

Fort St. John

Inconnu Swim Club

Parent Handbook 2018/2019



9/24/2018

CONTAINS

Important Information for all Inconnu Parents

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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 Swim 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 each month. 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

Inconnu Swimming is dedicated to the advocacy and commitment of Fair Play. It understands that sport helps children to learn important life skills such as teamwork, cooperation and lifelong values such as integrity, fairness and respect. Therefore, Inconnu Swimming 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.
- ❖ 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.

General Equity

1. Inconnu Swimming 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 prevent full participation of either gender.
3. Opportunities, resources, and power become equally accessible to all.
4. As such, Inconnu Swimming 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.

Integration

1. Inconnu supports full access to 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 accommodate everyone based on their need to feel included and grow through the curriculum/group that they belong to. 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

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 update 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. Any further discussion, times can be arranged. Coaches are happy to answer and discuss a swimmer's progress and development, providing this does not interfere with regular practice schedule.

Board meetings are held monthly. All parents are welcomed and encouraged to attend. They are a great source of information as well as providing an opportunity to ask the Head Coach any questions you may have. The AGM (held in September) as well as the monthly meetings provides an opportunity to hear what is happening in the club and to participate in club discussions and decisions.

2.1. Pathways of Communication

Effective communication is the cornerstone of successful organizations. Often there can be questions or concerns regarding the swimming program or administration over the course of the season, and we 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 ask the group representative to call parents within a group, or to address common questions at a group meeting. Group meetings are not regularly scheduled – but may be held to address special concerns.

- c) Coach will talk directly to the parent, or the swimmer and parent together (if needed & appropriate).
- d) Coach will talk directly to the swimmer and parent along with the Head Coach.
- e) 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

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 and their associated points 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 predominately done through our website. You must first log in to your account and then look for the "Events" tab 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 registrar at the event, you will be given credit towards your Volunteer Points commitment.

To check your Volunteer Points status, all you need to do is simply sign in to your account and click the "My Accounts" tab on the left side of the screen. Choose the "My Invoice/Payment" and this will allow you to look at your "Club Invoices", "Fundraising Commitment" account activity and "Service Hours" account activity (which is our Volunteer Points commitment account). 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 Administrator.

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 3 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 Point Administrator.
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 Club Administrator.
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.**

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
Swim Meets		
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	300	per meet (2 days or 4 sessions)
Starter	225	per meet (2 days or 4 sessions)
Starter Shadow	56.25	per session
Stroke and Turn	50	per session
Stroke and Turn Shadow	25	per session
Head Timer	200	per meet (2 days or 4 sessions)
Clerk of Course	200	per meet (2 days or 4 sessions)
Clerk of Course Shadow	50	per session
Marshaller	37.5	per session
Timer	37.5	per session
Safety Marshaller	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	
Time Trials		
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
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
Marshaller	50	per time trial
Timer	50	per session
Safety Marshaller	10	per warm up
Lap Counter	30	per session
Administrative		
President	500	per year
Past President	100	per year
Vice-President	350	per year
Secretary	300	per year
Treasurer	400	per year
Treasurer Shadow	200	per year
Group Representatives	150	per year
Website Administrator	400	per year
Website Administrator Shadow	200	per year
Registrar	300	per year
Fundraiser Committee Member	300	per year
Equipment Manager	275	per year
Equipment Assistant at meets	50	per meet
Parent Coach Liaison	30	per meet
Social Coordinator	100	per year
Accommodations Coordinator	275	per year
Media Representative	200	per year
Community Relations Representative (2 positions)	150	per year
Director of Officials	150	per year
Volunteer Points Administrator	200	per year
Coach Liaison	50	per year
Coach Liaison	25	per each meeting acting in liaison role
Team Photographer	150	per year
Facebook Manager	200	per year
Various		
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		

Designated Driving:		
• Coat check	50	per event
• Shift 9pm-2am	70	per shift
• Shift 10pm-2am	60	per shift
• Shift 11pm- 2am	50	per shift
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 each individual 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 A/B: (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.

