



MEMBERSHIP HANDBOOK

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WELCOME TO THE LETHBRIDGE AMATUER SWIM CLUB

The LA Swim Club is Lethbridge's premier competitive swim club, providing professional instruction and a positive environment for swimmers of all ages. This handbook is a resource for families who have joined the LA Swim Club and may not be familiar with competitive swimming. It is also a reference regarding what is expected of members of our club.

Our program is designed to assist athletes in all aspects of competitive swimming, creating the framework for long-term health, welfare and steady development. The development of proper technical skills, solid work habits, good sportsmanship and an appreciation of teamwork are all essential elements of the goals set forth for each LA Swim Club member.

Vision Statement:

Achieving personal and athletic development through Aquatic Sport.

Objectives:

- Promote training and competition programs for the development of swimmers in the Lethbridge area
- Teach, develop, and refine competitive swimming strokes
- Enhance a commitment to fitness, swimming and general health
- Achieve personal athletic excellence
- Provide the training and competition consistent with the ability, needs, desires, attitudes and performances of all swimmers while maintaining a commitment to competitive excellence.

THE LA SWIM CLUB ORGANIZATION

LASC is a registered Not For Profit Society that exists to administer the functions of the Swim Club. The Club maintains an affiliation with Swim Alberta, Swimming Canada and FINA and adheres to the rules and regulations of these governing bodies. Our coaches are certified, recognized professionals, trained specifically to work with athletes at various physiological stages of development.

Board Governed:

LASC is run by an elected Board of Directors drawn from the club membership. The Board manages the club operations based on the mission statement and in accordance with its by-laws and team manual. The Board establishes policy and guidelines under which the club operates, is responsible for financial management, and establishes program direction with input from parents and coaches.

The Board of Directors consists of four Executive officers and six directors. Elections are held at the Annual General Meeting in the spring of each year; all positions are volunteer.

The Board meets on a monthly basis or as required. The bylaws of the Club detail the rules, regulations and descriptions of officers in the Club. Copies of the bylaws are available upon request. Minutes of Board meeting minutes are available for the members' information and are available upon request.

2023-2024 Board of Directors:

President – Monique Gouttin

Vice President – Mike Alexander

Treasurer – Jen Mackenzie

Secretary – Crystal Lothin

Director at Large – Tara Beck

Director at Large – Daniel Livingston

Director at Large – Shawn Pinder

Director at Large – Charmaine Uys

Director at Large – Carly Ginther

Director at Large – Alanna Odorski

Masters Rep – Ivan Aguilar

University of Lethbridge Rep –

COACHES & COACHING

Duties of the Coaches:

The technical aspects of LASC (training and competitive preparation of athletes) are run by the coaching staff. Accordingly, the coaches are responsible for

- Providing stroke instruction and the training regime in a safe and positive environment.

- Selecting meets and preparing meet entries.

- Swim meet supervision and coaching including providing constructive pre-race strategies and post-race feedback that relate to swimmer improvement and progress.

CLUB INFORMATION

Electronic Communication (E-mail)

LASC office administrator is Sharon Fletcher. She can be contacted via email at lasc.office@gmail.com
LASC's main method of communication is email. Please ensure that your family checks the email address that you provided during registration at the beginning of the season. Emails will contain important information regarding swim meets, training schedule changes, upcoming events, fundraising, equipment, etc. It is the responsibility of each family to ensure they check their email to receive this information. Please advise the club administrator, Sharon Fletcher (lasc.office@gmail.com) , if your email address changes.

Website

A wide variety of Club information is also available online at www.lethbridgeswimming.com. Swim meet sign up, event RSVP/sign up, equipment order deadlines, and volunteer sign up are all available on the website.

Volunteering

SWIM MEETS HOSTED BY LASC

Swimmers will be charged a \$20 entry fee into LASC and U of L hosted meets. Swimmers must confirm their attendance through the LASC website for hosted meets. Parents play a vital role in the hosting of a swim meet. In order to provide a top-quality swim experience, many officials and other roles are required. All LASC families are encouraged to get involved in hosted meets. This is part of the volunteer commitment as being part of the team. Hosting a swim meet has the potential to be a major source of revenue for our club and keeps your costs down. Over the course of the season, families are required to earn a total of 10 officiating points. **If the point commitment is not met by the end of July, a charge of \$50 per unearned point will be charged to that family's account.** For example, if a family earns six out of ten points, the family will be charge \$50 for each of the four unearned points, for a total of \$200. Please see the **Officiating Guide** for more information on LASC's officiating requirements.

