



**LANGLEY & ABBOTSFORD OLYMPIANS
TEAM MANUAL AND CLUB POLICIES**



November 4, 2020



**LANGLEY & ABBOTSFORD OLYMPIANS
SWIM CLUB
TEAM MANUAL AND CLUB POLICIES
2020 - 2021**



LANGLEY & ABBOTSFORD OLYMPIANS TEAM MANUAL AND CLUB POLICIES



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LETTER FROM THE CEO/HEAD COACH

To all L&A OSC Members,

Welcome to all new and returning members to the 2020 - 2021 swim season. We have high hopes of another successful year ahead of us, looking to continue our improvements in the pool. Through commitment, hard work and the pursuit of excellence, Langley and Abbotsford Olympians Swim Club swimmers have moved up the ranks and were very competitive locally and nationally. For our newest members, you will begin the journey of learning and enjoying all this great sport has to offer. All L&A OSC swimmers must strive to be the best they can be.

Our vision for now and the future are:

“To foster an atmosphere of swimming excellence by attracting athletes of all abilities from the novice to the international level by providing opportunities for all to maximise their potential and by building strong community support.”

The L&A OSC coaching and office staff continue to develop the programs and understand if our swimmers are to achieve their goals, we must operate in a way that allows the coaches to coach and the swimmers to swim. The L&A OSC website continues to be our main hub of communication, and I encourage all members to browse through it for information on the club and swimming in general.

We would like to introduce the motto “Team First” and that motto will apply to all swimmers, parents and coaches of L&A OSC. Every member of L&A OSC is on the “team” and will be expected to contribute to its success in and out of the pool. When you register, you agree to all L&A OSC policies, procedures and club ideals. To be a successful team, we need everyone on board and supporting the club in every situation. The following Team Philosophy is one that all L&A OSC members and staff will live by daily.

- *Respect every team member. Treat everyone, including yourself, with respect, dignity and consideration. Respect everyone’s, including your own, right to pursue goals consistent with team purpose.*
- *Accept that each L&A OSC member is important. Everyone has the opportunity to participate and to make a contribution. Your acceptance and support of all team members is expected and greatly appreciated.*
- *Acknowledge every team member. In our program, everyone counts. No one is invisible. Let everyone know that he/she is noticed and appreciated.*



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- *Value Swimming Excellence. We choose to hold fast swimming, good training and thorough preparation in extremely high regard. Welcome difficult, goal-oriented challenges. Seek out challenges that will help you swim faster and win. Work out opportunities to swim more, harder and better. Act as if you want to train and you want to race. Relish and protect each opportunity.*
- *Contribute. We expect you to continually contribute to our program and to foster our mission.*
- *Support everyone's action for excellence.*
- *Encourage everyone's action for excellence.*
- *Challenge everyone to take action for excellence.*
- *Complement and applaud everyone's action for excellence.*
- *Advocate L&A OSC. We expect every team member to act as an advocate for our program. Say nothing but good things about our program, our staff and our team members. If you notice inadequacies, raise the issue within the club but continue to serve as an L&A OSC ambassador to the swimming world. We will not speak ill of any aspects of our program, members, coaches or staff.*
- *Appreciate everyone's respect, acceptance, support, encouragement, compliments, challenges and appreciation.*
- *Know your role: swimmers-swim; coaches-coach; officials-officiate; parents-parent*
- *Make it fun. Enjoy your swimming. Express your enjoyment of training and competing. Please encourage others to talk about the fun. Please note that there is a huge difference between making the pursuit of excellence fun and having fun at the expense of the pursuit of swimming excellence.*

Through our collective diligence in support of the Langley and Abbotsford Olympians Swim Club, its members, staff and vision, we will create an environment "Where Success is Inevitable". Thank you for choosing to be a member of L&A OSC and we all look forward to fast swimming!

Go Olympians!

Brian Metcalfe

CEO/Head Coach



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CLUB HISTORY

L&A OSC was formed in September of 2002. L&A OSC is the amalgamation of the Langley Olympians Swim Club and the Abbotsford Olympians Swim Club into the L&A OSC Association. Benefits are:

- 1) The athletic environment is improved from the collective pooling of resources such as pool space, educational tools, and training resources.
- 2) Reduced transportation costs for both clubs by pooling the resources to share in travel costs and support.

The Langley Olympians Swim Club was formed in January of 1998. The Abbotsford Olympians Swim Club was formed in September 2002.

The Olympians name was taken on because of the ideals that the Olympics stand for. It is the swim club's belief that those ideals promote friendship, excellence, cooperation, and provide an example of moral framework for the youth/adults of the world.

Being involved with L&A OSC gives athletes the opportunity to learn about responsibility, hard work and co-operation in a way that is fun, promotes self-esteem and excellence.

Swim club Membership includes swimmers aged 5 years old and up that live in Langley, Abbotsford and the surrounding areas. L&A OSC swims out of the Walnut Grove Aquatic Centre, W.C. Blair Pool and Matsqui Recreation Centre from mid-September through July.

JOIN US FOR FUN IN THE PURSUIT OF PERSONAL EXCELLENCE & OLYMPIAN FITNESS



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ATHLETE DEVELOPMENT

ATHLETE DEVELOPMENT PHILOSOPHY

The philosophy of the L&A OSC program is structured to allow for a graduated development of the swimmer. The philosophy can be summed up as follows: we want the swimmer reaching his/her maximum potential as an athlete and a person.

This high quality program offers the development of technically sound swimming and racing skills, teaches good training habits, which in turn will lead to great performances relative to the swimmers age and maturity. Through sensible programming, sound coaching and a graduated building of the athlete's career path, will allow for the nurturing of the maximum potential of each swimmer. By adhering to best practices of long term athlete development, L&A OSC swimmers will enjoy success at all stages of their swimming career.

Many swimmers at the National and International level are in their late teens or twenties. The average age to win an Olympic medal is 22 years and getting older with each Olympics. With that in mind, the L&A OSC program is geared for a swimmer's development to reach its peak when the swimmer is emotionally and physically capable of handling the commitment, dedication, discipline and the demands, while maintaining the necessary enthusiasm to pursue their goals and succeed.

TEAM GOALS

1. To develop each athlete to their full potential
2. To create an atmosphere of team spirit, unity and support and to contribute to the development of a positive winning attitude.
3. To encourage the development of competitive "mental toughness" (determination, confidence, pride) as a team and as individuals.
4. To pursue excellence more diligently than our opposition.
5. To behave with good sportsmanship at all times.



Langley & Abbotsford Olympians Swim Club
CONTRACT & WAIVER 2020 - 2021



WARNING!

By signing and agreeing to this document by means of physically signing or electronic agreement via registration system, you will waive certain legal rights, including the right to sue.

This is a binding legal agreement; therefore, please read carefully, understand, and clarify any questions or concerns before signing. Thank you.

As a Participant, or on behalf of a minor participant, participating in the sport of swimming, including any in-person or virtual activities like events, training camps, programs, training, competitions, and practices performed in water or outside water (collectively the "Activities"), the undersigned, being the Participant and the Parent/Guardian of the Participant (collectively the "Parties") acknowledge and agree to the following terms:

DESCRIPTION OF RISKS

The Participant is participating voluntarily in the Activities. In consideration of that participation, the Parties hereby acknowledge that they are aware of the risks, dangers and hazards and may be exposed to such risks, dangers and hazards. The risks, dangers and hazards include, but are not limited to, injuries from:

- a) The hazards particular to the Activity(ies) in which I am participating;
- b) Executing strenuous and demanding physical techniques;
- c) Vigorous physical exertion, strenuous cardiovascular workouts and rapid movements in or out of water;
- d) Exerting and stretching various muscle groups or strenuous cardiovascular activity in or out of water;
- e) Failure to properly use any piece of swimming related equipment or from the mechanical failure of any piece of equipment;
- f) Slips or fall due to uneven, slippery or irregular surfaces, including on the pool deck, in dressing rooms or other facilities or room at an aquatic venue and at any physical facilities in and around open water venues;
- g) Concussions or aggravated related symptoms;
- h) Travel to and from training or competitive events and associated non-competitive events which are an integral part of the Organization's activities;
- i) Infectious sources such as COVID-19, as defined by the relevant municipal provincial, or federal health authorities;
- j) Extreme weather conditions which may result in heatstroke, sunstroke, or lightning strokes;
- k) Contact, colliding, falling or being struck by other participants or equipment;
- l) Spinal cord injuries which may render the Participant permanently paralyzed; and
- m) Unforeseen events.

Furthermore, the Parties are aware:

- a) That injuries or health related problem sustained can be severe or even fatal;
- b) That the Participant may experience anxiety while challenging himself or herself during the activities, events and programs;
- c) That the Participant may come into close contact with other participants;
- d) That the Participant's risk of injury is reduced if the Participant follows all rules established for participation; and
- e) That the Participant's risk of injury increases as the Participant becomes fatigued

Initial:

RELEASE OF LIABILITY AND WAIVER

I/we, the undersigned, (or) parents/guardians of the above named participants and swimmers, in consideration of our child or myself (18 years and over), being accepted as a member of the swim club, hereby freely ACCEPT, CONSENT, and AGREE:

- To my and/or his/her participation in any or all of the Langley & Abbotsford Olympians Swim Club activities and assume all risks, dangers, hazards, possibility of personal injury, death, property damage, expense and related loss, including loss of income to myself or our child arising there from;
- That the sole responsibility for the participant's safety remains with the participant;
- To remove myself, or my child, if I sense or observe any unusual hazard or unsafe condition or feel unable or unfit to safely continue;
- That I have not been advised by a medical doctor that the participant's physical condition prevents themselves from participating in the activities;
- That there shall forever be no liability on the part of the coaches, the Swim Club, Langley & Abbotsford Olympians Swim Club, CEO, Olympians Swimming, participants or persons transporting our child to and from activities, and we hereby forever waive and release the coaches, the Swim Club, Langley & Abbotsford Olympians Swim Club, CEO, Olympians Swimming from any and all claims, demands (including legal fees), actions, and costs which we might arise out and caused by any manner whatsoever, including by not limited to the participant's participation in the activities, negligence, gross negligence, negligent rescue, omissions, carelessness, breach of contract and/or breach of any statutory duty of care of the Organization.

Initial:

CONSENT OF PERSONAL INFORMATION AND PHOTO RELEASE

I/we, the undersigned, authorize Swim BC, Swimming Canada, Langley & Abbotsford Olympians Swim Club, (collectively the "Organizations") to collect and use personal information about the Registrant for the purpose of receiving communications and the purposes described in the Organization's Privacy Policy. I/we grant permission to the Organizations to photograph and/or record the Registrant's image and/or voice on still or motion picture film and/or audio tape, and to use this material to promote the sport and/or the Organizations through the media of newsletters, websites, television, film, radio, print and/or display form. I/we understand that I waive any claim to remuneration for use of audio/visual materials used for these purposes. I/we understand that I may withdraw such consent at any time by contacting the Organization.

Initial:



Langley & Abbotsford Olympians Swim Club CONTRACT & WAIVER 2020 - 2021



FEES AND PAYMENTS

The fee to swim for L&A OSC is a fee which includes taxes (GST #136579877RT0001), pool, coach and operational costs. **If workouts are changed in any way or cancelled there will be no reimbursement of fees or added workouts. The fee to swim includes holiday days and time off. The costs below are broken down so families can pay monthly but is not broken down into how much it costs per workout or per month. Please understand this before you agree to this waiver and commit to joining.** Payment is by Credit Card or Direct Deposit. You can pay by cheque or cash but the full amount must be paid prior to the swimmer swimming in the club. Swimmers in National, Provincial, Regional and Age Group Performance will be required to pay July fees upfront at the time of registration as all swimmers in these groups are expected to compete through July. There will be no refunds for July swimming for National, Provincial, Age Group Performance and Regional Groups.