5. EQUIPMENT

5.1. Team Uniform Policy

It is mandatory during all swim meets for swimmers to wear a team apparel while on deck, and a team swim cap during races. 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, the UR Store (green or black), 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 swim suits/shorts, latex and silicone black and green goggles for purchase. Also, there are specialized swim caps that have the athlete's last name on which are ordered at the beginning of the year.

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

Novice A/B

- Finis swimmer snorkel (junior size), optional as the club does have some

Junior A/B

- *Arena tech pro fins
- Finis swimmer snorkel (senior size)

Intermediate

- *Arena tech pro fins
- Finis swimmer snorkel (senior size)



Senior

- Finis swimmer snorkel (senior size)

The senior coach has also suggested that male athletes wear briefs and women athletes purchase a two piece to wear in training sessions. This is not required, but only a suggestion. Team aquatics carries a variety of option available; other companies and websites have options to suit the athlete's favourite colour and character.

National

- *Arena tech pro fins
- Finis swimmer snorkel (senior size)
- Speedo I.M tech paddle or Finis agility paddle
- Speedo pull buoy



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 green team shirts) will be ordered early in the season in coordination with the equipment manager.

To purchase in stock items (goggles, team suits, team caps and a limited selection of team shirts), you may contact the equipment manager at alexarogers82@hotmail.com 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 w/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 use of 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 I would suggest 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 I would 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 athletes 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** swim two sessions: September to December (Session 1) and January to April (Session 2).
- ❖ **Intermediate, Senior and National** level swimmers swim from September to the end of June.
- ❖ Championship/Competition phase of season. Athletes that have qualifying times to compete in either Swim BC Provincial Championship meets, or National level competitions continue their season in July and/or August.

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. You 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. By training your less used muscles and creating a more balanced body, it 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 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 a consistent attendance of 75% per month regardless of group level. Additionally, swimmers in National and Senior groups must have 75% attendance rate in order to attend any out-of-town meets.

Athletes who are sick (flu, fever, severe cold) or have a valid reason for missing a workout (family emergency, overload of school work, injury) will be excused and it will not count as a missed workout. 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 to the Board each spring for their review and input.

The budget is finalized and approved at the Annual General Meeting in a 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 (if swimmers wish to compete)
5. Volunteer Points Commitment

Additional fundraising events are held on an *ad hoc* basis and are voluntary.

It is assumed that once a swimmer has participated in Club activities (for example; 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

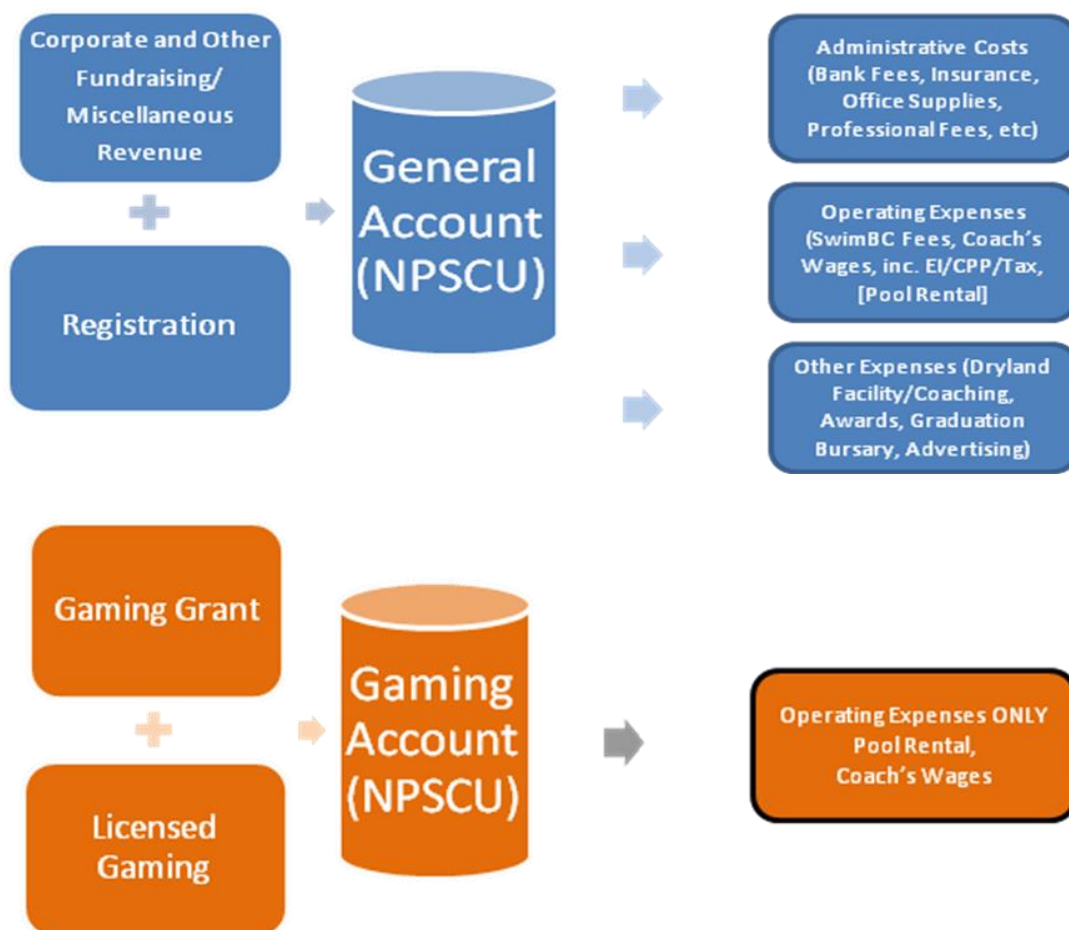
Club Fees can be found on the Inconnu web site at: [Inconnu Club Fees](#)