FINANCIAL INFORMATION

Membership Fees

LASC accepts cash and cheques through the office, and credit card payments through our website. LASC administrators do not have access to any credit card information stored on individual accounts. Approximately one week prior to the first of the month, you will receive an email linking to your account summary. This email will reflect any recurring charges, such as your monthly membership costs, as well as non-recurring charges such as swim meet expenses or equipment orders. Please ensure that any posted charges and payments are correct and contact us if there are any errors. Charges and payments on your account can be viewed at any time through your family account. If you have a credit card on file, it will be charged automatically on the first of the month for the total amount due. If you are paying by cash or cheque, payment must be submitted by the 27th of the month. Any outstanding charges will also be due at that time.

To Set Up AutoPay with a Credit Card Begin by logging into your account, then click on "My Account" on the left-hand side of the page. Click "Set Up AutoPay" and change your payment preference from manual payment to credit card payment. If you do not have a credit card on file, follow the instructions for adding one to your account. Once this change has been made, your card will be saved and automatically charged on the first of the month.

Swim Meet Fees

Swimmers are charged two fees per swim meet. The first cost is the meet entry fee, which is a flat fee or a per-event charge, depending on the competition. Meet fees are non-refundable after the scratch deadline. These fees are determined by the host club and may differ from meet to meet. The second fee is the team fee, which is the cost associated with coach attendance at the meet, including travel, per diem and accommodation. The team fee is a fixed expense for in-province competitions based on the length of the swim meet. Costs are as follows:

1 Day \$25 2 Days \$45 3 Days \$60

LASC subsidizes coach and staff travel to Swim Canada nationally designated level meets to make these competitions more financially accessible to families. Funds may be allocated to other team travel opportunities.

Fundraising

Our yearly LASC registration fees alone do not cover all the fixed fees and yearly expenses for our swim club. Most of the expenses for the club are pool rental fees, staff costs and travel. With ever increasing costs, the main objective of the fundraising committee is to keep fees affordable for ALL families and provide financial support for our club. LASC offers multiple fundraising events during the year. All LASC competitive swimmers are required to fundraise \$350 for 1 swimmer, \$450 for 2 swimmers, \$550 for 3 swimmers and \$650 for 4 swimmers, which can be worked off through various fundraising activities organized through the Board. If you have any questions regarding your fundraising requirements please contact Sharon Fletcher at lasc.office@gmail.com.

Withdrawal From the Club/Late Registration

Should you decide to withdraw early, notification must be submitted in writing to the Executive. A full refund will be granted if the swimmer withdraws from the program during the first week. If a swimmer withdraws from the program prior to December 31, the swimmer is responsible for 50% of the annual swim fees. If a swimmer withdraws from the program after December 31 but prior to February 28th the swimmer is responsible for 75% of the annual swim fees. Withdrawals that occur after February 28th will be responsible for 100% of the annual swim fees. If a withdrawal is due to injury/illness, a doctor's note will be required and fees owing may be adjusted based on board approval. Swim Alberta/Swim Canada fees are non-refundable.

Release of Swimmer

A swimmer will only be released from the club when their account and any other funds owing are paid in full. A swimmer cannot register with another swim club until they have been released from their current club.

Late Registration

Should you register after the start of the season; your fees will be prorated accordingly. If starting mid-month, there will be a reduction of that month's fees after the 15th of that month. For example, if your swimmer is to start on October 10th, the full amount for that month will be due.

Move-Up Policy

LASC strives to place swimmers in the correct group at the start of the season to optimize space and swimmer development. However, swimmers may be identified as ready to move up during the course of the season. Our program wide group moves are generally in January and April, but individual swimmers may be considered for moving up at any time during the year. These group moves are recommended but swimmers are not obligated to move. If a swimmer decides to move up as recommended by the coaches, prorated fees for the new group will be effective with the move.

LASC PROGRAMS

Pre-Competitive Program: Junior Pronghorns

Our Jr. Pronghorns program is the perfect transition from swim lessons to competitive swimming for young swimmers. The program is designed to improve technique and build endurance in the water and is targeted towards swimmers ages 5 to 10. To participate in this group, swimmers should be comfortable in the water and be able to swim between 15-25m unassisted.

Blue Group: Emphasis on skill development. Teaching focuses on balance, alignment and coordination. Swimmers are introduced to all four competitive strokes. Recommended for ages 5-7

Gold Group: Emphasis on skill improvements. Teaching focuses on endurance, dives, turns, and technique in all four competitive strokes. Swimmers in this group are preparing to move into the competitive group "Olympic Way". Recommended for ages 7-10

Competitive Programs:

The LASC competitive groups follow a structured path that takes swimmers from the novice level through to high school. Each group is based on a two-year progression which increases the frequency of training and duration as the swimmers mature and improve. Not every child progresses at the same rate and we recognize that when we recommend group placement.