Please note: Any late payments of swim meet fees, coaching fees, and monthly fees will be charged a \$50.00 administration fee.

Special to 2020-21 Season: In the case of another Covid-19 shutdown and if the swimming pool happens to close we will do our best to offer programming through Zoom and or in person dryland. If swimming is discontinued part way through the month, there will be no refund of monthly fees. Fees for the remaining months will not be charged.

DISCONTINUATION OF SWIMMING

Discontinuation or changes to Mini Olympians, Olympic Way & Stroke Improvement & Conditioning Groups swimming schedule can only take place after each swimming blocks and by giving 30 days written notice. There will be no refunds without following our policy of discontinuation of swimming. Swimming blocks take place in our Mini Olympians, Olympic Way and Stroke Improvement and Conditioning groups as follows; September 7th to December 31st, January 2nd to March 31st and April 1st to June 30th. **Members who pay for the season in full will not be issued a refund if they decide to discontinue swimming.**

Swimmers in National, Provincial, Age Group Performance, and Regional groups are expected to be committed until the end of the year (July 30th) and there will be no refunds or cancellations accepted after November 30th, 2020. If a swimmer wants to discontinue swimming prior to November 30th, they must provide 30 days written notice and completion of the current block (September 10th – December 31st).

ALTERING SWIMMING/TRAINING SCHEDULE

Swimmers in Mini Olympians, Olympic Way, and Stroke Improvement & Conditioning are required to commit to your original registration time/day/group. For example if you have chosen to swim two times a week you are expected to keep that commitment without change for the swimming block. You can always add days (subject to availability), but you cannot take away days. We will not refund payments or make alternations to training schedule commitments made during a block. **The swimming blocks are as follows: September 7th to December 31st. January 2nd to March 31st. April 1st to June 30th. July swimming is separate.**

CLUB CODE OF CONDUCT

Members must abide by the L&A OSC Club Code of Conduct and Team Manual policies in order to remain a member in good standing. Policies are subject to change with notice given in our news bulletin and/or website side bar. A copy is available online at www.langleyolympians.com or www.abbotsfordolympians.com.

Parents/Guardians must accompany their children to and from the change room / washroom before, during and after practice. Coaches will only be responsible for the swimming instruction.

MEMBERSHIP & FUNDRAISING DUES

Membership and Fundraising dues are to be paid once per season. Membership Dues will be paid at when registered and will consist of the Swim BC Membership fee and the L&A OSC Family Membership fee. The Fundraising Fee amount will be charged 3 – 4 weeks after registering. Swimmers will have the opportunity to fundraise the full amount of their Membership & Fundraising Dues. L&A OSC will offer a fundraising event (Swim Challenge) which members are to participate. Membership & Fundraising dues are NOT refundable should you stop swimming.

COVID-19 RETURN TO SPORT POLICY

Please make sure that you have read, signed and understand the L&A OSC COVID – 19 Policy as posted and updated regularly in our website

I have read, agreed to and understand the above policies. This is signed/agreed upon by either by means of physical signature or electronic signature/agreement via our Registration System.

Signature of Parent/Guardian: _____

Name of Registrant/Participant: _____

Name of Parent/Guardian: _____

Date: _____

Version: November 6, 2020



**Langley & Abbotsford Olympians Swim Club
CODE OF CONDUCT AND ETHICS 2020 - 2021**



Definitions

1. The following terms have these meanings in this Code:
 - a) *“Organization”* – Langley and Abbotsford Olympians Swim Club
 - b) *“Individuals”* – Individuals employed by, or engaged in activities with, the Organization including, but not limited to, athletes, coaches, convenors, referees, officials, volunteers, managers, administrators, committee members, and Directors and Officers of the Organization
 - c) *“Workplace”* – Any place where business or work-related activities are conducted. Workplaces include but are not limited to, the Organization’s office, work-related social functions, work assignments outside the Organization’s offices, work-related travel, and work-related conferences or training sessions

Purpose

2. The purpose of this Code is to ensure a safe and positive environment (within the Organization’s programs, activities, and events) by making Individuals aware that there is an expectation, at all times, of appropriate behaviour consistent with the Organization’s core values. The Organization supports equal opportunity, prohibits discriminatory practices, and is committed to providing an environment in which all individuals are treated with respect and fairness.

Application of this Code

3. This Code applies to Individuals’ conduct during the Organization’s business, activities, and events including, but not limited to, competitions, practices, tryouts, training camps, travel associated with the Organization’s activities, the Organization’s office environment, and any meetings.
4. An Individual who violates this Code may be subject to sanctions pursuant to the Organization’s *Discipline and Complaints Policy*. In addition to facing possible sanction pursuant to the Organization’s *Discipline and Complaints Policy*, an Individual who violates this Code during a competition may be ejected from the competition or the playing area, the official may delay the competition until the Individual complies with the ejection, and the Individual may be subject to any additional discipline associated with the particular competition.
5. An employee of the Organization found to have engaged in acts of violence or harassment against any other employee, worker, contractor, member, customer, supplier, client or other third party during business hours, or at any Organization event, will be subject to appropriate disciplinary action subject to the terms of the Organization’s *Human Resources Policy* as well as the employee’s Employment Agreement (if applicable).
6. This Code also applies to Individuals’ conduct outside of the Organization’s business, activities, and events when such conduct adversely affects relationships within the Organization (and its work and sport environment) and is detrimental to the image and reputation of the Organization. Such applicability will be determined by the Organization at its sole discretion.



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Responsibilities

7. Individuals have a responsibility to:

- a) Maintain and enhance the dignity and self-esteem of the Organization members and other individuals by:
 - i. Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, age, ancestry, colour, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status, gender identity, gender expression, sex, and sexual orientation
 - ii. Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees, or members
 - iii. Consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct
 - iv. Acting, when appropriate, to correct or prevent practices that are unjustly discriminatory
 - v. Consistently treating individuals fairly and reasonably
 - vi. Ensuring adherence to the rules of the sport and the spirit of those rules
- b) Refrain from any behaviour that constitutes **harassment**, where harassment is defined as comment or conduct directed towards an individual or group, which is offensive, abusive, racist, sexist, degrading, or malicious. Types of behaviour that constitute harassment include, but are not limited to:
 - i. Written or verbal abuse, threats, or outbursts
 - ii. Persistent unwelcome remarks, jokes, comments, innuendo, or taunts
 - iii. Leering or other suggestive or obscene gestures
 - iv. Condescending or patronizing behaviour, which is intended to undermine self-esteem, diminish performance or adversely affect working conditions
 - v. Practical jokes which endanger a person's safety, or negatively affect performance
 - vi. Any form of hazing where hazing is defined as *"Any potentially humiliating, degrading, abusive, or dangerous activity expected of a junior-ranking athlete by a more senior teammate, which does not contribute to either athlete's positive development, but is required to be accepted as part of a team, regardless of the junior-ranking athlete's willingness to participate. This includes, but is not limited to, any activity, no matter how traditional or seemingly benign, that sets apart or alienates any teammate based on class, number of years on the team, or athletic ability."*
 - vii. Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing
 - viii. Unwelcome sexual flirtations, advances, requests, or invitations
 - ix. Physical or sexual assault
 - x. Behaviours such as those described above that are not directed towards a specific individual or group but have the same effect of creating a negative or hostile environment
 - xi. Retaliation or threats of retaliation against an individual who reports harassment to the Organization
- c) Refrain from any behaviour that constitutes **workplace harassment**, where workplace harassment is defined as vexatious comment or conduct against a worker in a workplace – a comment or conduct that is known or ought reasonably to be known to be unwelcome. Workplace harassment should not be confused with legitimate, reasonable management actions that are part of the normal work function, including measures to correct performance deficiencies, such as placing someone on a performance improvement plan, or imposing discipline for workplace infractions. Types of behaviour that constitute workplace harassment include, but are not limited to:
 - i. Bullying
 - ii. Repeated offensive or intimidating phone calls or emails
 - iii. Inappropriate sexual touching, advances, suggestions or requests
 - iv. Displaying or circulating offensive pictures, photographs or materials in printed or electronic form
 - v. Psychological abuse
 - vi. Personal harassment
 - vii. Discrimination
 - viii. Intimidating words or conduct (offensive jokes or innuendos)
 - ix. Words or actions which are known or should reasonably be known to be offensive, embarrassing, humiliating, or demeaning
- d) Refrain from any behaviour that constitutes **workplace violence**, where workplace violence is defined as the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker; an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker; or a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the



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CODE OF CONDUCT AND ETHICS 2020 - 2021



worker, in a workplace, that could cause physical injury to the worker. Types of behaviour that constitute workplace harassment include, but are not limited to:

- i. Verbal threats to attack a worker
 - ii. Sending to or leaving threatening notes or emails for a worker
 - iii. Making threatening physical gestures to a worker
 - iv. Wielding a weapon in a workplace
 - v. Hitting, pinching or unwanted touching of a worker which is not accidental
 - vi. Throwing an object at a worker
 - vii. Blocking normal movement or physical interference of a worker, with or without the use of equipment
 - viii. Sexual violence against a worker
 - ix. Any attempt to engage in the type of conduct outlined above
- e) Refrain from any behaviour that constitutes **sexual harassment**, where sexual harassment is defined as unwelcome sexual comments and sexual advances, requests for sexual favours, or conduct of a sexual nature. Types of behaviour that constitute sexual harassment include, but are not limited to:
- i. Sexist jokes
 - ii. Display of sexually offensive material
 - iii. Sexually degrading words used to describe a person
 - iv. Inquiries or comments about a person's sex life
 - v. Unwelcome sexual flirtations, advances, or propositions
 - vi. Persistent unwanted contact
- f) Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods. More specifically, the Organization adopts and adheres to the Canadian Anti-Doping Program. Any infraction under this Program shall be considered an infraction of this Code and may be subject to further disciplinary action, and possible sanction, pursuant to the Organization's *Discipline and Complaints Policy*. the Organization will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by the Organization or any other sport organization
- g) Refrain from associating with any person for the purpose of coaching, training, competition, instruction, administration, management, athletic development, or supervision of the sport, who has incurred an anti-doping rule violation and is serving a sanction involving a period of ineligibility imposed pursuant to the Canadian Anti-Doping Program and/or the World Anti-Doping Code and recognized by the Canadian Centre for Ethics in Sport (CCES)
- h) Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities
- i) Refrain from consuming tobacco products, or recreational drugs while participating in the Organization's programs, activities, competitions, or events
- j) In the case of adults, avoid consuming alcohol in competitions and situations where minors are present and take reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations associated with the Organization's events
- k) Respect the property of others and not wilfully cause damage
- l) Promote the sport in the most constructive and positive manner possible
- m) When driving a vehicle with an Individual:
- i. Not have his or her license suspended;
 - ii. Not be under the influence of alcohol, cannabis or illegal drugs or substances; and
 - iii. Have valid car insurance
- n) Adhere to all federal, provincial, municipal and host country laws
- o) Refrain from engaging in deliberate cheating which is intended to manipulate the outcome of a competition and/or not offer or receive any bribe which is intended to manipulate the outcome of a competition
- p) Comply, at all times, with the Organization's bylaws, policies, procedures, and rules and regulations, as adopted and amended from time to time



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Coaches

8. In addition to section 7 (above), coaches have many additional responsibilities. The coach-athlete relationship is a privileged one and plays a critical role in the personal, sport, and athletic development of the athlete. Coaches must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it, consciously or unconsciously.