Club fees consist of the following items:

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

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 on the first day of each session. 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 family. **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 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. Age Qualifier Training

Age Qualifier athletes swim for the month of July after the season is officially over, to be prepared for Age Qualifying 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 member's accounts 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. Once approval is given, the coach will notify the club registrar.

The Club Registrar will inform the parent of their swimmer's movement to the new group, insurance fees, fundraising fees and expectations.

Charges will be calculated on a per month basis and charged the first of each month. Coach or Head Coach will notify the Club Registrar to keep the accounts current.

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 be adjusted.

10. PAYMENT SCHEDULES

10.1. Novice/Junior A & B

Novice and Junior groups swim two sessions per year: September to December (Session 1) and January to April (Session 2). Novice and Junior groups may opt to swim in Session 1 only, Session 2 only or commit to both at the beginning of the year. ***If registered for each session individually, the fees will be charged at the beginning of the session.*** For those that commit to register for the year, fees can be made in a lump sum.

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 in writing.**

You will be responsible for all financial commitments accrued to the month of notification and one month's penalty¹. ***No refunds will be issued after April 15 of the swim season.***

10.2. Intermediate/Senior/Nationals

For Intermediate/Senior/National Swimmers, registration fees are charged as a lump sum at the beginning of the season, or as equal payments over 9 months from October to June.

Should a swimmer wish to discontinue swimming with the Club prior to the conclusion of the swim season, **it is your responsibility to notify inconnuoffice@gmail.com in writing.**

You will be responsible for all financial commitments accrued to the month of notification and one month's penalty². ***No refunds will be issued after May 15 of the swim season.***

10.3. Swim 4 Fit

The Swim 4 Fit group is a drop-in program with a yearly registration fee and then charged per usage for the months thereafter. A monthly calculation is charged to your Team Unify account on the first of the following month. The Swim 4 Fit program runs from October to April.

Should a swimmer wish to discontinue swimming with the Club prior to the conclusion of the swim season, **it is your responsibility to notify inconnuoffice@gmail.com in writing.** You are responsible for fundraising commitments for that session.

10.4. One Week Trial Period

The one-week trial period is intended for swimmers wishing to try swimming with Inconnu. After the one week period, you may choose to continue swimming with the Club at which point all fees will apply. If you choose to not continue, no further charges will be incurred.

Please refer to the club fees and financial policy sections for more information.

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

² For example, should a swimmer wish to discontinue swimming in February, the member is responsible for registration charges for February **and** March.