Olympic Way:

- Progression from Jr. Horns and development of more advanced stroke technique, diving and turns

- About 8 swim meets per year, with an introduction primarily through home competitions and the Junior Swim Circuit
- Families and swimmers are introduced to Swim Club Culture!
- Primary ages 7-10

Provincial:

- Marks the shift from teaching focus towards training focus
- Swimmers compete at 10+ meets per year, working towards competing at AB Championships
- Swimmers train 5-6 times per week
- Primary ages 11-13

Junior National:

- Swimmers continue transition towards a training-based program and prepare for the move to the National group
- Swimmers compete at 10+ meets per year working towards AB Championships and Western Canadian Championships
- Swimmers train 6-7 times per week
- Primary ages 12-14

National:

- This group is focused on competing at the Canadian Jr. and Senior National level
- Swimmers are expected to be committed to these goals
- Swimmers compete at 14+ meets per year with domestic travel and training camp opportunities
- Primary ages 14+ with a performance and commitment level required

Swim Meets

Swim meets offer swimmers the opportunity of competing against swimmers from other clubs at the same level and age, and when they are ready, to achieve the qualifying times needed to move up to the next level. They also offer the opportunity for the swimmer to better their own times. Some meets award swimmers with ribbons or medals for placement in the top spots, while other meets also reward the swimmers with ribbons for getting a “Best Time”. This reinforces to young swimmers that winning doesn’t just mean coming in first.

Note: Our Pre-Competitive swimmers are eligible to swim in 1 swim meet per year. If your child is interested in attending a meet, the coaches will suggest a meet appropriate to their skill level. Meet fees will be charged for them to attend.

Registering For Meets

Meet attendance must be confirmed through the LASC website prior to the entry deadline. This is done by selecting the meet from the Events page and clicking the “Edit Commitment” button. Late entries are not guaranteed acceptance into the meet. Any swimmer withdrawing from the meet after the entry deadline but prior to competition will still be charged for meet entry fees.

Travel

Families are responsible for personal travel to and from competitions, including accommodations and meals. Meets where team travel is offered will be specified. Team travel meets require parent chaperones to transport and prepare meals for swimmers.

Your Role as Parents

Competitive swimming programs provide many benefits to young athletes. They develop self discipline, good sportsmanship, and time management skills. Competition allows the swimmer to experience success and to learn how to deal with defeat, while becoming healthy and physically fit.

Parents are not participants on their child’s team but contribute to the success experienced by the child and their team. Parents serve as role models and their children often emulate their attitudes. Be aware of this and strive to be positive models. Most importantly, show good sportsmanship at all times towards coaches, officials, opponents, and teammates.

Remember that your child is the swimmer. Children need to establish their own goals and make their own progress towards them. Be careful not to impose your own standards and goals. Do not overburden your child with winning or achieving best times. The most important part of a child’s swimming experience is that they develop life skills while enjoying the sport. This healthy environment encourages learning and fun that will develop a positive self image within your child.

Let the coach coach. The best way to help a child achieve his/her goals and reduce the natural fear of failure is through positive reinforcement. No one likes to make a mistake. If your child does make one, remember that he/she is still learning. Encourage their efforts and point out the things they did well. As long as he/she gave their best effort, you should make them feel like a winner. If you wish to question the coach about their coaching techniques, your child’s effort or communication about meet or practice, please do so before or after swimming not during a practice or meet.

Code of Conduct

As an affiliated member of Swim Alberta, LASC adheres to the Swim Alberta code of conduct for our swimmers, coaches, and parents. This code of conduct is on the registration page and is located at the end of the membership handbook.

LASC Complaint Process: LASC is committed to ensuring that all members, coaches and swimmers have a positive experience at the club. One of the traditional swim team communication gaps is that some parents seem to feel more comfortable in discussing their disagreements over coaching philosophy with other parents rather than taking them directly to the coach. Not only is the problem never resolved that way but, this approach often results in new problems being created. Below is a complaint procedure that you may wish to follow should the need arise.

Stage 1 – Verbal Discussion

Any individual (parent or swimmer) who has an issue with any aspect of the LASC's service, should discuss their concerns with their group coach. Please make sure there is time for a private discussion with the coach. The coach may complete a Complaint Report, for the club's information and monitoring. Should this for any reason be inappropriate, please move directly to Stage 2.