Coaches will:

- a) Adhere to all International (where applicable), Canadian, Provincial, Municipal or host country laws.
- b) Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability, and fitness level of the involved athletes
- c) Prepare athletes systematically and progressively, using appropriate time frames and monitoring physical and psychological adjustments while refraining from using training methods or techniques that may harm athletes
- d) Avoid compromising the present and future health of athletes by communicating and cooperating with sport medicine professionals in the diagnosis, treatment, and management of athletes' medical and psychological treatments
- e) Support the coaching staff of a training camp, provincial team, or national team; should an athlete qualify for participation with one of these programs
- f) Provide athletes (and the parents/guardians of minor athletes) with the information necessary to be involved in the decisions that affect the athlete
- g) Act in the best interest of the athlete's development as a whole person
- h) Comply with the Organization's *Screening Policy*, if applicable
- i) Report to the Organization any ongoing criminal investigation, conviction, or existing bail conditions, including those for violence, child pornography, or possession, use, or sale of any illegal substance
- j) Under no circumstances provide, promote, or condone the use of drugs (other than properly prescribed medications) or performance-enhancing substances and, in the case of minors, alcohol and/or tobacco
- k) Respect athletes playing with other teams and, in dealings with them, not encroach upon topics or actions which are deemed to be within the realm of 'coaching', unless after first receiving approval from the coaches who are responsible for the athletes
- l) Not engage in an inappropriate and/or sexual relationship with an athlete under 18 years old, or an intimate or sexual relationship with an athlete over the age of 18 if the coach is in a position of power, trust, or authority over the athlete
- m) Recognize the power inherent in the position of coach and respect and promote the rights of all participants in sport. This is accomplished by establishing and following procedures for confidentiality (right to privacy), informed participation, and fair and reasonable treatment. Coaches have a special responsibility to respect and promote the rights of participants who are in a vulnerable or dependent position and less able to protect their own rights
- n) Dress professionally, neatly, and inoffensively
- o) Use inoffensive language, taking into account the audience being addressed
- p) Act with integrity and professionalism by:
 - a. Being ethical, considerate, fair, courteous and honest in all dealings with people and organisations
 - b. Accepting responsibility for your actions
- q) Operate within the rules and spirit of the Sport including;
 - a. Following the national and international guidelines that govern Swimming Canada.
 - b. Being aware of and complying, at all times, with Swimming Canada's bylaws, policies, procedures and rules and regulations, as adopted and amended.
- r) Use social media responsibly
- s) Respect the property of others and not willfully cause damage.
- t) Report any alleged infractions of this code of conduct.
- u) Coaches are bound by the Canadian Swim Coaches and Teachers Association's Coaches Code of Conduct Policy.



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Athletes

9. As a member of Langley & Abbotsford Olympians Swim Club, certain expectations are placed upon you. This is to provide you with a better working relationship with your coach and other team members. It is very important that you read the following carefully and understand what is expected from you as a member of our team. In exchange for your commitment, we will provide you with experienced, professional coaches who will be working tirelessly to help you develop your career as a swimmer. Failure to adhere to these codes of conduct may lead to suspension or dismissal from the club.
10. In addition to section 7 (above), athletes will have additional responsibilities to:
 - a) Report any medical problems in a timely fashion, when such problems may limit their ability to travel, practice, or compete; or in the case of carded athletes, interfere with the athlete's ability to fulfill requirements under the Athlete Assistance Program. If an injury takes place within a water or dry land workout notify your coach immediately. You should have a doctor forward a note outlining what you are capable of doing within a water or dry land workout. If we are able to accommodate you within a workout we will. Otherwise you will have to stay out of training until you are healed. All swimmers should look for ways to swim rather than miss a practice. If you have an injured arm, you can still kick, if you have an injured leg you can pull. If you are sick but attended school, you should be well enough to attend practice. **All athletes need to push themselves even when not at their best in order to build mental toughness and physical endurance.**
 - b) **Special to the 2020-21 Season – If you are unwell, please make sure you are abiding by the COVID-19 protocols as described in the *Return to Sport Plan* posted in the website publicly.**
 - c) Participate and appear on-time and prepared to participate as deemed necessary by the coach in all competitions, practices, training sessions, tryouts, tournaments, and events. If you are going to be absent or late you should make every effort to notify your coach. If you have a legitimate reason for being late or absent that will be accepted. If a swimmer is constantly late or absent without just cause that will affect your ability to be in the group or club.
 - d) Properly represent themselves and not attempt to participate in a competition for which they are not eligible by reason of age, classification, or other reason
 - e) Adhere to the Organization's rules and requirements regarding clothing and equipment. Dress to represent the sport and themselves well and with professionalism. Do not wear ripped or torn apparel.
 - You will attend all practices and meets dressed in the correct attire, club approved sweat jacket, sweat pants, t-shirt, swim suit and team cap.
 - You will bring all required equipment to every practice and swim meet, which should be clearly labeled.
 - f) You will be a positive role model within your group and the club. Be positive, encouraging and supportive to other team members.
 - g) Never ridicule a participant for a poor performance or practice
 - h) Act in a sportsmanlike manner and not display appearances of violence, foul language, or gestures to other athletes, officials, coaches, or spectators. Use of foul language will not be accepted while you are within an L&A OSC event.
 - i) There shall be no physical contact between yourself and any other L&A OSC person while at an L&A OSC swim meet, workout, or other event.
 - j) Understand that your coach will be challenging you in a fair and professional manner so you can excel within your group. Expect to be challenged and strive for your goals.
 - k) You (or your parents) should bring any problems or concerns immediately to the attention of your coach by email, phone and or personally speaking to the coach. Your coach is there to help you and your teammates attain your goals.
 - l) Use of electronic devices may be limited by coaches at workouts and meets.
 - m) Use of electronic devices during training and/or competition should not be used in change rooms.
 - n) Swimmers will not touch other swimmers' belongings or go into other people's property.
 - o) Swimmers will not use other people's passwords on phones, iPads etc.
 - p) L&A OSC fundraising cannot take place without written authorization by the CEO/Head Coach. If fundraising takes place without consent you will not be a member in good standing and will not be a member of L&A OSC.
 - q) Act in accordance with the Organization's policies and procedures and, when applicable, additional rules as outlined by coaches or managers



Langley & Abbotsford Olympians Swim Club
CODE OF CONDUCT AND ETHICS 2020 - 2021



Swim Meet

11. Being a member of Langley & Abbotsford Olympians Swim Club involves attending swim meets. Below are listed our expectations of you as a swimmer in the L&A OSC team. Failure to adhere to these codes of conduct may lead to suspension or dismissal from the club.
12. In addition to section 7 (above), athletes will have additional responsibilities to:
 - a) You will attend all swim meets that your coach deems appropriate for you. If you are unable to attend the selected meets, you need to inform your coach and have a valid reason. Swim meets are why we train and swim. If you miss a meet it affects your long term development. Your coach plans your training around certain meets so it is important that you attend as many as you are able.
 - b) Swimmers who are sick or injured and have not been able to train will only be entered into the swim meet if the coaches deem it useful and is warranted.
 - c) Your coach will enter you in events. If you want input please speak to your coach well in advance. Swimmers are entered into events the coach feels the swimmer is ready for and needs. Entries will be posted on the web site so members can make sure the entries are correct. If there are any incorrect entries or missed entries, coaches need to know ASAP as there are entry deadlines to meet.
 - d) You will attend swim meets and arrive on time. Your coach will let you know when to arrive and when you are allowed to leave. You must NOT leave the meet without permission from your coach. If your parents wish you to leave, this must be approved by the coach beforehand.
 - e) You will attend all meets dressed in the correct attire. If you are not wearing the correct approved team attire (track jacket & pants, club t-shirt, cap) you may be scratched from the meet. We are a team and need to dress as a team.
 - f) If the location of the meet requires travel, you will be given a time and day you need to arrive and depart the meet. If the club books hotel rooms, there may be limited number of rooms available on a first come first serve basis. Travel will be the responsibility of each family to coordinate. If you wish to share accommodation and transportation feel free to do so. If one parent wants to take swimmers to one meet and other family takes the swimmers to the next meet that may help to save money.
 - g) You will at all times show team spirit and be supportive of all team members. You will also be respectful of other teams, swimmers, officials, pool staff and coaches.
 - h) Parents will be responsible for their swimmers before practice time and after practice times. Parents will be responsible for their swimmers during breaks at ALL swim meets. The coach will coach the swimmers but the parent will be responsible for their swimmers between races at ALL SWIM MEETS and designated L&A OSC events.
 - i) Always speak to your coach before and after every race for feedback. Your coach is there to support you but will not come looking for you on deck. See coach and or warm down first, see parents after this is done.
 - j) Once you commit your swimmer/s online you are responsible for the cost associated with that meet. The only exception may be if we are able to scratch you before the entry deadline.



Officials

13. In addition to section 7 (above), officials will have additional responsibilities to:
- a) Maintain and update their knowledge of the rules and rules changes
 - b) Work within the boundaries of their position's description while supporting the work of other officials
 - c) Act as an ambassador of the Organization by agreeing to enforce and abide by national and provincial rules and regulations
 - d) Take ownership of actions and decisions made while officiating
 - e) Respect the rights, dignity, and worth of all individuals
 - f) Not publicly criticize other officials or any club or association
 - g) Be fair, equitable, considerate, independent, honest, and impartial in all dealings with others
 - h) Respect the confidentiality required by issues of a sensitive nature, which may include ejections, defaults, forfeits, discipline processes, appeals, and specific information or data about Individuals
 - i) Honour all assignments unless unable to do so by virtue of illness or personal emergency, and in these cases inform the assignor or association at the earliest possible time
 - j) When writing reports, set out the true facts and not attempt to justify any decisions
 - k) Conduct themselves openly, impartially, professionally, lawfully, and in good faith in the best interests of the Organization, athletes, coaches, other officials, and parents
 - l) Assist with the development of less-experienced referees and minor officials
 - m) Dress in proper attire for officiating
 - n) Adhere to Section 7 of the Swim BC *Code of Conduct and Ethics Policy* dated February 9, 2019 or any policy that adheres to best practices as laid out by Swim BC



