



2023 – 2024
Grande Prairie Piranhas Handbook



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Welcome

We would like to extend a welcome to all new and returning members of the Grande Prairie Piranhas Swim Club. We are athlete-centered, coach-driven and parent-supported swimming club. The club is a cooperative effort of swimmers, parents, coaches, office staff and volunteers. Every one of these individuals has a very important role in creating our club culture to continue the success we have to date. Our club and the sport of competitive swimming will give your child an opportunity to develop their personal, athletic and competitive skills to the level they wish to achieve. We wish you all the very best for the upcoming season.

This Handbook is prepared with the goal of acquainting members with our club. It contains information on how the organization operates and explains many of the other expectations of membership.

Who are we?

The Piranhas Swim Club has over thirty years of history providing young people a program of skill development, training and competition which has led to individual success both in and out of the pool. We are proud to be part of the Grande Prairie community.

Strategic Plan

Mission: Aquatic Pathways to lifelong success.

Commitment: We create an environment where commitment is valued over performance.

Personal Growth: We allow individuals the opportunity to develop independence and responsibility in a professional environment to achieve long term personal growth.

Positive Environment: We have a high -uality program that creates a positive mentality. We provide and create strong partnerships.

Community: We are a community within communities.

Communication: We communicate with transparency, professionalism, and integrity.

Club Philosophy

The primary purpose of the Grande Prairie Piranhas Swim Club (GPPSC) is to provide an opportunity for each of its swimmers to attain his or her potential in competitive swimming. In pursuing this goal, it is our belief that each swimmer will derive significant benefits in the area of character development:

- providing an understanding of the value of hard work,
- developing and maintaining a strong commitment to oneself and the team,
- learning to contribute to a team effort and establish and work on individual goals,
- enhancing self-image and a strong sense of self-confidence and
- learning the concept of good sportsmanship while forming lasting friendships with teammates and competitors alike.

Club Objectives

- To have competitive swimmers from the GPPSC represented at all levels of competitions: inter club, regionally, provincially, nationally, and internationally.
- To maximize opportunities for the growth and development of the individual within the GPPSC.
- To encourage the participation of parents in all aspects of the GPPSC's committee structure.
- To sponsor, organize, and participate in competitive swim meets at levels of competition.
- To work with appropriate agencies to promote and develop the sport of competitive swimming.

BOARD OF DIRECTORS & STAFF

The Board of Directors:

President	James Robinson	president@gppiranhas.com
Vice President	John Lindberg	vp@gppiranhas.com
Secretary	Laura Renooy	secretary@gppiranhas.com
Treasurer	Karri Robideau	treasurer@gppiranhas.com
Director at Large	Kaitlyn Lukoni	
Director at Large	Erin O'Connell	
Director at Large	Andrea Golany	
Director at Large	Maggie Mazurkewich	
Director at Large	Darin Wiegel	
Director at Large	Jessie Johnson	
Director at Large	Danielle Wiebe	

Lead Coaching Staff:

Director of Swimming	Alex Dawson	headcoach@gppiranhas.com
Assistant Head Coach	Matt Burton	coach@gppiranhas.com
Performance Development Coach	Nick Wenzel	coachnick@gppiranhas.com
Assistant Coach	Nicola Rauch	
Assistant Coach	Julia Dutove	

Lead Administration Staff:

General Manager	Alex Dawson	headcoach@gppiranhas.com
Team Administrator	Jodey Jack	office@gppiranhas.com
LTS Coordinator	Michelle Dawson	icanswim@gppiranhas.com

Volunteer Chair Positions:

Executive		executive@gppiranhas.com
Board of Directors		board@gppiranhas.com
Fundraising		fundraising@gppiranhas.com
Meet Manager		meetmanager@gppiranhas.com
Officials Chair		officials@gppiranhas.com
Volunteer		volunteer@gppiranhas.com
Sponsorship		Sponsorship@gppiranhas.com

RESPONSIBILITIES

Board of Directors and Staff

The Board of Directors and staff have the following responsibilities:

- Ensure that the club operates according to the by-laws
- Ensure that the club operates within the guidelines of Swim Alberta and Swimming Canada
- Evaluate the effectiveness of club programs and staff performance
- Maintain accurate financial records
- Prepare, maintain, and communicate operating documents, policies and procedures
- Ensure that club policies are administered on a fair and equitable basis
- Establish the fee structure for the club
- Provide members with fundraising opportunities