10.5. *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, dryland charges, remain in effect. Registration fees will be charged to the month of re-instatement and one month's penalty³. ***No refunds will be issued after April 15 (Novice/Junior) and May 15 (Intermediate/Senior/National) of the swim season.***

11. FUNDRAISING

Our primary fundraising activities; raffle, corporate sponsorship, backstroke flags and the Swim Challenge contribute more than \$53,500 to our club each year. 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 end of the event date. Usually this will be in December after the raffle draw and in April after the Swim Challenge.

The corporate sponsorship and backstroke flag fundraising is 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 fundraiser opportunities that arise, i.e. Bottle Drives or Designated Driving where participation is voluntary, but Volunteer Points are awarded and can be used to achieve the mandatory VPs needed for the year.

³ For example, should a swimmer wish to discontinue swimming in February, the member is responsible for registration charges for February **and** March.

12. EMERGENCY PROTOCOLS

12.1. Emergency Action Plan for North Peace Leisure Pool

Coach Name: Norah Vogan

FACILITY INFORMATION

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

Facility Address: 9505 100th street

Directions to reach the facility from a major intersection:

From 96th Ave & 100th street turn heading north turn right into facility parking lot

KEY CONTACT INFORMATION

Person in charge of facility (at the time of your practice): Karin Carlson

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

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

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 parts to 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 Team Unify club website.
2. Sign up by deadline if planning to attend. Fees will be charged the day after the 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 “Things to Consider” tab under “Swim Meets” tab on the club website.

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

Each swimmer's personal best time (PB) are tracked electronically on the club website.

Once logged in, click on '**My Account**' tab on the left side of the page, then click on '**My Meets 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. 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 to achieve qualifying times for upcoming meets. Time trials are usually a ½ day events that run like a regular meet and all the swim times are recorded in the swim BC 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

Tier 1 and Tier 2 Provincial Meets

Tier 1 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).

Tier 2 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. This meet will be short 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 twice a year: short course season – February/March and long course season – July/August.

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 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 12 years and older that qualify. Team travel is designed to minimize the costs of the higher qualifying swim meets. These include but are not limited to: Age Nationals, Westerns, Mel Zajac, and other meets to be determined at the beginning of every year. Team travel will 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.

14.5. Coach, Swimmer and Chaperone Responsibilities at Swim Meets

Swim Meet Head Coach/Coach Responsibilities:

1. Sets all practice and competition times and places.
2. Determines curfew times. Curfews will be set recognizing the needs of individual swimmers.
3. Is responsible for swimmers during practice and meet times. *For regular meets and team travel, parents should be advised that the coach is on duty while on deck only.
4. 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.
5. 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 hotel. The swimmers are responsible for themselves during all other times. A waiver releasing the club must be signed at the time of registration.
6. Has final authority over all decisions concerning the athletes and protecting their performance.
7. Informs swimmers of Inconnu policies regarding use of alcohol, stimulants and other banned and/or illegal items.
8. Reports on swim meet results and/or incidents at the subsequent board meeting.
9. 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.
10. Is responsible to phone 911 in medical emergencies. The Coach assumes the duties of the chaperone while the chaperone goes with to the hospital with the swimmer.

Swimmers' Responsibilities:

1. There will be no possession or use of any illegal substances.
2. There will be no possession or use of alcohol, tobacco or cannabis (regardless of age).
3. No visitors allowed in the hotel rooms except chaperones and coaches. Visiting will be done in the chaperone's room or the lobby.

4. 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.
5. Any contravention of these rules is sufficient grounds for the swimmer to be sent home at his/her expense.
6. Any contravention of the above will be dealt with by Inconnu and may result in suspension and/or disciplinary action.
7. Swimmers need to abide by the Inconnu code of conduct.
8. Must abide by coach and chaperone curfew and any other direction.

Chaperone Responsibilities:

1. Assures reservation (transportation and accommodation) are made.
2. Oversees the team transportation to and from the meet.
3. Books separate rooms for female and male athletes.
4. Evaluates the trip, submits ideas for improvements and reports at the subsequent board meeting using form provided.
5. 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.
6. Is responsible to phone 911 in medical emergencies. The Coach assumes the duties of the chaperone while the chaperone goes with to the hospital with the swimmer.
7. For non-emergency incidents where first aid is required, first aid will be administered by the chaperone or facility attendant.