**Langley & Abbotsford Olympians Swim Club
CODE OF CONDUCT AND ETHICS 2020 - 2021**



Parents/Guardians and Spectators

14. L&A OSC is fortunate to have highly experienced, professional coaches working to develop our members into better swimmers by teaching and instilling important life skills such as time management, self-discipline, sportsmanship, loyalty, commitment and hard work. We have therefore developed the following guidelines for parents. **Failure to adhere to these codes of conduct may lead to suspension or dismissal from the club.**
15. In addition to paragraph 7 above, Parents/Guardians and Spectators at events will:
 - a) Encourage good sportsmanship and teamwork with athletes during competitions, practices, and team functions that are within the rules and to resolve conflicts without resorting to hostility or violence
 - b) Condemn the use of violence in any form
 - c) Never ridicule a participant for making a mistake during a performance or practice
 - d) Provide positive comments that motivate and encourage participants' continued effort
 - e) Respect the decisions and judgments of officials, and encourage athletes to do the same
 - f) Support all efforts to remove verbal and physical abuse, coercion, intimidation, and sarcasm
 - g) Set the right example for swimmers by respecting and show appreciation to all team members, other parents, other competitors, and to the coaches, officials and other volunteers
 - h) Not harass competitors, coaches, officials, parents/guardians, or other spectators
 - i) Encourage and support your child by being on time for practices and competitions.
 - j) Coaches should be notified if a swimmer is going to be absent.
 - k) Recognize that L&A OSC coaches are professionals and allow them to coach your child without parental interference during workouts and meets.
 - l) If you have any concerns, address them with the appropriate coach in private, at an appropriate time and in a professional manner.
 - m) It will be expected that you will contribute to the club by volunteering at swim meets. Whether it be an L&A OSC meet or another club hosted meet your swimmer attends.
 - n) Become certified as a timer and stroke and turn official at the minimum.
 - o) Your child will be challenged in workouts and swim meets to do their best. We expect parents to support this.
 - p) Check in with your coach at least once a month to see how your child is progressing
 - q) Make sure you are aware of club policies in the Team Manual on line.
 - r) Follow team policies when at swim meets.
 - s) Pay your fees you agreed upon at the time of registration.
 - t) Sit in designated viewing areas at swim meets and swim practices.
 - u) Have your swimmer attend workouts and swim meets on time.
 - v) Have your child attend the appropriate swim meets your coach deems necessary.
 - w) Private lessons are not encouraged unless your child's coach agrees and deems it helpful.
 - x) Parents will be responsible for their swimmers before practice time and after practice times. Parents will be responsible for their swimmers during breaks at ALL swim meets. The coach will coach the swimmers but the parent will be responsible for their swimmers between races at ALL SWIM MEETS and designated L&A OSC event
 - y) L&A OSC fundraising cannot take place without written authorization by the CEO/Head Coach. If fundraising takes place without consent you will not be a member in good standing and will not be a member of L&A OSC.
 - z) **Know your role:**
 - Swimmers=Swim
 - Coaches=Coach
 - Officials=Officiate
 - Parents=Parent



LANGLEY & ABBOTSFORD OLYMPIANS TEAM MANUAL AND CLUB POLICIES



Dispute Resolution Policy

1. The Langley and Abbotsford Olympians Swim Club believes that conflicts and disputes arising shall be addressed effectively.
2. It is the policy of the Langley and Abbotsford Olympians Swim Club that disputes arising shall be raised up with the CEO as soon as possible.
3. Disputes arising will be dealt with in a fair fashion solely by the CEO.
4. The CEO will communicate the decision made in a timely manner.
5. Decisions that are made are final.



**Langley & Abbotsford Olympians Swim Club
TRAVEL POLICY AND CONSENT FORM 2020 - 2021**



The Langley and Abbotsford Olympians Swim Club's Club Travel Policy is that members and/or families arrange their own travel needs. The club does not do team travel with its members.

Should parents want to gather together and consolidate methods of transportation, and accommodation that is up to their discretion and Langley and Abbotsford Olympians Swim Club does not get involved with that process. We encourage families to work together to make swim meets more affordable.

We do require swimmers to attend and depart the swim meet at designated times and days as stated by the club.

Purpose

1. The purpose of this Policy is to inform athletes, parents, and coaches travelling to events of their responsibilities and the expectations of the Organization.

Application of this Policy

2. Specific individuals have responsibilities when teams travel. These individuals include:

- a) Parents traveling with the athlete
- b) Parents not traveling with the athlete
- c) Coaches
- d) Athletes

Travel Consent Form

3. Minor athletes traveling with individuals other than their parent/guardian must keep with them a Travel Consent Form (signed by their parent/guardian). A Travel Consent Form is attached provided at the end of this Policy.

Responsibilities

4. Parents traveling with a minor athlete should be responsible for their child during the entirety of the event and have the following additional responsibilities:

- a) Pay all event fees prior to the start of travel
- b) Punctual drop off and pick up of their children at times and places indicated by coaches
- c) Adhere to coach requests for parent meetings, team meetings, or team functions and be punctual to such events
- d) Adhere to coach requests for athlete curfew times
- e) Adhere to coach requests for limiting outside activities (sightseeing, shopping, etc.)
- f) Report any athlete illness or injury
- g) Report any incident likely to bring discredit to the Organization
- h) Adhere to the Organization's policies and procedures, particularly the Code of Conduct and Ethics
- i) If travelling outside of Canada, ensure that all passports are valid and not expired
- j) Procure travel insurance

5. Parents not traveling with the athlete have the following responsibilities:

- a) Assign to their child a Volunteer Parent from among the other parents in attendance. The Volunteer Parent may not be a team coach, assistant coach, or manager
- b) Provide the Volunteer Parent with a Travel Consent Form
- c) Provide the Volunteer Parent with emergency contact information
- d) Provide the Volunteer Parent with any necessary medical information
- e) Pay all event fees prior to the start of travel
- f) Provide the child with enough funds to pay for food and incidentals
- g) If travelling outside of Canada, ensure that all passports are valid and not expired and have valid travel insurance

6. Volunteer Parent have the following responsibilities:

- a) Obtain and carry any Travel Consent Forms, emergency contact information, and medical information
- b) Punctual drop off and pick up of their children at times and places indicated by coaches
- c) Adhere to coach or manager requests for parent meetings, team meetings, or team functions and be punctual to such events
- d) Adhere to coach requests for athlete curfew times
- e) Adhere to coach requests for limiting outside activities (sightseeing, shopping, etc.)
- f) Report any athlete illness or injury



Langley & Abbotsford Olympians Swim Club
TRAVEL POLICY AND CONSENT FORM 2020 - 2021



- g) Report any incident likely to bring discredit to the Organization
 - h) Inspect hotel rooms rented for damage before check in and after check out. Report any damage to the coach
 - i) Approve visitors to the athlete accommodations, at their discretion
 - j) Adhere to the Organization's policies and procedures, particularly the Code of Conduct and Ethics
7. Coaches have the following responsibilities:
- a) Arrange all team meetings and training sessions
 - b) Determine curfew times
 - c) Work in close co-operation with the chaperones on all non-sport matters
 - d) Report to the Organization incident likely to bring discredit to the Organization
 - e) Together with the Volunteer Parent/s, decide temporary disciplinary action to be taken at the scene of an incident, and report such incident and action to the parents of the athletes involved as well as to the Organization for further disciplinary action, if applicable, under the Organization's Discipline and Complaints Policy
 - f) Adhere to the Organization's policies and procedures, particularly the Code of Conduct and Ethics
8. Athletes have the following responsibilities:
- a) Arrive at each event ready to participate
 - b) Make any visitor requests to Volunteer Parent before the visit is expected
 - c) Represent the Organization to the best of their abilities at all times
 - d) Communicate any problems or concerns to the coaches and chaperone just as they would their own parents
 - e) Check in with the chaperone when leaving their rooms
 - f) Not leave the hotel alone or without permission of the coach/Volunteer Parent and check-in when returning
 - g) Adhere to the Organization's policies and procedures, particularly the Code of Conduct and Ethics



Langley & Abbotsford Olympians Swim Club
TRAVEL POLICY AND CONSENT FORM 2020 - 2021



Travel Consent Form

To whom it may concern, I / we, the parent(s)/guardian(s) of _____ officially give my / our consent for my / our minor child to travel with the following individuals who are also associated with the Organization:

My / our child was born on _____ at the location of _____. If required, my / our child's passport number is _____. Attached to this form is a list of any additional medical needs my / our child requires.

I / we understand that the event is a _____ which is located in _____. Barring extenuating circumstances the event should last for a duration of _____ days between the dates of _____ and _____.

If there are any questions about the consent provided, I / we can be reached at the following telephone number(s) _____ and the following email addresses _____.

Sincerely,

Signed, _____
Dated, _____



Langley & Abbotsford Olympians Swim Club
CONFIDENTIALITY POLICY 2020 - 2021



Purpose

1. The purpose of this Policy is to ensure the protection of Confidential Information that is proprietary to the Organization (Langley & Abbotsford Olympians Swim Club).

Application of this Policy

2. This Policy applies to all categories of membership defined in the Organization's Bylaws as well as all individuals employed by, or engaged in activities with, the Organization. Persons affected by this Policy include, but are not limited to, athletes, coaches, convenors, referees, officials, volunteers, managers, administrators, committee members, and Directors and Officers of the Organization (hereinafter "Representatives").

Confidential Information

3. The term "Confidential Information" includes, but is not limited to, the following:
 - a) Personal information of Organization Representatives including:
 - i. Home address
 - ii. Email address
 - iii. Personal phone numbers
 - iv. Date of birth
 - v. Financial information
 - vi. Medical history
 - vii. Criminal Record Checks
 - b) Organization intellectual property, proprietary information, and business related to the Organization's programs, fundraisers, procedures, business methods, forms, policies, marketing and development plans, advertising programs, creative and training materials, trade secrets, knowledge, techniques, data, products, technology, computer programs, manuals, registration lists, software, financial information, and information that is not generally or publicly known or distributed.
4. Confidential Information does not include the following: name, title, business address, work telephone number, or any other information widely available or posted publicly.
5. Representatives voluntarily publishing or consenting to the publication of basic personal information in a public forum (such as the listing of an email address on a website) forfeit the expectation of confidentiality for that personal information for as long as it is available publicly.

Responsibilities

6. Representatives will not, either during the period of their involvement/employment with the Organization or any time thereafter, disclose to any person or organization any Confidential Information acquired during their period of involvement/employment, unless expressly authorized to do so.
7. Representatives will not publish, communicate, divulge, or disclose to any unauthorized person, firm, corporation, or third party any Confidential Information without the express written consent of the Organization.
8. Representatives will not use, reproduce, or distribute Confidential Information without the express written consent of the Organization.
9. All files and written materials relating to Confidential Information will remain the property of the Organization and, upon termination of involvement/employment with the Organization or upon request of the Organization, Representatives will immediately return all written or tangible Confidential Information, as well as copies and reproductions, and any other media containing Confidential Information.

Intellectual Property

10. Copyright and any other intellectual property rights for all written material (including material in electronic format or posted on a website) and other works produced in connection with employment or involvement with the Organization will be owned solely by the Organization, which shall have the right to use, reproduce, or distribute such material and works, in whole or in part, for any purpose it wishes. The Organization may grant permission for others to use its intellectual property.

Enforcement

11. A breach of any provision in this Policy may be subject to legal recourse, termination of the employment or volunteer position, termination of membership, or sanctions pursuant to the Organization's *Discipline and Complaints Policy*.



Langley & Abbotsford Olympians Swim Club
PRIVACY POLICY 2020 - 2021



Background

1. BC provincial legislation is the Personal Information Protection Act. BC is one of three provinces where the federal legislation (PIPEDA) is not applied. PIPEDA is not typically applied to not-for-profits.
2. The BC act states: *The purpose of PIPA is to govern the collection, use and disclosure of personal information by organizations in a manner that recognizes both the right of individuals to protect their personal information and the need of organizations to collect, use or disclose personal information for purposes that a reasonable person would consider in the circumstances.*
3. This *Privacy Policy* is based on the standards required by PIPA as interpreted by the Organization.

Definitions

4. The following terms have these meanings in this Policy:
 - a) *“Organization”* – Langley & Abbotsford Olympians Swim Club
 - b) *“Commercial Activity”* – any particular transaction, act or conduct that is of a commercial character.
 - c) *“Personal Information”* – any information about an individual that relates to the person’s personal characteristics including, but not limited to: gender, age, income, home address, home phone number, ethnic background, family status, health history, and health conditions
 - d) *“Stakeholder”* – Individuals employed by, or engaged in activities on behalf of, the Organization including: coaches, staff members, contract personnel, volunteers, managers, administrators, committee members, and directors and officers of the Organization
 - e) *“Individual”* - All categories of membership defined in the Organization’s Bylaws as well as all individuals employed by, or engaged in activities with, the Organization including, but not limited to, athletes, coaches, convenors, officials, volunteers, managers, administrators, committee members, and directors and officers of the Organization

Purpose

5. The Organization recognizes Individuals’ right to privacy with respect to their Personal Information. This Policy describes the way that the Organization collects, uses, safeguards, discloses, and disposes of Personal Information.