Coaches

The Coaches have the following responsibilities:

- Behave in a manner consistent with the Code of Professional Conduct of the Canadian Swimming Coaches' and Teachers Association
- Operate within the policies of the club, Swim Alberta and Swimming/Natation Canada
- Coach a group of swimmers according to the program as designed by the Director of Swimming
- Communicate with parents

Swimmers

The Swimmers have the following responsibilities:

- Abide by the Code of Conduct
- Operate within the policies of the club, Swim Alberta and Swimming/Natation Canada
- Attend all scheduled practices and competitions - Follow the directions of coaches
- Wear club gear at practices and competitions
- Own, use and maintain training equipment
- Maintain positive communication with coaches
- Be a positive ambassador for the Swim Club at all times

Parents / Guardians

The Parents / Guardians have the following responsibilities:

- Meet all membership requirements Code of Conduct
- Read, understand and follow the Handbook, Policies, website
- Encourage all swimmers and provide a positive environment for development
- Guide your swimmer in understanding their personal responsibilities
- Ask questions and communicate concerns
- Inform coach of issues that prevent their swimmer from participating in training or competitions
- Refrain from approaching coaches or swimmers during training or competition
- Allow coaches to provide the technical direction
- Participate in club activities

The Code of Conduct outlines the club's policy on all behavior and interactions while a part of the GP Piranhas Swim Club. For more information on this and other related policies, go to www.gppiranhas.com

COMMUNICATION

The club will primarily send information to the membership via email. It will be up to each member to ensure that they are checking their emails regularly and that all their contact information is up to date on their Team Unify account.

E-mail: It will be used to inform parents/guardians and swimmers of all events including swim meets, social activities, volunteer commitments, club meetings, etc. You may also send emails directly to coaches, operational staff and board members with questions or concerns.

- Squad Coach: The coach is the first point of contact for all coaching, training schedules and swim meet questions.
- Team Manager: your main point of contact for questions about your account, registration status and billing.
- Director of Swimming: Oversees the technical programming in the club including staff development, curriculum and competitive participation.
- General Manager: Oversees general administration of the club including special events, strategic planning, budgeting and office staff.
- Board of Directors: Oversees the development of policies and procedures.

Website: www.gppiranhas.com is our official website. You can view information including member accounts, sign-ups, news, events, calendars, club information, meeting minutes, etc.

Social Media: Piranhas has a team page on Instagram, Twitter and Facebook.

Newsletter: Bi-monthly emailed information It includes important information for the coming months.

Annual General Meeting: This a members' forum, typically in June. The annual review includes: Presidents report, Director of Swimming report, Audited Financial Statements and election of the board of directors.

Parent meeting: There are mandatory parent meetings in September for new and returning families. This is where we set the stage for the season and answer lots of questions.

Group Meetings: Vital to get information relating to the group your swimmer is in. They occur periodically throughout the season.

CHANGE of ADDRESS and/or PHONE NUMBERS: Please notify the Team Manager at office@gppiranhas.com promptly of all changes in home address, email addresses and phone numbers. You can also update your information at any time online through your log in on our website.

PROGRAMS

The Piranhas Swim Club is an age group club that is divided into several groups for the purposes of learning to swim, competitive training and competition. These groups are determined by the coaching staff and are indicative of the level of skill of the swimmer. Generally, they also follow age groups with a few exceptions.

Learn to Swim Program

Our Learn to Swim Program is the perfect introduction to swimming. Swimmers will learn the essential elements of the four competitive strokes in a fun supportive environment. Our program is designed to improve technique and build endurance in the water. It is targeted towards swimmers aged 4 to 11, beginner to advanced levels.

Competitive Groups

Club Programs

The early competitive groups are designed to prepare young swimmers for the demands of a competitive program. The focus at this stage is solidly on skill development. This is approached through a series of drills, aerobic activities and dry land skills, which are set out in a format that allows learning in a fun environment. These swimmers train two to four times per week. Many will have the opportunity to compete at in house time trials, fun galas and home swim meets.

The higher competitive groups are designed for the swimmers who need flexibility in their training but still want to continue to learn, improve and compete. The focus of this group is to support the athletes where they are, build the skills around commitment and discipline and athlete autonomy. They will train up to 5 times a week as their schedule allows.

Performance Programs

This program is designed for the swimmer who is seeking an advanced level of training and skill development. As the swimmer progresses through this program, the development of technical skills is combined with mental training and an increasing focus on endurance. These swimmers train six to nine times per week and their season extends to late July early August. They may compete at as many as eight to twelve meets during the year.