Stage 2 – Written Complaint

If the initial stage has not resulted in a satisfactory outcome, or if the issue reoccurs, the issue should be put in writing to the LASC Head Coach and President of the Board using our contact form on the website. LASC will acknowledge the message, investigate and offer resolutions.

Stage 3 – Formal committee Meeting

If the written response is for any reason not found acceptable, a meeting should be sought with the Head Coach and another board member. At such meetings, swimmers should be accompanied by a parent. Parents may be accompanied by a partner or friend if required. An agreed written record of the discussion will be made for all parties present at the meeting to sign as an accurate record. A copy will be shared with the parties and presented at the next board meeting.

Stage 4 – Mediation

If after the Stage 3 meeting an agreement cannot be reached, an external mediator will be invited to support resolution. This person will be agreed to in advance and acceptable to both parties. A mediator has no legal powers. Their role is to listen to both sides, help define the issue, review actions taken to date and to offer balanced and impartial advice which will enable the issue to be resolved. The mediator will keep any discussions confidential. If considered helpful, separate meetings with the parties involved in the situation may be held. The mediator must keep an agreed record of any meetings that are held and of any advice they provide.

Stage 5 – Resolution

When the mediator has concluded their investigations, a final meeting between the swimmer or parent, the Head Coach and the board members will be held. The purpose of this meeting is to reach a decision on the action to be taken to deal with the complaint. The mediator's advice will be used to reach this conclusion. The mediator will be present if all parties deem it will help reach a decision. A record of this meeting, including the decision on the action to be taken, will be made with everyone present at the meeting signing the record and receiving a copy of it. The signed record signifies that the procedure has concluded.

LASC Waivers

All LASC waivers are contained within the online registration system. These forms are provided for informational purposes only.

Medical Release Form:

I certify that I am the parent or legal guardian for my child(ren). I hereby give my permission for any supervisor, coach or other team administrator associated with the LA Swim Club to seek and give appropriate medical attention for our child(ren) in the event of accident, injury, illness. I will be responsible for any and all costs associated with any necessary medical attention and/or treatment. I hereby waive, release and forever discharge LA Swim Club and associated supervisor, coach or other team administrator from all rights and claims for damages, injury, loss to person or property which may be sustained or occur during participation in LA Swim Club activities, whether or not damages or loss is due to negligence. I hereby acknowledge that my children is (are) physically fit and capable of participation in all Swim Team activities.

Liability Waiver

By registering my child(ren) with the LA Swim Club, I agree to participate (or allow my child(ren) and family members to participate) in the LA Swim Club, and hereby release LA Swim Club, its directors, officers, agents, coaches, and employees from liability for any injury that might occur to myself (or to my child(ren) and family members) while participating in the LA Swim Club program, including travel to and from training sessions, swim meets or other scheduled team activities. I agree to indemnify and hold harmless the above mentioned organizations and/or individuals, their agents and/or employees, against any and all liability for personal injury, including injuries resulting in death to me, my child(ren) and/or other family members, or damage to my property, the property to my child(ren) and/or other family members, or both, while I (or my child(ren) or family members) participating in the LA Swim Club program.

Commercial Electronic Message Consent:

Canada has enacted new anti-spam legislation which regulates the distribution of electronic messages. To comply with this law, the LA Swim Club is required to obtain your consent in order to continue to send you e-communications from our organization. This may include newsletters, publications, announcements, invitations, and other news or information. I hereby give my consent to receive emails and other electronic exchanges, as outlined above, from the

LA Swim Club Member Agreement:

The **LA Swim Club** is a non-profit organization. Our mission is to achieve personal and athletic development through aquatic sports.

The club's role is to provide a safe, positive environment to enable swimmers to reach their potential. The family's role is to accept the responsibilities of membership, including paying fees on time, fulfilling Swim-a-Thon fundraising obligations, volunteering at hosted meets, and actively contributing to the club's growth and success.

Fees

I agree to pay all LASC membership fees, Swim Canada fees, costs associated with swim meet attendance and personal equipment orders, in accordance with the club policies laid out in the Membership Package, and in accordance with the monthly invoicing.

Officials Policy

I agree to earn my 10 officiating points in accordance with the club policies laid out in the [Officiating Guide](#) by working 10 swim meet sessions at LASC hosted meets over the course of the 2022-2023 season. If I do not earn the 10 officiating points I agree to pay \$50 per unearned point, in accordance to the LASC officiating policy.

Fundraising Policy

I agree to meet my fundraising obligation of \$350 for 1 swimmer, \$450 for 2 swimmers, \$550 for 3 swimmers, \$650 for 4 swimmers.