Application of this Policy

6. This Policy applies to all Stakeholders and Individuals in connection with personal information that is collected, used or disclosed during Organization activity.
7. Except as provided in PIPA, the Organization’s CEO/Head Coach will have the authority to interpret any provision of this Policy that is contradictory, ambiguous, or unclear.

Obligations

8. The Organization is obligated to follow and abide PIPA in all matters involving the collection, use, and disclosure of Personal Information.
9. In addition to fulfilling the legal obligations required by PIPA, the Organization’s Stakeholders will not:
 - a) Publish, communicate, divulge, or disclose to any unauthorized person, firm, corporation, or third party any Personal Information without the express written consent of the Individual
 - b) Knowingly place themselves in a position where they are under obligation to any organization to disclose Personal Information
 - c) In the performance of their official duties, disclose Personal Information to family members, friends, colleagues, or organizations in which their family members, friends, or colleagues have an interest
 - d) Derive personal benefit from Personal Information that they have acquired during the course of fulfilling their duties with the Organization
 - e) Accept any gift or favour that could be construed as being given in anticipation of, or in recognition for, the disclosure of Personal Information

Accountability

10. The Privacy Officer is responsible for the implementation of this policy and monitoring information collection and data security and ensuring that all staff receives appropriate training on privacy issues and their responsibilities. The Privacy Officer also handles personal information access requests and complaints. The Privacy Officer may be contacted at the following address:

Brian Metcalfe
CEO/Privacy Officer
laosadmin@telus.net or 604-532-5257 (Langley) and 604-825-1856 (Abbotsford)



**Langley & Abbotsford Olympians Swim Club
PRIVACY POLICY 2020 - 2021**



11. **Duties** - The Privacy Officer will:

- a) Implement procedures to protect personal information
- b) Establish procedures to receive and respond to complaints and inquiries
- c) Record all persons having access to personal information
- d) Ensure any third-party providers abide by this Policy
- e) Train and communicate to staff information about the Organization's privacy policies and practices.

Identifying Purposes

12. The Organization may collect Personal Information from Individuals and prospective Individuals for purposes that include, but are not limited to:

Communications

- a) Sending communications in the form of e-news or a newsletter with content related to the Organization's programs, events, fundraising, activities, discipline, appeals, and other pertinent information
- b) Publishing articles, media relations and postings on the Organization's website, displays or posters
- c) Award nominations, biographies, and media relations
- d) Communication within and between Stakeholders and Individuals
- e) Discipline results and long-term suspension list
- f) Checking residency status

Registration, Database Entry and Monitoring

- a) Registration of programs, events and activities
- b) Database entry at the Coaching Association of Canada and to determine level of coaching certification, coaching qualifications, and coach selection.
- c) Database entry to determine level of officiating certification and qualifications
- d) Determination of eligibility, age group and appropriate level of play/competition
- e) Athlete Registration, outfitting uniforms, and various components of athlete and team selection
- f) Technical monitoring, officials training, educational purposes, sport promotion, and media publications

Sales, Promotions and Merchandising

- a) Purchasing equipment, coaching manuals, resources and other products
- b) Promotion and sale of merchandise

General

- a) Travel arrangement and administration
- b) Implementation of the Organization's screening program
- c) Medical emergency, emergency contacts or reports relating to medical or emergency issues
- d) Determination of membership demographics and program wants and needs
- e) Managing insurance claims and insurance investigations
- f) Video recording and photography for personal use, and not commercial gain, by spectators, parents and friends
- g) Video recording and photography for promotional use, marketing and advertising by the Organization
- h) Payroll, honorariums, company insurance and health plans

13. The Organization's Stakeholders may collect Personal Information from Individuals and prospective Individuals for other purposes, provided that documented consent specifying the use of the Personal Information is obtained from the Individuals or prospective Individuals.

Consent

14. By providing Personal Information to the Organization, Individuals are implying their consent to the use of that Personal Information for the purposes identified in the **Identifying Purposes** section of this Policy.
15. At the time of the collection of Personal Information and prior to the use or disclose of the Personal Information, the Organization will obtain consent from Individuals by lawful means, in a manner similar to the form in **Appendix A**. The Organization may collect Personal Information without consent when it is reasonable to do so and permitted by law.



Langley & Abbotsford Olympians Swim Club
PRIVACY POLICY 2020 - 2021



16. In determining whether to obtain written or implied consent, the Organization will take into account the sensitivity of the Personal Information, as well the Individuals' reasonable expectations. Individuals may consent to the collection and specified use of Personal Information in the following ways:
 - a) Completing and/or signing an application form
 - b) Checking a check box, or selecting an option (such as 'Yes' or 'I agree')
 - c) Providing written consent either physically or electronically
 - d) Consenting orally in person
 - e) Consenting orally over the phone
17. The Organization will not, as a condition of providing a product or service, require Individuals to consent to the use, collection, or disclosure of Personal Information beyond what is required to fulfill the specified purpose of the product or service.
18. An Individual may withdraw consent in writing, at any time, subject to legal or contractual restrictions. The Organization will inform the Individual of the implications of withdrawing consent.
19. The Organization will not obtain consent from Individuals who are minors, seriously ill, or mentally incapacitated. Consent from these individuals will be obtained from a parent, legal guardian, or a person having power of attorney.
20. The Organization is not required to obtain consent for the collection of Personal Information, and may use Personal Information without the Individual's knowledge or consent, only if:
 - a) It is clearly in the Individual's interests and the opportunity for obtaining consent is not available in a timely way
 - b) Knowledge and consent would compromise the availability or accuracy of the Personal Information and collection is required to investigate a breach of an agreement or a contravention of a federal or provincial law
 - c) An emergency threatens an Individual's life, health, or security
 - d) The information is publicly available as specified in PIPA
21. The Organization is also not required to obtain consent for the collection of Personal Information if the information is for journalistic, artistic, or literary purposes.
22. The Organization may disclose Personal Information without the Individual's knowledge or consent only:
 - a) To a lawyer representing the Organization
 - b) To collect a debt that the Individual owes to the Organization
 - c) To comply with a subpoena, a warrant, or an order made by a court or other body with appropriate jurisdiction
 - d) To a government institution that has requested the information and identified its lawful authority, if that government institution indicates that disclosure is for one of the following purposes: enforcing or carrying out an investigation, gathering intelligence relating to any federal, provincial, or foreign law, national security or the conduct of international affairs, or administering any federal or provincial law
 - e) To an investigative body named in PIPA or a government institution, if the Organization believes the Personal Information concerns a breach of an agreement, contravenes a federal, provincial, or foreign law, or if the Organization suspects the Personal Information relates to national security or the conduct of international affairs
 - f) To an investigative body for purposes related to the investigation of a breach of an agreement or a contravention of a federal or provincial law
 - g) In an emergency threatening an Individual's life, health, or security (the Organization will inform the Individual of the disclosure)
 - h) To an archival institution
 - i) 20 years after the individual's death or 100 years after the record was created
 - j) If it is publicly available as specified in PIPA
 - k) If otherwise required by law

Accuracy, Retention, and Openness

23. In order to minimize the possibility that inappropriate Personal Information may be used to make a decision about a Member, Personal Information will be accurate, complete, and as up-to-date as is necessary for the purposes for which it will be used.
24. Personal Information will be retained as long as reasonably necessary to enable participation in the Organization programs, events, and activities, and in order to maintain historical records as may be required by law or by governing organizations.
25. The Organization's Stakeholders will be made aware of the importance of maintaining the confidentiality of Personal Information and are required to comply with the Organization's *Confidentiality Policy*.
26. Personal Information will be protected against loss or theft, unauthorized access, disclosure, copying, use, or modification by security safeguards appropriate to the sensitivity of the Personal Information.
27. Personal Information that has been used to make a decision about an Individual will be maintained for a minimum of one year in order to allow the individual the opportunity to access the Personal Information after the decision has been made.



**Langley & Abbotsford Olympians Swim Club
PRIVACY POLICY 2020 - 2021**



28. The Organization will make the following information available to Individuals:
- a) This *Privacy Policy*
 - b) Any additional documentation that further explains the Organization's *Privacy Policy*
 - c) The name or title, and the address, of the person who is accountable for the Organization's *Privacy Policy*
 - d) The means of gaining access to Personal Information held by the Organization
 - e) A description of the type of Personal Information held by the Organization, including a general account of its use
 - f) Identification of any third parties to which Personal Information is made available

Access

29. Upon written request, and with assistance from the Organization after confirming the Individual's identity, Individuals may be informed of the existence, use, and disclosure of their Personal Information and will be given access to that Personal Information. Individuals are also entitled to be informed of the source of the Personal Information and provided with an account of third parties to which the Personal Information has been disclosed.
30. Unless there are reasonable grounds to extend the time limit, requested Personal Information will be disclosed to the Individual, at no cost to the Individual, within thirty (30) days of receipt of the written request.
31. Individuals may be denied access to their Personal Information if the information:
- a) Is prohibitively costly to provide
 - b) Contains references to other individuals
 - c) Cannot be disclosed for legal, security, or commercial proprietary purposes
 - d) Is subject to solicitor-client privilege or litigation privilege
32. If the Organization refuses a request for Personal Information, it shall inform the Individual the reasons for the refusal and identify the associated provisions of PIPA that support the refusal.

Compliance Challenges

33. Individuals are able to challenge the Organization for its compliance with this Policy.
34. Upon receipt of a complaint, the Organization will:
- a) Record the date the complaint is received
 - b) Notify the Privacy Officer who will serve in a neutral, unbiased capacity to resolve the complaint;
 - c) Acknowledge receipt of the complaint by way of telephone conversation and clarify the nature of the complaint within seven (7) days of receipt of the complaint
 - a) Appoint an investigator using the Organization's personnel or an independent investigator, who will have the skills necessary to conduct a fair and impartial investigation and will have unfettered access to all file and personnel
 - d) Upon completion of the investigation and within thirty (30) days of receipt of the complaint, the investigator will submit a written report to the Organization
 - e) Notify the complainant the outcome of the investigation and any relevant steps taken to rectify the complaint, including any amendments to policies and procedures
35. the Organization will not dismiss, suspend, demote, discipline, harass, or otherwise disadvantage any the Organization Individual or Stakeholder who:
- a) Challenges the Organization for its compliance with this Policy
 - b) Refuses to contravene this Policy, PIPA
 - c) Takes precautions not to contravene this Policy, PIPA; even though said precautions may be in opposition to the regular duties performed by the Individual



Appendix A – Consent

The Organization will include the following paragraph (or a variation) whenever Personal Information is being collected from Individuals:

1. I authorize the Organization to collect and use personal information about me for the purposes described in the Organization's *Privacy Policy*.
2. In addition to the purposes described in the Organization's *Privacy Policy*, I authorize the Organization to:
 - a) Distribute my information to Swimming Canada
 - b) Photograph and/or record my image and/or voice on still or motion picture film and/or audio tape, and to use this material to promote the sport through the media of newsletters, websites, television, film, radio, print and/or display form. I understand that I waive any claim to remuneration for use of audio/visual materials used for these purposes
3. I understand that I may withdraw such consent at any time by contacting the Organization's Privacy Officer. The Privacy Officer will advise the implications of such withdrawal.