COMPETITIVE GROUP STRUCTURE

The regular schedule for the various swim groups is available online at www.gppiranhas.com. However, during Christmas, Spring and summer breaks, the *schedule* will vary. Please check with your coach if you have any questions.

PERFORMANCE SQUAD

These are the top groups of swimmers in the Piranhas Swim Club. These swimmers exhibit a solid background in competitive swimming and training skills. They have a strongly developed work ethic, are disciplined, and dedicated to pursuing excellence in the sport of swimming. These swimmers are expected to attend all top level meets they qualify for. Please see the web site for the squad breakdown, objectives and expectations.

Group Details

- Practices: 6 - 9 per week 95% attendance required 1.5-2 hour practices + land training
- Session: Yearly Sept - July
- Competitions: Home Meets, Regional Meets Sept - July, Short Course & Long Course Season, Qualify for Provincials, Westerns & Nationals
- Team Travel and Chaperone Meets
- Squad invitation by Head Coach
- Equipment Needed: Water Bottle, Snorkel, Kick Board, Fins, Pull buoy, Net Bag, Practice Suits, Cap, Goggles, Competition Suit

SENIOR SQUAD

This group is for our senior swimmers that want to continue to challenge their swimming potential but want to train and compete while maintaining a balanced lifestyle. Swimmers continue to pursue improvement in their fitness, stroke and race skills while being role models and leaders to the Piranhas team.

Group Details

- Practices: 5 x 1.5 hour practices. + land training per week
- Session: Yearly Sept - June
- Christmas & Spring Break optional and not included in fees
- Competitions: Home Meets, Regional Meets Sept - July, Short Course & Long Course Season, Qualify for Provincials
- Team Travel and Chaperone Meet at coaches discretion
- Equipment Needed: Water Bottle, Snorkel, Kick Board, Fins, Pull buoy, Net Bag, Practice Suits, Cap, Goggles, Competition Suit

YOUTH SQUAD

In this group, emphasis is placed on stroke and competitive skill development. These swimmers have competitive swimming experience but are still encouraged to have an interest in other sporting activities.

Group Details

- Practices: 4 x 1.5 -2 hour practices. + land training per week
- Session: Yearly Sept - June
- Christmas & Spring Break optional and not included in fees
- Competitions: Home Meets, Regional Meets Sept - July, Short Course & Long Course Season, Qualify for Provincials.
- Team Travel at coaches discretion
- Equipment Needed: Water Bottle, Snorkel, Kick Board, Fins, Pull buoy Net Bag, Practice Suits, Cap, Goggles, Competition Suit

AGE SQUAD

In this group, emphasis is placed on stroke and competitive skill development. These swimmers have competitive swimming experience but are still encouraged to have an interest in other sporting activities. Swimmers will find this group to be challenging and fun

Group Details

- Practices: 4 x 1-1.5 hour practices per week.
- Session: Yearly Sept - June
- Christmas & Spring Break optional and not included in fees
- Competitions: Home Meets, Regional Meets Sept -June
- Equipment Needed: Water Bottle, Snorkel, Kick Board, Fins, Pull buoy, Net Bag, Practice Suits, Cap, Goggles, Competition Suit

JUNIOR SQUAD

This group is for early competitive swimmers. They focus on stroke and skill development, as well as body awareness and feel of the water. In this group, practices are designed to be fun and worry free.

Group Details

- Practices: 3 x 1-1.5 hour practices per week.
- Session: Yearly Sept - June
- Christmas & Spring Break optional and not included in fees
- Competitions: Home Meets, Regional Meets Sept - June
- Equipment Needed: Water Bottle, Snorkel, Kick Board, Fins, Pull buoy, Net Bag, Practice Suits, Cap, Goggles, Competition Suit

DIDDY SQUAD

This group is for novice competitive swimmers. They focus on stroke and skill development, as well as body awareness and feel of the water. In this group, practices are designed to be fun and worry free. Swimmers will compete in all home sanctioned swim meets and time trials.