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

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 BCSOA 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: Successful completion of all the positions of a level two officials qualifies someone for a level three official and receive an evaluation and conduct a level one clinic, you become a level three official.

Level Four: Once you have taken the referee clinic and have the qualification to referee, 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 who 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 marshaller 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 line them up before races. The marshal also reviews the starting procedures and pool exists 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. Helps run the timing equipment to ensure accurate results. These positions require training and are 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 is in charge of 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 and schedule for volunteers and oversees the sessions.

Safety Marshall: This person will wear an orange vest during warm up. Ensure that all swimmers adhere to warm up policies. Be knowledgeable of warm up policies, as outlined in meet package. Provide a verbal warning of any infractions of the swimmer. On second infraction, will notify referee and swimmer coach to determine disqualification. Example: in most cases this means no diving or jumping into warm up lanes, the swimmer should enter the water by sliding into the pool.

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. Family of the Year: (Family name on trophy)

The award is presented to those who have contributed, either through a combined effort of the family or an individual member of the family, their time and talents to furthering the swim clubs mission statement. They have completed the required volunteer hours and have gone above and beyond what has been asked of them. They have assisted other board members with their perspective duties, welcomed new families into the club, and assisted them with the culture of competitive swimming by answering questions regarding the ins and outs of being a swim parent.

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-a-thon, 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 concern 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 Island 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 maybe different-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 a 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 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

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 to 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. HARASSMENT AND ABUSE POLICY

20.1. 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.

20.2. Scope

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

20.3. 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.

20.4. 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.

20.5. 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.

20.6. 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 safe guards, digital and password protected, for 5 years and at that time shall be questioned or destroyed based on current board members.

21. DISCIPLINE POLICY

21.1. Procedures

1. Athletes, coaches, volunteer 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.

21.2. 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.

21.3. 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 safe guards, digital and password protected, for 5 years and at that time shall be questioned or destroyed based on current board members.

22. 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.

22.1. *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.

22.2. *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.

22.3. *Collecting your Personal Information*

Inconnu Swim Club obtains personal information through the registrations 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.

22.4. *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.

22.5. *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 long as it is required for the reasons it was collected or as required by law.

22.6. 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.

23. 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- 500/year
- Shall preside at all 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- 350/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
- Provides training/mentoring to a successor

d) Treasurer

- Volunteer Points- 400/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 Club Administrator 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

e) Treasurer Shadow

- Volunteer points- 200/year
- Works ongoing through the season with the Treasurer to learn the Treasurer duties

f) Secretary

- Volunteer Points- 300/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. BOARD MEMBER POSITIONS

a) Registrar

- Volunteer Points- 300/year
- Register new and returning swimmers
- 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
- Club merchandise order lists to Equipment Manager for ordering and distribution
- Swimmer transfers

- Maintaining Inconnu's Society Standing
- Multi-swimmer family rebates

b) Fundraiser Committee

- Volunteer Points- 300/year.
- Will consist of no more than four members who will form the Committee
- 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, designated driving services, and yard clean ups.
- Meet the objectives set out by the board (i.e. meet monthly)
- 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 and issues receipts as required
- Revisit existing donors or fundraising options (i.e., Principle Trucking clean up)
- Communicates with the Treasurer and Club Administrator
- 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
- Prepares reports as necessary for the board
- Organize and distribute swim challenge package
- Work with gaming chairperson to apply for license
- Have tickets printed, if necessary
- Work with the Club Administrator and/or group reps to coordinate distribution and collection of tickets
- Organize public venues for selling of tickets
- Document revenues from group reps and forward to Club Administrator
- Will forward the volunteer point totals to the Volunteer Points Coordinator from each event organized

c) Group Representatives (Novice A, & B, Junior A & B, Intermediate, Swim 4 Fit, Swim 4 Life, Senior and Nationals)

- Volunteer Points- 150/year & 10/group meeting
- Each group rep will do the following with their respective group:
- Serve as a conduit for information from the board to the groups and to report any concerns from the members to the board
- Attend monthly board meetings, whenever possible
- Help equipment manager with distribution
- Liaison between board members and parents