Swimmer Code of Conduct

This code outlines all the expectations regarding, and potential discipline resulting from, inappropriate behavior during any/all LASC team functions. **Please review this code of conduct with your swimmer.**

All LASC swimmers are required to:

1. Prepare to do one's best at all times.
2. Maintain high standards of behavior, politeness, and sportsmanship at all times.
3. Obey curfews and schedules, and punctually attend all team meetings/functions.
4. Keep all areas, including on deck and team accommodation, neat, orderly, and clean.
5. Acknowledge that injury or illness which, in the opinion of the Head Coach or acting competition Head Coach may compromise one's ability to perform at one's best, may result in one's removal from that competitive opportunity.

Inappropriate behavior includes:

- Curfew violations
- Unsportsmanlike conduct, including use of inappropriate language or offensive gestures
- Public misconduct, including abuse of facilities
- Use of alcohol or drugs
- Sexual activity
- Disrespectful verbal and physical conduct towards teammates, including non-consensual "initiation rituals"

Any contravention of the above will be dealt with in accordance with LASC disciplinary policy and may result in any of the following:

- Verbal warning by the coach

- Verbal warning by the Head Coach
- Loss of LASC privileges, including being scratched from the remainder of the competition
- Removal from the team and being sent home at the parents' expense
- A meeting with the parents, swimmer and Head Coach
- A written formal warning from the executive and/or Head Coach
- Suspension from specified LASC subsidies/grants
- Suspension from specified further competitions
- Suspension from training for a specified period of time
- Expulsion from LASC

Parent Code of Conduct

Just as swimmers are required to behave in a manner reflecting our team mission and goals, parents are also expected to uphold the spirit of the **LA Swim Club**. As a parent you should:

- Attend the MANDATORY parent meeting held at the start of the season
- Read and understand the team mission, team goals, and team objectives, as outlined in the Membership Package
- Attend parent meetings as requested by the coaching staff or Board of Directors, including the AGM
- Strive to educate yourself about the sport your child has chosen
- Support your athlete in his or her success and failures
- Let the coaches coach
- Speak with a coach or board member immediately if you have any questions or concerns
- Conduct yourself in a respectful manner and be an ambassador for LASC

Should the Board of Directors find a parent's behavior to be in conflict with the club's mission and objectives, the club reserves the right to terminate membership in the best interest of the program. I have read and understood the LASC Member Agreement, and hereby agree to uphold my member responsibilities as laid out by the **LA Swim Club**, in accordance with the club policies laid out in the Membership Package.

**Swim Alberta Personal Information Protection & Electronic Documents Act:
Swimmer Registration Consent Form**

The Canadian Personal Information Protection & Electronic Documents Act (and equivalent provincial legislation) requires that consent be obtained prior to the collection and use of all personal information.

The personal information you provide to the Club from this registration will be used for the purposes reasonably associated with the swimming activities conducted by the Club, the Province and/or Swimming/Natation Canada (SNC). These purposes include national, provincial and event registration, insurance coverage, training and competition participation and competition result publication. The information you provide is for purposes including association registration, insurance coverage and:

- a) Ensuring swimmers train and compete in an age appropriate environment;
- b) Establishing athlete eligibility for selection to swim teams;
- c) Establishing pertinent medical records and baseline performance data to assist coaching decisions in a national team competitive or training setting;
- d) Reporting non-identifying, demographic and participation statistics to funders, sponsors and other authorized third parties;
- e) Reporting and publishing athletes' name, gender, age, club affiliation on Swimming Canada web pages or in results, news releases and ranking reports and;
- f) Making direct contact with registrants, volunteers and staff as necessary for the operations of the club, Swim Alberta, and SNC.

Swimming Canada complies with the obligation and responsibility to the World Anti-Doping Agency - WADA (or its agents) to provide information upon request.

Additional personal information may be collected from time to time. Consent for the use of this personal information may be inferred where its uses are obvious and it has been voluntarily provided. When not obvious, the purposes for collection will be provided prior to, or at the time of collection; either orally or in writing.

Complete texts of the Privacy/Personal Information Policies (variously the "Policy" or the "Policies") are available for SNC and for Swim Alberta.

Should a registrant wish to review their personal information held by the Club, Swim Alberta, or SNC they must make a request to the appropriate organization pursuant to that organization's Policy. Further, registrants may withdraw consent to use their personal information pursuant to the Policies. Such a withdrawal however, may require the cancellation of registration with and suspension of activities with the Club, Swim Alberta and SNC. All registrants or their legal guardian must sign a copy of this form each season.

I hereby consent to the collection and use of personal information as described above.