Group Details

- Practices: 2 x 1hr practices per week
- Session: Yearly Sept - June
- Christmas & Spring Break optional and not included in fees
- Competitions: Home Meets, Sept - June
- Team Travel at coaches discretion
- Equipment Needed: Water Bottle, Practice Suits, Cap, Goggles, Competition Suit

Group Placement & Movement

All swimmers are evaluated on an ongoing basis. All group sizes are limited because of space in the pool and the need for close supervision. Swimmers can be moved throughout the season as skills develop and depending spaces being available. Group movement is at the sole discretion of the Director of Swimming in consultation with the particular group coach when necessary. There are attendance expectations for all groups; swimmers who fail to meet these expectations may be asked to move to a different group. The potential move will be discussed with both the swimmer and his/her parents prior to any action being taken.


In general, group transitions or ‘move-ups’ occur at the end of any of the 3 training cycles of the competitive swim season: September-December; January-March; April-June.

Having ‘move-ups’ at the end of a training phase ensures that swimmers will not be moving up into a group that is in the middle of a training progression, nor will they miss any portion of a training progression from their current group.

Every season brings new levels of swimmers, different abilities, and different depth in numbers at all the group levels within the club. As such, there are criteria for moving up a swimmer for each squad. These can be found in the Squad criteria section of the website. In lay terms, swimmers must:

- Exceed the expectation level of their current group on the majority of learned skills
- Have no gaping deficiency in any of the major skills learned in their group
- Meet the expectation level of the next group on as many skills as possible
- Meet the expectation level of the next group in attendance, attitude, trainability, commitment & performance.
- Be ‘age-ready’ as per the composition of the current groups

Thus, ‘move-ups’ will be determined greatly by the level of skill and of the target skills of a current group, and also of the next group. ‘Move-ups’ are also dependent on group sizes and the overall best



interests of the swimmers. (i.e.: In some cases, a group may become full and make move-ups unhelpful for all involved... in this case, all groups below the bottleneck begin to target higher skills, and the overall will be higher than past seasons).

TEAM APPAREL & EQUIPMENT

All competitive swimmers are required to have the following team gear:

- Team Cap – provided by the club at registration.
- Team Shirt – provided by the club after registration.

All swimmers must attend practice with appropriate equipment including cap, water bottle, and goggles. Some equipment may be required by the coach such as fins, pull buoys, drag suits and paddles (some are supplied).

You can order equipment related items through at <https://team-aquatic.com/collections/grande-prairie-piranhas> You will receive 15% off of your order and if you order over \$150.00 the shipping will be free. For all team clothing items, we will be using Pro sport club online store. There will be lin sent out shortly before registration.

SOCIAL EVENTS

GPP holds many special events throughout the year. These events are organized entirely by parents and as such require many volunteers to make them successful.

- **Awards Night:** Held at the start of the season to recognize accomplishments of the previous swim season.
- **Octoberfest Potluck:** A chance for us to celebrate the start of the year together, we host a potluck in the fieldhouse after a morning of swimming.
- **SWIM A LOT:** This is another fundraiser that we use as a team building event. There are prizes for individuals as well as a potluck breakfast.
- **End of Year BBQ:** A chance for us to celebrate the year together, we host a potluck BBQ after a morning of swimming.

ANNUAL AWARDS

At the beginning of the season the club will host its annual awards banquet where it will recognize the efforts and achievements of the swimmers in the club from the previous year.

Awards are given in 2 categories for each of our Club Squads, as well as recognizing Performance Development and Performance levels of swimming.

- Outstanding Male Achievement
- Outstanding Female Achievement
- Most Improved Male
- Most Improved Female

The club will also recognize one individual in the following categories:

- Sportsmanship Award
- Dedication Award
- Leadership Award
- Triumph over Adversity Award

Finally the club will recognize our Overall Male & Female Swimmer of the Year.

FEES AND REGISTRATION

Registration and collection of startup fees for the new swim season happens early September for all families. Families can fill out the registration forms on our website at www.gppiranhas.com prior to attending registration night.

All swimmers are required to come (even if they submitted online registration) to be fitted for a club shirt and receive their cap. Registration is held directly outside the Piranhas office. All forms must be completed and fees must be paid before the swimmer is permitted to enter the water for the season.

ANNUAL FINANCIAL COMMITMENT: can be paid as one payment in September by cheque, Credit card (with admin fee) or Etransfer or fees can be paid in 10 monthly payments by EFT. First Payment will include first month fees along with Swim AB Fee & apparel fee. Please note that all credit card transactions in person or online will be subject to an administration fee of 4%.

MULTI SWIMMER DISCOUNT: We offer families with siblings registered in the competitive program a discount on their annual financial commitments. The highest-level swimmer in the family pays full training fees. The second highest and all other competitive swimmers in the family receive a 5% discount. There is no multi swimmer discount for any non-competitive programs.