- Help distribute and collect the fall and spring fundraisers (Swim Challenge and raffle)
- Orient new parents and swimmers in the club by having a small orientation meeting at the beginning of the year and as frequently as the board determines
- Be available to other members by email
- Send friendly reminders via email about events/deadlines
- Will forward the volunteer point totals to the Volunteer Points Coordinator for each meeting organized

d) Equipment Manager

- Volunteer Points- 275/year
- Order clothing or equipment as discussed with the board
- Document purchases and give to Club Administrator who will appropriately charge accounts
- Maintain inventory
- Organize and deliver orders
- The equipment manager or delegate will be available at the pool at least two times per week, including Saturdays during their child's training session and one other time that is formally announced, to provide access to the Club's clothing and equipment
- The equipment manager or delegate will be available at the pool each morning of the local swim meet
- Will coordinate a volunteer that will go to the meets and take equipment for sale to club members. The volunteer will earn 50 points for doing this position

e) 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

f) Media Representative

- Volunteer Points- 200/year
- Works with coaches to coordinate media releases throughout the year
- Maintains current records board (behind the glass) by posting newspaper clippings
- Responsible for forwarding media releases to the Website Administrator and Facebook Manager

g) 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 attend 80% of the Stingrays meetings and 80% of the Special O meetings
- 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

h) Swim Meet Committee Manager

- Volunteer Points- 200/meet
- Oversee two swim meets per year and two time trials
- Works with web administrator to coordinate volunteers
- Coordinates with the Director of Officials to log donations in kind, training, certified for the positions that they are volunteering for
- Will forward the volunteer point totals to the Volunteer Points Coordinator from each event organized

i) 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

j) 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

k) Website Administrator

- Volunteer Points- 400/year
- Works with the Club Administrator to coordinate fall registration and registration throughout the year, as needed
- Maintain website
- Works with various other directors to obtain information to be posted
- Maintains club records which means updating website and updates record board

- In coordination with Club Administrator at the parent orientation meeting, show people how to use Team Unify, look up personal best times, how to find your receipts for taxes, how to look at their accounts, Swim Canada, and time standards

l) Website Administrator Shadow

- Volunteer Points- 200/year
- Works ongoing throughout the season to learn the duties of the Website Administrator

m) Volunteer Points Administrator

- Volunteer Points- 200/year
- Works in conjunction with event coordinators to record volunteer points accumulated throughout the year
- Works in conjunction with the Club Administrator to determine any charges for incomplete volunteer hours at the beginning of January, May, and August

n) Coach Liaison

- Volunteer Points- 50/year & 25/meeting acting in liaison role
- A mediator between the conflicted parties within the club membership?
- Is available to address any issues brought forth by members of the club
- Participates in all Disciplinary Meetings
- Aids in resolution of conflict and creation of disciplinary sanctions

o) 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)

p) 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
- Will use a DSLR camera to take pictures
- Coordinates with Media Representative and Website Administrator for electronic file storage

q) Facebook Manager

- Volunteer points-200/year
- Update Inconnu Facebook Page-Description, expectations, link to website Team Unify, swim meet need to know-post as well before 1st meet of season
- Monitor Posts to keep them appropriate and on subject
- Accept new members and update each year after AGM according to the member list
- Add expected posts, media releases, upcoming events, and FAQs
- Check the Facebook page every day
- Coordinate membership with Club Administrator

r) Parent Coach Liaison at Swim Meets

- Volunteer Points-30/meet
- If the Parent Coach Liaison can't attend a swim meet, they will find a parent to fulfill their duties
 - This fill in person will receive the 30 points for the meet
- Using WhatsApp, coordinates with the coach and messages swim meet business. Items such as: warm up start times, finals start times, team photo information or to coordinate team meals
- Parent coach liaison will communicate directly with the coach and coach will communicate directly with the parent coach liaison. Parent coach liaison will then forward the information to parents via WhatsApp

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 / Swim 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 web-site

Our team web-site contains all club information:

www.inconnuswimteam.com

Team Aquatic Supplies

Inconnu purchases club equipment from Team Aquatic Supplies:
Ordering info: **Login code-** INC100FF **Password-**INCONUFF

<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](#)