bylaws.

\_\_\_\_\_  
Athlete name (Print)

\_\_\_\_\_  
(Athlete signature)

\_\_\_\_\_  
Parent/Guardian name (Print)

\_\_\_\_\_  
(Parent/Guardian signature if athlete is under 18 years)

\_\_\_\_\_  
Date

\*Note: This document was part of the registration process. The registrant agreed to abide by these Codes of Conduct to register a swimmer. The agreement is kept electronically on file for future reference if needed.

## APPENDIX D: SWIMMER CODE OF CONDUCT

This policy is inclusive of all level swimmers. Swimmers should always adhere to standards of professional behaviour that reflect well on Inconnu Swimming and competitive swimming in general. It is impossible to specify in precise terms all those actions that could be deemed to be prejudicial to swimmers. The following provides an indication of the standards of behaviour that, if contravened, are likely to be considered breaches of the Code:

1. Swimmers are responsible for treating other Inconnu Swimming members and other Swim BC members with respect within the context of their activity regardless of gender, place of origin, colour, sexual orientation, religion, political belief, economic status or ability.
2. Swimmers should refrain from criticism of coaches, fellow swimmers, parents and officials, particularly to and through the media. When public comments are made, swimmers have an obligation to ensure such comments are made judiciously, reflective of the facts, supportable and sensitive to the situation(s). Differences of opinion should be dealt with on a personal or club basis. Serious disputes may be referred to the Board.
3. Swimmers should refrain from the use of profane, insulting, harassing or otherwise offensive language while participating in local clubs, Swim BC or SNC sanctioned activities/events.
4. Swimmers should strive for excellence (according to their ability).
5. Swimmers should respect the achievements of opponents.
6. Swimmers who represent Inconnu Swimming, Swim BC, or SNC should behave in a manner that reflects favourably on those organizations.
7. Swimmers will conduct themselves in a safe and responsible manner always.
8. Swimmers will not be in possession of or use any illegal substances, alcohol or tobacco.
9. All the above conduct applies to any team travel.

Should I conduct myself in such a way that brings discredit or discord to the Inconnu Swim Club or to Swim BC/Canada, I voluntarily subject myself to disciplinary action, as per Inconnu policies and bylaws.

---

Athlete name (Print)

---

(Athlete signature)

---

Parent/Guardian name (Print)

---

(Parent/Guardian signature if athlete is under 18 years)

---

Date

\*Note: This document was part of the registration process. The registrant agreed to abide by these Codes of Conduct to be registered as a swimmer in the club. The agreement is kept electronically on file for future reference if needed.



## APPENDIX E: INFORMATION RESOURCES

### *Fort St. John Inconnu Swim Club website*

Our team website contains all club information:

[www.inconnuswimteam.com](http://www.inconnuswimteam.com)

### *Team Aquatic Supplies*

Inconnu purchases club equipment from Team Aquatic Supplies:  
Ordering info: **Discount code-** INC100

<https://www.team-aquatic.com/>

### *Swim BC Swim Guide*

The Swim BC Swim Guide can be downloaded from:

<http://swimbc.ca/>

### *Swimming 'Lingo'*

Link to Swim BC Swim Guide: <https://www.dropbox.com/s/8skbvq7qj9h3ogt/SwimBC-SwimGuide.pdf?dl=0>  
Pages 65 – 68 contain a dictionary of swimming terms

### *Swim Canada*

[Link to Swim Canada website](#)