NSF POLICY: First NSF, the family will be notified and the monthly fees and a NSF charge of \$35 must be paid within 7 days. Second and subsequent NSF, the family will be notified, and the child/children will be suspended from swimming until NSF charges and monthly fees have been paid. Payment can be made by etransfer or credit card.

NOTICE OF WITHDRAWAL FROM SWIMMING: It is the responsibility of the parent(s) to notify the Team Administrator and Director of Swimming immediately if a swimmer plans to leave the Club. One full calendar month's notice must be given in writing. Failure to provide a full month's notice of a swimmer leaving for any reason, other than medical (physician's signature), will result in forfeiture of one month's fee. Once written notice is given you will receive confirmation as well as total of any fundraising or volunteer points required to complete (pro rated).

CHANGES IN SITUATION: There can be unforeseen circumstances that can affect the ability to pay the monthly fees and ongoing competition fees on time. Whether it is illness, lay off, death in the family etc., if you experience anything like this and need to make arrangements please reach out in confidence to the President OR the Director of Swimming as soon as possible.

SWIM MEETS

At the start of each season each family will receive a copy of the tentative swim meet schedule. This schedule indicates the meets that your swimmers may attend according to qualifying standards and swimmer squad placement. Updated swim meet information will be posted on the club's website, and members will be notified through email.

Each meet has a purpose for the training cycle that the coach can and will review. Also to follow guidelines set by Swimming Canada and long term athlete development younger swimmers will not travel as far for meets as the older swimmers and some will be restricted to only athletes with certain times. Any concerns or questions can be communicated with the coach by setting up a meeting or via email.

Meet attendance

Swimmers will automatically be entered into **ALL** swim meets **home or out of town** identified in the their squads competition schedule found at [Grande Prairie Piranhas Swim Club - Swim Meet Schedule \(teamunify.com\)](http://www.teamunify.com)

Entering swim meets

Swim meet invitations will be sent out by the coaching staff periodically. Once received its the responsibility of the parent to indicate if their child is **NOT** going to the meet before the invitation deadline. To **DECLINE** your swimmer's attendance, you must use the online swim meet declaration system. This is easy to do from the Events tab on the front page of our website www.gppiranhas.com

Failure to do so may result in you being responsible for any entry fee costs corresponding to the late declaration.

Coaches are responsible for the event selection of swimmers at a given swim meet. It is appropriate for parents to ask the coach about the goals of a swim meet in order to support the event selection with their swimmer.

Billing for swim meets

After the deadline, the billing process for a swim meet begins. For any swim meets, this will usually be limited to entry fees and coaches fee that is invoiced about 2 weeks before the meet. Fees can be paid in advance at the office, by cheque, credit card or E Transfer. Upon acceptance to the swim meet the family assumes responsibility for all club expenditures involved with the organization of the swim meet (ex: meet entry fees, coach fees and group transportation), medical and emergency family reason NOT withstanding.

Each swimmer will be charged two fees per swim meet.

1. Swim Meet Entry Fee: This is a flat fee or a per event charge depending on the swim meet. These fees are determined by the host club and may differ from meet to meet.
2. Coach Fee: As a club we charge a per swimmer flat rate of \$25 for each out of town meets to cover 50% of total expenses for the season to allow are our coaches to attend. The remaining amount comes from our overall club funds and income generated through the season. The splash fee will not be charged to swimmers attending Piranhas home swim meets.

Changes to declaration and late withdrawal

A member may withdraw or alter their declaration, but this change must be communicated to the group coach and office before the identified scratch deadline. Communication proof may be requested by email. If the member changes or alters their declaration after the deadline, they will be responsible for any corresponding costs, including all the travel costs listed above, if applicable.

Clothing Gear for Swim Meets

Every swimmer is expected to wear team gear to, during and from the meets. We do not have a team swim suit so swimmers need to wear their team swim cap at all meets. Team Gear may be identified prior to a meet, but overall any GPP Team gear will suffice.

Other items such as caps, goggles, deck clothing, two to three towels, water bottle, proper snacks, blankets, music, cards, games, etc. should be sent to occupy idle minds during the swim meet. Parents please minimize electronic usage at meets.