Langley & Abbotsford Olympians Swim Club SOCIAL MEDIA POLICY 2020 - 2021



Definitions

1. The following terms have these meanings in this Policy:
 - a) *"Organization"* – Langley and Abbotsford Olympians Swim Club
 - b) *"Social media"* – The catch-all term that is applied broadly to new computer-mediated communication media such as blogs, YouTube, Facebook, Instagram, Tumblr, Snapchat, and Twitter
 - c) *"Organization-branded social media"* – Official social media engagement by the Organization including the Organization's Facebook page(s), Twitter feed, photo sharing accounts, YouTube channels, blogs, or other social media engagement; both those that exist currently and those that will be created by the Organization in the future
 - d) *"Representative"* – All individuals employed by, or engaged in activities on behalf of, the Organization. Representatives include, but are not limited to, staff, administrators, directors and officers of the Organization, committee members, and volunteers.

Purpose

2. The Organization encourages the use of social media by its Representatives to enhance effective internal communication, build the Organization brand, and interact with members. Since there is so much ambiguity in the use of social media, the Organization has created this policy to set boundaries and standards for Representatives' social media use.

Application of this Policy

3. This Policy applies to all Representatives.

Representatives' Responsibilities

4. Organization Representatives will not:
 - a) Use social media for the purpose of fraud or any other activity that contravenes the laws of Canada, the Organization's *Code of Conduct and Ethics*, or any other applicable jurisdiction
 - b) Impersonate any other person or misrepresent their identity, role, or position with the Organization
 - c) Display preference or favoritism with regard to clubs, athletes, or other members
 - d) Upload, post, email, or otherwise transmit:
 - i. Any content that is offensive, obscene, unlawful, threatening, abusive, harassing, defamatory, hateful, invasive or another person's privacy, or otherwise objectionable
 - ii. Any material which is designed to cause annoyance, inconvenience, or needless anxiety to others
 - iii. Any material that infringes on the patent, trademark, trade secrets, copyright, or other proprietary right of any other party
 - iv. Any material that is considered the Organization's confidential information or intellectual property, as per the Organization's *Confidentiality Policy*
5. Representatives shall refrain from discussing matters related to the Organization or its operations on Representatives' personal social media. Instead, matters related to the Organization or its operations should be handled through more official communication channels (like email) or through the Organization-branded social media.
6. Representatives must engage with social media only in the context(s) described in their contract of employment, volunteer position, or position with the Organization. For example, an Organization Head Coach shall not represent the Organization in answering a question on the Organization-branded social media that is directed at, and better addressed in more official communication channels by, the Organization's Treasurer.
7. Representatives shall use their best judgment to respond to controversial or negative content posted by other people on the Organization-branded social media. In some cases, deletion of the material may be the most prudent action. In other cases, responding publicly may be preferred. If a Representative questions the correct action to take, the Representative shall consult with another Representative who has more decision-making authority at the Organization.
8. Representatives shall use a clear and appropriate writing style.

Organization Responsibilities

9. The Organization will:
 - a) Ensure that Representatives only use social media in a positive manner when connecting with others
 - b) Properly vet and understand each social medium before directing Representatives to engage with, or create, the Organization-branded social media
 - c) Host expert training sessions on the topic of social media; in the event that the social media engagement directed by the Organization is unclear or not fully understood
 - d) Ensure that Representatives balance personal and professional information posted via social media and inform Representatives that a balance is necessary and positive
 - e) Monitor Representatives' use of social media

Enforcement

10. Failure to adhere to this Policy may permit discipline in accordance with the Organization's *Discipline and Complaints Policy*, legal recourse, or termination of employment/volunteer position.



Langley & Abbotsford Olympians Swim Club SOCIAL MEDIA GUIDELINES 2020 - 2021



The Social Media Guidelines for Coaches and Athletes is a separate document from the Social Media Use Policy

Definitions

1. The following term has this meaning in these Guidelines:
 - a) “Social media” – The catch-all term that is applied broadly to new computer-mediated communication media such as blogs, YouTube, Facebook, Instagram, Tumblr, Snapchat, and Twitter

Purpose

2. These Guidelines provide coaches and athletes with tips and suggestions for social media use. Coaches and athletes are strongly encouraged to develop their own strategy for social media use (either written down or not) and ensure that their strategy for social media use is acceptable pursuant to the Organization’s *Code of Conduct and Ethics*.
3. Given the nature of social media as a continually developing communication sphere, the Organization trusts its coaches and athletes to use their best judgment when interacting with social media. These Guidelines are not hard and fast rules or behavioural laws; but rather recommendations that will inform coaches’ and athletes’ best judgment.

Social Media Guidelines for Coaches

4. The following tips should be used by coaches to inform their own strategy for social media use:
 - a) Choosing not to engage with social media is an acceptable social media strategy. But you must have good reasons for your choice and be active in other communication media
 - b) Despite what Facebook says, you are not actually “friends” with athletes. Resist commenting on athletes’ personal activities, status updates, or tweets on Twitter
 - c) Advise CEO/Head Coach should an athletes’ public social media behaviour is in non compliance with the Organization’s *Code of Conduct and Ethics* and *Social Media Policy*
 - d) Coaches may not demand access to an athlete’s private posts on Twitter, Instagram, or Facebook
 - e) Do not “friend” athletes on Facebook unless they request the connection. Never pressure athletes to “friend” you
 - f) If you accept some “friend” requests, or follow one athlete on Twitter or Instagram, you should accept all friend requests and follow all the athletes. Be careful not to show favouritism on social media
 - g) Consider managing your social media so that athletes do not have the option to follow you on Twitter or “friend” you on Facebook
 - h) Seek permission from athletes before posting pictures or videos of the athletes on publicly available social media like a blog, Instagram, or YouTube
 - i) Do not use social media to “trap” athletes if they say one thing to you in person but their social media activity reveals they were doing something different
 - j) Keep selection decisions and other official team business off social media
 - k) Never require athletes to join Facebook, join a Facebook group, subscribe to a Twitter feed, or join a Facebook page about your team or organization
 - l) If you create a page on Facebook or Instagram for your team or athlete, do not make this social media site the exclusive location for important information. Duplicate important information in more official channels (like on a website or via email)
 - m) Ensure that parents are aware that some coach-athlete interactions may take place on social media
 - n) Exercise appropriate discretion when using social media for your own personal communications (with friends, colleagues, and other athletes) with the knowledge that your behaviour may be used as a model by your athletes
 - o) Avoid association with Facebook groups, Instagram accounts, or Twitter feeds with explicit sexual contact or viewpoints that might offend or compromise the coach-athlete relationship
 - p) Never misrepresent yourself by using a fake name or fake profile
 - q) Be aware that you may acquire information about an athlete that imposes an obligation of disclosure on your part (such as seeing pictures of underage athletes drinking during a trip)
 - r) Attempt to make communication with athletes in social media as one-sided as possible. Be available for athletes if they initiate contact via social media – athletes may wish to have this easy and quick access to you – but avoid imposing yourself into an athlete’s personal social media space unless explicitly requested to do so
 - s) Avoid adding athletes to Snapchat and do not send snapchats to athletes

Social Media Guidelines for Athletes

5. The following tips should be used by athletes to inform their own strategy for social media use:
 - a) Set your privacy settings to restrict who can search for you and what private information other people can see
 - b) Coaches, teammates, officials, or opposing competitors may all add you to Facebook or follow you on Instagram or Twitter. You are not required to follow anyone or be Facebook friends with anyone
 - c) Avoid adding coaches to Snapchat and do not send snapchats to coaches
 - d) If you feel harassed by someone in a social medium, report it to your coach, club official, or to the Organization
 - e) Do not feel pressure to join a fan page on Facebook or follow a Twitter feed or Instagram account
 - f) Content posted on a social medium, relative to your privacy settings, is considered public. In most cases, you do not have a reasonable expectation of privacy for any material that you post
 - g) Content posted to a social medium is almost always permanent – consider that other individuals may take screenshots of your content (even snapchats) before you can delete them
 - h) Avoid posting pictures of, or alluding to, participation in illegal activity such as: speeding, physical assault, harassment, drinking alcohol (if underage), and smoking marijuana
 - i) Model appropriate behaviour in social media befitting your status as a) an elite athlete, and b) a member of your club and of the Organization. As a representative of the Organization, you have agreed to the Organization’s *Code of Conduct and Ethics* and must follow that Code when you post material and interact with other people through social media
 - j) Be aware that your public Facebook page, Instagram account, or Twitter feed may be monitored by your club, coach, or by the Organization and content or behaviour demonstrated in social media may be subject to sanction under the Organization’s *Discipline and Complaints Policy*

Club Responsibilities

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



LANGLEY & ABBOTSFORD OLYMPIANS TEAM MANUAL AND CLUB POLICIES



SWIM BC AND SWIMMING CANADA POLICIES

L&A OSC fully supports and abides by Swim BC and Swimming Canada policies.

Please refer to the Swimming Canada Policies Page ([click here](#)) and Swim BC Policies Page ([click here](#)) for full updated details.



LANGLEY & ABBOTSFORD OLYMPIANS TEAM MANUAL AND CLUB POLICIES



CLUB COMMUNICATIONS

Our primary sources of communication are our websites:

www.langleyolympians.com and www.abbotsfordolympians.com

We encourage our members to visit the website for their club at least once a week as they are constantly being updated.

L&A OSC will send notify members of news items and important information via email. Please make sure you check your emails daily. A news bulletin will be sent out every Friday.

To contact the L&A OSC please email laoscadmin@telus.net or phone the office:

LOSC..... 604-532-5257

AOSC..... 604-825-1856

Office Hours:

Monday 9:00 am-12:00 pm

Tuesday 1:00 pm-3:00 pm

Wednesday 9:00 am-12:00 pm

Thursday..... 1:00 pm-3:00 pm

Friday 9:00 am-12:00 pm

Please note: The office will be closed on all holidays.



LANGLEY & ABBOTSFORD OLYMPIANS TEAM MANUAL AND CLUB POLICIES



Coach Communication - Contacting Coaching Staff

Coaches are available by email which is the preferred method in most cases.

Director of Swimming

Brian Metcalfe

Email address: laosadmin@telus.net

Telephone: LOSC: 604-532-5257 AOSC: 604-825-1856

Langley Olympians Swim Club (Aldergrove Pool) Coaches

Brian Metcalfe laosadmin@telus.net

Zach Haw zach@langleyolympians.com

Aidyn Hum aidyn@langleyolympians.com

Jogminder Sandhu jogmindersandhu@langleyolympians.com

Reese Blunden reeseblunden@langleyolympians.com

Abbotsford Olympians Swim Club (Matsqui Pool) Coaches

Zach Haw zach@langleyolympians.com

For information please see:

1. Our websites www.langleyolympians.com and www.abbotsfordolympians.com
2. Swim BC website www.swimbc.ca
3. Swimming Canada website www.swimming.ca
4. Swimming World www.swimmingworldmagazine.com
5. FINA www.fina.org
6. Swim Swam www.swimswam.com



LANGLEY & ABBOTSFORD OLYMPIANS TEAM MANUAL AND CLUB POLICIES



GROUP MOVEMENT – FISH IN THE POOL APPROACH

In the development of a swimmer, it is necessary to advance a swimmer from one group to another. The L&A OSC approach is to provide a transitional period of time where the swimmer is asked by the L&A OSC staff to move up to the group above and swim a few workouts per week in the new group. This allows for a proper assessment by the coaching staff as well as an adjustment period for the swimmer and parents to the commitment level, training intensity, practice times, peer group, higher level competitions, etc.