Out of Town Meets Travel: Families are responsible for their own travel, accommodations to and from the meets. We will not be held responsible for reimbursing members for expenses if a meet or races get cancelled resulting in swimmers not competing in the anticipated number of races. Changes to a meet may result in a parent having to change travel/hotel reservations. We recommend that members book their travel/hotel reservations with an option to cancel without penalty.

CHAPERONE SWIM MEETS

The GPPSC recognizes that travel is an integral component of the technical and curriculum of competitive swimming. Chaperone Swim Meets offers swimmers supervised opportunities to learn and practice independence. Travel opportunities may include but not limited to international, national, out of province or in province swim meets and training camps. The GPPSC has a policy that covers all travel, chaperones and the procedures for all meets.

A chaperone meet is where the swimmers are taken under the responsibility of the club, coaches and chaperones from the moment they leave your care. Chaperones are selected through the application process outlined in our policies. A single fee is determined for these meets that covers the transportation, accommodation, coaches & chaperone costs, and meet fees. Any other costs will be outlined prior to the meet. Periodically we may offer a meet specific fundraiser to help offset costs of the chaperone meet only. These meets may also be restricted to certain groups or swimmers with certain time and/or age qualifiers.

Chaperone Travel to swim meets

The full Team Travel Policy can be found at www.gppiranhas.com All costs of chaperone swim meets are shared equally by all participants. These include:

1. Swim meet fees;
2. Transportation costs (bus, plane, taxi, otherwise);
3. Accommodation costs;
4. Coaching costs (per diem, transportation, accommodation);

Chaperone costs (per diem, transportation, accommodation). Will incur a \$100 fee per swimmer attending.

Billing for Chaperone swim meets follows the same timeline as all other meets, with the exception that final costs are not known until after the event. For that reason, travel swim meets are billed out as follows:

1. Entry Fees: These will be charged immediately after the entry deadline as all other meets.
2. Pre-Meet Fee Sheet: This is a pre-meet invoice that will charge all known costs to the member. This sheet is sent to members as soon as possible after a sign-up deadline, but only after all possible bookings are confirmed.
3. Post-Meet Fee Sheet: This is a final reconciliation and will be the final invoice for each competition. This is completed as soon as possible after the conclusion of a swim meet, usually within 2-3 weeks.

FUNDRAISING

Our fundraising requirement is set up to have all families participate. The fundraising dollar amount is dependent on their swimmer's level and all swimmers are required to fundraise however there is a 5% discount for families with second or more siblings in competitive programs. The proceeds from these efforts are used to keep fees reasonable, reduce expenses, and keep our team travel active. We have to plan for success as well as the opposite so all families are required to provide postdated cheques that are returned or destroyed as the program operates.

Fundraising amounts will be **recalculated** after all the registrations are in and families will be advised if this amount changes. If you join the club mid season or change groups the amount will be adjusted or prorated. Please confirm with the fundraising ASAP if this happens.

If you are struggling to meet either commitment, please reach out to the coordinators. We have systems in place to help but we need to know well in advance - please reach out as soon as you identify you have an issue meeting your commitment.

Fundraising Program

Once again we are using a "build your own fundraising plan" model Below are some of our fundraisers. Your fundraising levy is set by the group your swimmer is in, and you decide how you raise that total. On May 1st any fundraising dollars outstanding will be charged to your account, payment must be made prior to the May swim meet so your swimmer can compete.

Raffle: Our annual raffle runs in the fall with ticket distribution to take place in November and draw to take place in December. You can sell them on your own or there may be an option to book times at local businesses if enough families are interested in participating. You are responsible for returning ticket stubs and money before the due date. Failure to return the books will mean than future seasons you would pay for all the tickets in advance.

Lotteries / Stompede Shifts Every season we apply for Dream Home, Cars for Christmas and Cash for Camping Lotteries. We have been selected for the Dream Home and Cash and Camping in the past but there is no guarantee we will be selected each year. Once we know which lotteries/activities we are selected for, the schedule will be added to our website for signup online.

Swim A Lot: Each swimmer is required to swim but our new fundraising plan does not require everyone to fundraise for this event, unless you have decided to as part of your plan. You can fundraise online or in person. After the swim portion, the team hosts a potluck breakfast for swimmers and family members in attendance.

Sponsorship: A great way to get your extra fundraising is to get sponsorship for the team. Please contact our Sponsorship Coordinator for details on what is available for sponsorship. If you own a business or have connections, reach out to our coordinator for details and our letter for businesses.

VOLUNTEERING

Our Club is growing and this is allowing us to host additional home swim meets and events. This is a benefit to swimmers and parents alike as it reduces travel costs when meets are local and provides our team with bonding opportunities and over arching governance.

We need parents to take an active role to maintain the success of club. Swim meet day of operations are much easier if we all take on a few roles rather than a few taking on multiple responsibilities and communication is the key to the success. In addition to swim meets, we have volunteer positions on various boards, committee and events throughout the year.

It is expected that every family volunteers at the club. Volunteering will be subject to families achieving a set amount of points for the their first and second child in the program. There is no point requirement for third or more siblings. These points will be calculated once membership numbers have been finalised at the start of the season. Failure to meet volunteer targets may result in fines or the exclusion of swimmers from club activities.

We understand that situations arise and volunteering may be harder than planned. If you are struggling, please reach out to the Volunteer Coordinator as they may have suggestions on what can be done. If you are unable to volunteer at any swim meets, event and are concerned about this commitment, please reach out to our volunteer coordinator, volunteer@gppiranhas.com or vp@gppiranhas.com

Incomplete shifts - No points will be awarded for a shift that is not completed. In the event, a person cannot complete a shift; the person completing the shift will be awarded the full point value of the shift; unless the 2 individuals have made an alternative agreement. On deck shift changes must be reported to the meet manager and are subject to their approval.

Donating points - Points cannot be donated after the event has been completed. The family receiving donated points must be clearly indicated in the "Volunteer Info" section on the job sign-up.

CANCELLATION POLICY

Individuals cancelling a volunteer shift are required to do so at least 48 hrs before the scheduled volunteer opportunity by notifying the event organizer.

All cancellations and substitutions must be communicated to the coordinator in writing.

- Failure to cancel 48 hrs prior to your shift or to attend an event will result in a “No Show”.
- Failure to complete your shift will result in a “No Show”.

Each shift for which the volunteer is marked as a “No Show” will result in a \$50 penalty.

Substitutions are an acceptable practice; substitutes must be qualified to complete the assigned position(s). If the original volunteer identifies and coordinates a suitable replacement to complete their shift, no penalty will be applied and credit for the shift will be awarded to the substitute.

OFFICIATING

Swimming is a highly technical and labor-intensive sport for the swimmers and parents. Just as the swimmer moves through the levels of the program, parents will have a similar developmental process. Piranhas has developed an educational and officiating model designed to prepare parents to best support the athletes. Please review the link below so that you are familiar with the Officials Certification Pathway. [Swim Canada Officials Certification Pathway](#)

There are two components to this development:

1. As a member of Swim Alberta, parents are required to complete officials' clinics to serve at swim meets.
2. As a member of GPPSC, parents are required to serve at home swim meets and assist in ongoing GPPSC activities.

In order for the club to run a home swim meet, we will need parents to take on the following official roles:

- Timekeeper
- Safety Marshall
- Turn Judge
- Stroke Judge
- Chief Timekeeper
- Clerk of Course
- Recorder/Scorer
- Chief Finish Judge / Chief Judge of Electronics
- Starter
- Meet Manager

There are also positions available at hosted swim meets for concession, hospitality and Team Managers.

Officiating Certification Requirements

A new parent/guardian to the club is required to complete the following clinics:

- Introduction to Swimming Officiating (*online clinic*)
- Safety Marshall (*online clinic*)

A parent / guardian in their second season at the club is required to complete the following clinic:

- Turn Judge

A parent /guardian in their third season at the club is required to complete the following clinics:

- Stroke Judge
- Chief Timekeeper (*online clinic*)

From their fourth session onwards at the club a parent /guardian is required to complete 1 of the following clinics each season:

- Clerk of Course (*online clinic*)
- Recorder/Scorer
- Starter
- Chief Finish Judge / Chief Judge Electronics
- Ares Operator

HOW TO COMPLETE THE CLINICS TO MEET THE REQUIREMENTS

Online Clinics: <https://edu.swimming.ca/>

To access the clinics, you will need to have an active official account. For those that are new to the club or yet to take a level I clinic, I will be creating an account for you shortly. Once this is done you will receive an automated email from systems@swimming.ca.

To log in to the E-Learning site, use the same username and password that you created to access your officials account.

The following clinics are available online

- Introduction to Swimming Officiating
- Safety Marshall
- Chief Timekeeper
- Clerk of Course

In-person / Zoom Clinics:

GPPSC will provide clinics for those Level II positions that are not available to complete online.