The idea is to give the developing swimmer some experience of being the big fish in the small pool (existing group) and conversely the small fish in the big pool (new group). This philosophy runs consistently throughout the levels of swimming training and competition. Experience in this type of setting creates opportunities to develop leadership qualities and skills as well as social skills when encountering new situations. The self-confident swimmer who has experienced this type of nurtured growth is more successful and has a clearer understanding of the necessary steps to achieve at the higher level than one who has been parachuted into the group above and left to sink or swim.

In most cases, the use of this strategy is at the discretion of the L&A OSC coaching staff. **The groupings of swimmers are based on level of development, performance, attitude, and commitment.**

PROGRAMS/GROUPS

Mini Olympians (4-7 YEARS)

| | |
|--------------|---|
| PROGRAM | The Mini Olympians program is designated to introduce swimming to youngsters ages 4 – 7. There will be a coach in the water to facilitate lessons. Emphasis will be on water comfort and learning to swim across 25 metres with confidence. Focus will be placed on acquiring skills like kicking, proper body position, and breathing to swim the two competitive strokes — freestyle and backstroke. Each child progresses through the program of stroke instruction, correction, and evaluation at his/her own rate. |
| GOAL | Learn to swim across 25 metres with confidence. Acquire skills like kicking, proper body position, and breathing to swim the two competitive strokes — freestyle and backstroke and eventually move up to Olympic Way. |
| PATICIPATION | One or two 45 minute sessions per week for Mini Olympian Swimmers. |



LANGLEY & ABBOTSFORD OLYMPIANS TEAM MANUAL AND CLUB POLICIES



OLYMPIC WAY (5-10 YEARS)

| | |
|--------------|---|
| PROGRAM | Beginner level where your child will learn to swim confidently and with efficient technical skills. All four competitive strokes are introduced and developed including competitive starts and turns. Swimmers 10 & under joining the Olympic Way program must be able to swim 25 metres and be confident in deep water. Novice Swim Meets are also encouraged. |
| GOAL | Learn the basics of swimming, stroke, turn and start skills. Introduction to swim meets. Progression is in to Regional Group for 10 & under swimmers once they achieve the appropriate skill level. Once swimmers turn 11, they move into Stroke Improvement & Conditioning. |
| PATICIPATION | One, two or three 60 minute sessions per week for Olympic Way swimmers. |

STROKE IMPROVEMENT & CONDITIONING (11-18 YEARS)

| | |
|---------------|--|
| PROGRAM | Swimmers who turn 11 yrs progress into this group to continue with the development of all 4 competitive strokes, starts and turns. Swimmers train to improve and compete in meets from Novice to Invitational depending on qualifying times. |
| GOAL | To improve all 4 competitive strokes, starts and turns. Working towards Regional and Swim BC time standards and possible movement into Provincial or Age Group Performance groups. Attend meets depending on qualifying times achieved. |
| PARTICIPATION | One, two, three or four 1.25 hour sessions per week. |

REGIONAL GROUP (8-10 YEARS)

| | |
|---------------|--|
| PROGRAM | Swimmers will seek to attain the highest degree of technique for this level. Swimmers need to have a good understanding of the skill levels of all 4 competitive strokes, starts and turns. |
| GOAL | Achieve the LMR Regional qualifying time of under 4:00 in 200 IM. Working towards and achieving Swim BC Age Group Championship time standard. Develop stroke, turn and start skills. Attend LMR and Invitational meets. Learn to train and know the skill requirements for Provincial Group. |
| PARTICIPATION | Four 1.25 hour sessions per week plus dry land |



LANGLEY & ABBOTSFORD OLYMPIANS TEAM MANUAL AND CLUB POLICIES



AGE GROUP PERFORMANCE (13-18 YEARS)

| | |
|---------------|---|
| PROGRAM | This group is for swimmers who want to compete but cannot commit to the full schedule of Provincial and National Groups. Swimmers will be efficient in all 4 competitive strokes and must be willing to compete at all meets they qualify for. Swimmers in this group are working towards their Swim BC Provincial Championships time standard. |
| GOAL | To compete at all meets a swimmer qualifies for. Improve technique, turns, starts, underwater skills and show commitment to training and competition. |
| PARTICIPATION | There are 4 or 6 1.75 hour sessions per week. Swimmers must attend a minimum of 3 practices a week. |

PROVINCIAL GROUP (10-14 YEARS)

| | |
|---------------|--|
| PROGRAM | Swimmers will seek to attain the highest degree of technique for this level. Swimmers will be efficient in all 4 competitive strokes. Swimmers entering this level will be showing a high level of commitment in training and competition. |
| GOAL | To compete at Provincial level meets. To achieve Swim BC Age Group Championship, Provincial Championships, Far Westerns, Canadian Junior Championships, and Swimming Canada Westerns Championships time standards. |
| PARTICIPATION | Five to six 1.5 hours sessions per week plus dryland. |

NATIONAL GROUP (13+ YEARS)

| | |
|---------------|---|
| PROGRAM | This group is aimed at the swimmer age 13+ who wishes to pursue Canadian Junior Championships, Swimming Canada Western Championships, Canadian Trials, and Canadian Swimming Championships; Provincial and Canadian Youth team representation and above. Emphasis on strengthening of all technical skills, goal setting and time management. |
| GOAL | Work towards proficiency in all strokes, turns and starts. Qualify for all SNC meets. Achieve finals at all Swim BC & SNC meets. Compete at all designated provincial and out of province meets you qualify for. |
| PARTICIPATION | Six or eight 2 hour practices per week plus dry land. 100% attendance is expected. |





LANGLEY & ABBOTSFORD OLYMPIANS TEAM MANUAL AND CLUB POLICIES



FEES

The fees set out each year on the Payment Schedule are calculated based on the entire swimming season (September to July). L&A OSC fees include holiday days and time off and are broken down so that families can pay monthly to make the cost more affordable. It is not broken down into how much it cost per workout or per month. Registration is done online and payment is to be made by credit card or direct payment. You have the option to pay monthly or in full. All swimmers in Age Group Performance, Regional, Provincial and National groups must provide July payment at the beginning of the season as all swimmers in these groups are expected to compete through July.

MEMBERSHIP DUES & FUNDRAISING

Membership & Fundraising Dues – Membership and Fundraising dues are to be paid once per season. Membership Dues will be paid at when registered and will consist of the Swim BC Membership fee and the L&A OSC Family Membership fee. The Fundraising Fee amount will be charged 3 – 4 weeks after registering. Swimmers will have the opportunity to fundraise the full amount of their Membership & Fundraising Dues. L&A OSC will offer fundraising events which members are to participate. Membership & Fundraising dues are NOT refundable should you stop swimming.

RECOMMENDING NEW MEMBERS

If you recommend a swimmer to L&A OSC and they join, once they have been with us for 3 months, you will receive a credit of \$50.00 to your account. You must contact the Langley & Abbotsford Olympians Swim Club office in writing with who you recommended at their time of registration. We will not be accepting submissions of referrals past 3 months after the initial joining date. There will only be one credit rewarded per family. For example if you recommend a family to try the swim club and two children from that family join, you would only be eligible for one \$50.00 credit.

Please let your friends know that they can try us out for two weeks absolutely free (conditions apply). If you get a new person to try out the program, your name must be written down on the try out form as a referral to attain the credit once they join. If you refer a new member to join the program and they do not complete a try out, please contact the office within 1 week of their registration to attain the credit.

We provide our program for swimmers to reach their potential, whether that would be learning competitive swimming or becoming an Olympic swimmer. It is our goal to have parents, coaches and swimmers work together so the swimmer can be the best they can be. The Team Manual is a guide to see how the program operates with its many components. Thank you for taking the time to read our Team Manual.



LANGLEY & ABBOTSFORD OLYMPIANS TEAM MANUAL AND CLUB POLICIES



Langley & Abbotsford Olympians Swim Club Equipment Order Form

August 10 2020

Langley & Abbotsford Olympians Swim Club 2020 - 2021 Payment Structure

| Group | Ages | Times Per Week | Annual Cost (incl July 2020) | Annual Cost - paid infull with 2.5% discount (no refund) | Monthly Cost Sept to July | Fundraising | Membership Dues (Sport BC, L&A OSC Membership) (Does not include monthly fees) |
|--------------------------------------|------------------|----------------|---------------------------------|--|------------------------------|-------------|--|
| Mini Olympians | 10 years & under | 1 x per week | \$605.00 | \$589.88 | \$55.00 | \$150.00 | \$170.00 (Sport BC Fee \$20.00, L&A OSC Family Membership \$150.00) |
| | | 2 x per week | \$1,100.00 | \$1,072.50 | \$100.00 | | |
| | | 3 x per week | \$1,485.00 | \$1,447.88 | \$135.00 | | |
| Olympic Way | 10 years & under | 1 x per week | \$880.00 | \$858.00 | \$80.00 | \$150.00 | \$170.00 (Sport BC Fee \$20.00, L&A OSC Family Membership \$150.00) |
| | | 2 x per week | \$1,485.00 | \$1,447.88 | \$135.00 | | |
| | | 3 x per week | \$1,815.00 | \$1,769.63 | \$165.00 | | |
| Stroke Improvement & Conditioning | 11 years & over | 1 x per week | \$1,045.00 | \$1,018.88 | \$95.00 | \$200.00 | \$170.00 (Sport BC Fee \$20.00, L&A OSC Family Membership \$150.00) |
| | | 2 x per week | \$1,870.00 | 1823.25 | \$170.00 | | |
| | | 3 x per week | \$2,145.00 | \$2,091.38 | \$195.00 | | |
| | | 4 x per week | \$2,530.00 | \$2,466.75 | \$230.00 | | |
| Regional Group | 10 years & under | 4 x per week | \$2,695.00 | \$2,627.63 | \$245.00 | \$300.00 | \$247.00 (8 Years & Under Swim BC Fee \$97.00, L&A OSC Membership \$150.00) |
| | | | | | | | \$267.00 (9 & 10 Years Swim BC Fee 117.00, L&A OSC Membership \$150.00) |
| Provincial Group | 10 years & under | 5 x per week | \$2,970.00 | \$2,895.75 | \$270.00 | \$400.00 | \$247.00 (8 Years & Under Swim BC Fee \$97.00, L&A OSC Membership \$150.00) |
| | 11-14 years | 6 x per week | \$3,190.00 | \$3,110.25 | \$290.00 | | \$ 267.00 (9 & 10 Swim BC Fee \$117.00, L&A OSC Membership \$150.00) |
| | | | | | | | \$313.00 (11-14 Years) (Swim BC Fee \$163.00, L&A OSC Membership \$150.00) |
| Age Group Performance | 13 years & over | 4 x per week | \$2,915.00 | \$2,842.13 | \$265.00 | \$400.00 | \$313.00 (11-14 Years) (Swim BC Fee \$163.00, L&A OSC Membership \$150.00) |
| | | 5 x per week | \$3,080.00 | \$3,003.00 | \$280.00 | | \$355.00 (15 years and Over) (Swim BC Fee \$205.00, L&A OSC Membership \$150.00) |
| National Group | 13 years & over | 6 x per week | \$3,685.00 | \$3,592.88 | \$335.00 | \$500.00 | \$313.00 (11-14 Years) (Swim BC Fee \$163.00, L&A OSC Membership \$150.00) |
| | | 8 x per week | \$3,960.00 | \$3,861.00 | \$360.00 | | \$355.00 (15 years and Over) (Swim BC Fee \$205.00, L&A OSC Membership \$150.00) |

* L&A OSC Membership Fee charged once per family

* Sport BC / Swim BC Fee charged once per swimmer

* Fundraising Fee charged once per swimmer



LANGLEY & ABBOTSFORD OLYMPIANS TEAM MANUAL AND CLUB POLICIES



Langley & Abbotsford Olympians Swim Club

Corporate Sponsors Package

The intent of this Sponsorship is to give Businesses in the City and Township of Langley and City of Abbotsford an opportunity to support the youth and adults in the community and in turn get their name and product out into the community.