Ideally clinics are held in a classroom setting, however we may offer training over Zoom. These clinics are usually run in the evening for a couple of hours.

Members will be notified via email when clinics will be offered.

POLICIES

The Board of Directors of the GPPSC maintains a complete list of policies to help in the operation of the club and its members. Some of those policies are listed on our website at gppiranhas.com/about. From there you can view the bylaws, policies and more.

Resolution of Disputes and Complaints

In any organization, conflicts, misunderstandings and concerns can occur. GPPSC encourages all members and staff to communicate openly with each other and to resolve matters in a fair, equitable and cost-efficient manner. Concerns can be about: administration, coaching, finances, behavior or other matters. If a matter of concern has escalated to involve the club, notice should be directed according to our policies. For the complete policy you can review it online on our web site.

The coaching staff under the direction of the Director of Swimming has the authority to discipline swimmers at all club functions. The disciplinary action will be discreet and will be based upon the offence and behavioral history of the individual. Inappropriate behavior on the part of the swimmer may result in any or all of the following disciplinary actions:

- Swimmer is given a verbal reprimand by the coach.
- Swimmer is requested to sit out for part or for the entire workout.
- Parent to receive a letter about the swimmer's infraction within 48 hours. Warning that should swimmer be disciplined again, the swimmer will be excused from practices, swim meets or any socials for two weeks.
- Swimmer is expelled from club with no refund.

Safe Sport and Code of Conduct Policies

GPPSC is a supporter of Safe Sport principles and have adopted staff, environmental and conduct policies in line with Safe Sport guidelines.

Bylaws

The most recently passed set of GPPSC bylaws are posted on the website

MEMBERSHIP/VOTING/BYLAWS

The non-profit society that operates the GPPSC is led by volunteers in elected positions on the Board of Directors. They are bound by the bylaws in place to operate the club. These bylaws are available online for review.

The mandate for the board is set out by the bylaws and policies and procedures. As members of the board, they are trustees under the law and have a responsibility to oversee the conduct of the business, to monitor results and to endeavor to ensure that all major issues affecting the business and affairs of the organization are given proper consideration.

An Annual General Meeting is held each spring to vote on the yearly operational budget and elect new board members. All parent members are encouraged to attend and take part in this very important aspect of the club.

To become a voting member of the GPPSC you need to fill out the application form, submit it to the office with your dues. Then the application gets approved at the next board meeting. A complete list of active members is kept in the office along with the documents every member has access to bylaws, financials, policies, meeting minutes etc. Your membership is NOT automatic with your registration as per our bylaws.

Please consider your involvement at the board level. The GPPSC needs voices, opinions and leadership from members that are in all levels of our club so we can best serve the needs of group.

RESOURCES

WEBSITE: www.gppiranhas.com: You will have made a profile for the site when you registered your swimmer and when you login you can sign up for swim meets, volunteer shifts and more.

FACEBOOK GROUP: Grande Prairie Piranhas Swim Club (private) is for active swimmers/families to help communicate within the team. This group is private. When you registered you may have been asked for your Facebook profile name as it appears online. This will be used to verify our Facebook group members are connected to a swimmer. Search for GP Piranhas or type <https://www.facebook.com/groups/GPPiranhas/>

FACEBOOK PAGE: Grande Prairie Piranhas Swim Club @gppswim is a public facing page where we promote, encourage and celebrate our whole team. Please support us by liking the page and occasionally sharing the content we post. It helps our visibility in the community and in turn helps us with registrations. Search for GP Piranhas Swim Club or type <https://www.facebook.com/gppswim>

SWIM ALBERTA: A great web site that contains information about swimming in Alberta, Championships and parent information. Swim Alberta website address: www.swimalberta.ca

SWIM CANADA: Hosts information about swimming across Canada as well as the meet lists for all meets past present and future. If you want to see your swimmer's results once they are uploaded from a meet you can access them here (and on our web site).

TEAM UNIFY APP: The app is called ON DECK PARENT. This app can be downloaded to your phone or tablet, your login is the same as for our team website and the TEAM is CANGPPSC. You will be able to see time standards, results, events, etc.

MEET MOBILE: This app is useful when meets we attend have connected to it, they will upload results (mostly) in real time. It is one you have to pay for to access the results (around \$15 per year). Not all meets have this function and not all meets will work properly. But the majority will.

PHONE 780-830 9695

OFFICE EMAIL office@gppiranhas.com