The Langley Olympians Swim Club is in its 20th year of operations while Abbotsford Olympians Swim Club is in its 14th year of operations and we are trying to maintain ourselves as top notch competitive swim clubs that continue to have the ability to offer swimming to people wishing to pursue swimming at the highest level. This may turn out to be the Olympics or just for fitness, whichever the choice we need to have the ability to offer top level coaching and be able to pay for our facilities, travel and equipment and be able to operate in a fiscally responsible manner. At the present time L&A OSC operates with no gaming revenue and is dependent upon its members to carry the financial responsibility.

We would like to offer businesses in the community a chance to become involved with an exciting organization that will help the youth as well as adults in our community.

What you receive for your support:

1-Bronze level \$500.00

- Signage at swim meets in one locations.
- Business card ad in our L&A OSC weekly news bulletin that approximately 200 plus families receive.
- Advertising on our L&A OSC web site.

2-Silver level 1000.00

- Signage at swim meets in two locations.
- Business card ad in our L&A OSC weekly news bulletin that approximately 200 plus families receive.
- Advertising on our L&A OSC web site.

3-Gold \$1500.00

- Signage at swim meets in three locations.
- Business card ad in our L&A OSC weekly news bulletin that approximately 200 plus families receive.
- Advertising on our L&A OSC web site.

4-Platinum \$3000.00

- Signage at swim meets in four locations.
- Full page ad in our L&A OSC weekly news bulletin that approximately 200 plus families receive.
- Name on our club bulletin board in the lobby's of the Walnut Grove, W.C. Blair and Mastqui Rec Center Pools to seen by all patrons that use the Recreation Facilities..
- Headline banner on our L&A OSC web site.
- Swim meet banner with company logo.

5-Premiere \$5000.00 plus

- Terms to be negotiated with sponsor.

Please note this sponsorship package is for one year from start date.

Please consider these options available to your business to see if they suit you.

Sincerely,

Brian Metcalfe
CEO & Head Coach
Langley & Abbotsford Olympians Swim Club



LANGLEY & ABBOTSFORD OLYMPIANS TEAM MANUAL AND CLUB POLICIES



Illness Policy (Appendix A)

In this policy, “Team member” includes an employee, volunteer, participant or parent/spectator.

1. Inform an individual in a position of authority (coach, team manager) immediately if, you feel any symptoms of COVID-19 such as fever, chills, cough, shortness of breath, sore throat and painful swallowing, stuffy or runny nose, loss of sense of smell, headache, muscle aches, fatigue, loss of appetite, nausea or diarrhea.

See BCCDC website for a full list of symptoms: <http://www.bccdc.ca/health-info/diseases-conditions/covid19/about-covid-19/symptoms>

2. Assessment

- a. Club members must review the self-assessment signage located throughout the facility before each training session to attest that they are not feeling any of the COVID 19 symptoms.
- b. If Club Members are unsure please have them use the BC COVID-19 self-assessment tool <https://bc.thrive.health/covid19/en>
- c. Coaches may visually monitor club members to assess any early warning signs as to the status of their health and to touch bases on how they are regarding their personal safety throughout the practice session

3. If a Team Member is feeling sick with COVID-19 symptoms

- a. They should remain at home and contact Health Link BC at 8-1-1.
- b. If they feel sick and /or are showing symptoms while at work, they should be sent home immediately and have them contact 8-1-1 or a doctor for further guidance.
- c. No Team Member may participate in a practice/activity if they are symptomatic.

4. If a Team Member tests positive for COVID-19

- a. Follow directions of health officials.

5. Quarantine or Self-Isolate if:

- a. You have travelled outside of Canada or the province within the last 14 days.
- b. You have come into close contact with someone who has tested positive for COVID-10.
- c. You have been advised to do so by health officials.



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Participant Agreement (Appendix B)

Application - all athletes, coaches, members, volunteers, participants and family members of participants while in attendance at club activities (“Participants”)

All Participants of Langley and Abbotsford Olympians Swim Club agree to abide by the following points when entering club facilities and/or participating in club activities under the COVID-19 Response plan and RTP Protocol:

- I agree to symptom screening checks, and will let my club know if I have experienced any of the symptoms in the last 14 days.
- I agree to stay home if feeling sick, and remain home for 14 days if experiencing COVID-19 symptoms.
- I agree to sanitize my hands upon entering and exiting the facility, with soap or sanitizer.
- I agree to sanitize the equipment I use throughout my practice with approved cleaning products provided by the club (shared and personal equipment).
- I agree to continue to follow social distancing protocols of staying at least 2m away from others.
- I agree to not share any equipment during practice times.
- I agree to abide by all of my Clubs COVID-19 Policies and Guidelines.
- I understand that if I do not abide by the aforementioned policies/guidelines, that I may be asked to leave the club for up to 14 days to help protect myself and others around me.
- I acknowledge that continued abuse of the policies and/or guidelines may result in suspension of my club membership temporarily.
- I acknowledge that there are risks associated with entering club facilities and/or participating in club activities, and that the measures taken by the club and participants, including those set out above and under the COVID-19 Response Plan and Return to Sport Protocols, will not entirely eliminate those risks.
- I agree that the club will NOT be liable should a swimmer or member contract COVID-19
- I acknowledge and understand the “Illness Policy” as outlined in Appendix A

Parent Name

Date Signed

Swimmer Name

Date Signed



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ACKNOWLEDGEMENT AND ASSUMPTION OF RISKS FORM (Appendix C)

(FOR ADULT PARTICIPANT AND MINOR PARTICIPANT)

Please read this document carefully

This acknowledgment and assumption of risks form must be signed before participating in any Activity sanctioned or organized by Swimming Natation Canada, Swim BC, or Swim BC Member Clubs

As a participant, or on behalf of a minor participant, in the Activities organized, recognized or sanctioned by Swimming Natation Canada (“SNC”), Swim BC or a Swim BC Member Club (“Club”) I hereby acknowledge and agree to the following terms and conditions respecting my/their participation in any Activity.

Introduction

As a participant, or on behalf of a minor participant, in the Activities organized, recognized or sanctioned by SNC, Swim BC or Swim BC Member Clubs, I, the undersigned

_____ (name of adult participant)

OR _____ (name of a parent or legal guardian of a minor participant),

acting as _____ (father, mother or legal guardian)

of _____ (name of minor participant),

hereby acknowledge and agree to the following terms and conditions respecting my/their participation in any Activity.

Definitions

1. **“Activity”** or **“Activities”** means any in-person or virtual activities such as events, training camps, programs, competitions, physical training performed or conducted in water or outside water, recognized, organized or sanctioned by SNC or Swim BC or Swim BC Member Clubs.
2. **“Agreement”** means this Acknowledgement and Assumption of Risk.
3. **“Injury or Health-related problem”** means any injury, health-related issue or illness including mental health issues diagnosed by a medical practitioner.
4. **“Members”** means the members listed in Section 3.01 of Swim BC bylaws dated October 10, 2019 or Section 2.1 of SNC’s bylaws dated July 29, 2019, as revised.
5. **“Minor”** means the minor participant named in the Introduction.
6. **“Organization”** means collectively, SNC, Swim BC, Swim BC Member club and their respective coaches, directors, officers, committee members, members, employees, volunteers, participants, agents and representatives.
7. **“Registrant”** means a participant and all individuals or entities of SNC including those individuals and associations, incorporated or unincorporated, as described in SNC’s *national registration policy, procedures and rules manual* who have met the requirements of registration and the registration has been completely processed and registrants or registered participants of Swim BC or a Member Club.
8. **“Club”** means a Member club that is registered with Swim BC.
9. **“Water”** means any outdoor or indoor pools, artificial or natural water basins used for swimming.

Description of Risks

10. As a participant, or parent or legal guardian of a Minor participant in the sport of swimming and the Activities of the Organization, the undersigned agrees to the following terms and conditions.
11. I am, or the Minor is participating voluntarily in the sport of swimming and the Activities of the Organization. In consideration of my participation or the Minor’s participation in the sport of swimming and the Activities of the Organization, I hereby acknowledge that I am aware of and hereby accept the risks, dangers and hazards inherent and associated with or related to the sport of swimming and any Activities of the Organization, including any Injury or Health-



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related Problem, which can be severe and even fatal. These risks, dangers and hazards may include, but are not limited to, an Injury or Health-related Problem resulting from:

- a. Exertion and stretching of various muscle groups or strenuous cardiovascular activity in or out of water;
 - b. Vigorous physical exertion or physical contact in or out of water;
 - c. Slips or falls due to uneven, slippery or irregular surfaces, including on the pool deck, in dressing rooms or other facilities or rooms at an aquatic venue and at any physical facilities in and around open water venues;
 - d. Failure to properly use any piece of swimming related equipment or the mechanical failure of any piece of equipment;
 - e. Concussions or aggravated related symptoms;
 - f. Spinal cord injuries which may result in permanent paralysis;
 - g. Travel to and from training or competitive events and associated non-competitive events which are an integral part of the Organization's Activities;
 - h. Infectious sources such as COVID-19, as defined by the relevant municipal, provincial or federal health authorities;
 - i. Extreme weather conditions which may result in heatstroke, sunstroke or lightning strikes;
 - j. Unforeseen events.
12. Furthermore, I am aware:
- a. That an Injury or Health-related Problem sustained can be severe and even fatal;
 - b. That I or the Minor may experience anxiety during an Activity of the Organization;
 - c. That the risk of Injury or Health-related Problem is reduced if the rules established for participation are followed; and
 - d. That the risk of Injury or Health-related Problem increases with fatigue.
13. In consideration of the Organization allowing me, or the Minor to participate in Activities, I confirm that I have not been advised by a medical doctor that my or my child's physical condition prevents me or my child from participating in the Organization's Activities.

Medical Assistance

In case of an Injury or Health-related Problem, I authorize the Organization, for myself or the Minor, to obtain all necessary on-site medical assistance for the medical situation, including transportation by ambulance or by other means to a hospital.

Acknowledgement and signature

I have read this Agreement, and by signing it, I understand that it is binding upon myself, my heirs, executors, administrators and representatives. If this Agreement is signed electronically, I, acknowledge and recognize that the electronic signature constitutes my official signature and that I am the person who completed this Agreement.

For a Minor participant or registrant

Name of the Minor: _____ Date of birth: _____

Name of parent or legal guardian (Print): _____

Signature of parent or legal guardian: _____

Signed in (City): _____ Date: _____

For Adult participant or registrant

Name: _____

Signature: _____

Signed in (City): _____ Date: _____



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Resources for your Reading (Appendix D)

- Swim BC Resources: <https://swimbc.ca/covid-19/>
- Government of BC “Restart Plan” - <https://drive.google.com/open?id=1DReRYTWsruxpPNWRPUKZqtNEwBXZRdv6>
- Lifesaving Society Resources - <https://www.lifesaving.bc.ca/covid-19>
- Swimming Canada “COVID-19 Return to Swimming Resource Document” - <https://www.swimming.ca/en/resource-hub/>
- viaSport “Return to Sport Guidelines for BC” - <https://www.viasport.ca/return-sport>