



Policy Name: Away Camp Policy
Policy Number: NCSA -016-06.17.2020
Policy Approver: NCSA Board of Directors
Approval Date: 06/17/2020

POLICY STATEMENT AND OBJECTIVES

Nose Creek Swim Association (NCSA), strives to operate a competitive program at an affordable cost and relies on volunteer commitment from its members to assist in both fundraising efforts and Club operation. The intent of the policy is to provide an overview of expectations for members of NCSA regarding the special event of an Away Camp.

1 AWAY CAMP BACKGROUND

NCSA organises and operates an Away Camp. This chaperoned camp is typically run every second year on or around Spring Break and is often located outside of Canada. This camp provides a focus on swimmer progression through rigorous training and conditioning away from the home pool.

2 REFERENCES

- 2.1. Chaperone Policy NCSA-004
- 2.2. Code of Conduct of Conduct & Ethics Policy NCSA-009
- 2.3. NCSA Handbook

3 ROLE OF NCSA BOARD OF DIRECTORS, HEAD COACH AND PARENTS

For the purposes of the Away Camp, the following is an overview of some of the key roles:

NCSA Board of Directors: The Board will work with the Head Coach in the planning, budgeting and approval of the Away Camp including (amongst others) the selection of location, financial elements and compliance with other NCSA Policies and documents. The Board maintains a level of oversight and has decision rights related to the risk assessment in all elements related to the Away Camp.

Head Coach: The Head Coach is the key individual responsible for the planning, administration and development of the Away Camp. This includes recommending a location to the Board, identifying the qualified swimmers and managing all the logistical elements of the Away Camp. The Head Coach will recommend the appropriate size of the Away Camp to best maximize the training experience for the participants. The Head Coach can engage members of the Board and Away Camp Parents to support the planning and execution of the Away Camp often through an Away Camp Coordinator.

Parents: Parents of qualified swimmers are responsible for the financial obligations, swimmer preparedness and supporting the logistic efforts of the Head Coach and the Away Camp Coordinator. This includes, and is not limited to, ensuring proper documentation, travel insurance, immunisations and the overall preparedness of the qualified swimmer for the Away Camp. Collectively, the Away Camp parent group is required to provide the necessary chaperones in line with the NCSA Chaperone Policy NCSA-004 and also directly support the Head Coach in the overall preparations of the Away Camp.

4 SELECTION OF AWAY CAMP LOCATION

The location of the Away Camp will be selected to balance the safety of the Away Camp group, travel considerations, facility access, training standards and cost. Economic considerations and cost management will be key inputs to ensure a reasonable cost per family. The Location will be recommended to the Board by the Head Coach for approval as part of the Budgeting process for any year in which an Away Camp occurs. The location and further logistical details will then be shared with families once the qualified swimmers have been invited.

5 SWIMMER QUALIFICATIONS

Coaching staff will invite only those swimmers whom they deem to be physically and mentally prepared for this rigorous training in accordance with the NCSA Away Camp Selection Criteria. The criteria are shared in the fall of an Away Camp year and will contain elements of a swimmer's training capability, performance/results and age/maturity. As such, invitations are typically reserved for swimmers in T56 and Performance. A swimmer's meeting of all criteria (or not) does not guarantee (or prevent) a swimmer's invitation since there remains a degree of coach discretion. Swimmers can expect open and honest communication during this process along with strict adherence to the Code of Conduct & Ethics Policy NCSA-009.

6 FINANCING

The Away Camp is run on a cost recovery model. Parents must finance the entire trip including the cost of the chaperones. If club finances allow, NCSA will budget and pay for the appropriate number of coaches to attend the Away Camp. The portion, if any, covered by NCSA and the cost per family will be decided and agreed at the time of the Budget for the Away Camp year based on the recommendations of the Head Coach.

When parents/swimmer have accepted the invitation to attend the Away Camp, NCSA requires a deposit as well as credit card authorization forms. Amounts will be determined by the Head Coach and will be due in November of the season the Away Camp is held or as otherwise agreed to by the Head Coach and NCSA Board of Directors. The Club will publish a withdrawal date, however if not published will default to December 31st of the year prior to the Away Camp. Deposits and instalments received

before this date are fully refundable if a swimmer is withdrawn prior to the published date. All monies, deposits and instalments are forfeit and non-refundable after this date regardless of reason.

7 FUNDRAISING

Families of Away Camp swimmers are permitted to organize fundraisers to offset costs associated with the Away Camp. These fundraisers must not conflict with or detract from any NCSA fundraisers. Participation is optional. Tracking family participation is the responsibility of the Away Camp Coordinator. A fundraising plan is required to be provided to the Board and approved prior to any fundraising using the NCSA name.

The use of fundraising considered gaming within the province of Alberta, under the authority of the Alberta Gaming, Liquor and Cannabis (AGLC) Board are strictly controlled by NCSA. These fundraisers require the Club to pull a license under its gaming account and thus having specific rules and reporting. Gaming funds are reserved only for approved general costs of operating the Club based on specific AGLC rules.

General fundraising proceeds may be distributed in two ways. For each fundraiser fund distribution must be clearly outlined and agreed upon by the Away Camp families.

1. Group/Shared Profits
 - a. Proceeds are split evenly between all participating families
 - b. Group must set minimum participation levels to qualify to share in the proceeds
 - c. Examples include silent auction with a minimum donation to the auction, raffle tickets with a minimum number of sales

2. Individual Profits
 - a. Proceeds are designated to the family that raised specific funds
 - b. Examples include food or product sales

Funds donated to the Away Camp will remain earmarked for the Away Camp on a best efforts and subject to the financial position of the Club, as this is the intent behind the donated funds. If a swimmer does not attend the Away Camp, any funds that they have accumulated as a result of Away Camp fundraising and/or donations will remain the property of NCSA. At no time can parents access these funds as a refund or transfer these proceeds to a meet account.

8 LOGISTICS

During the year of an Away Camp, communications, emails and meetings will be used to manage the logistical elements of the camp. The Head Coach, Away Camp Coordinator and chaperones will manage all elements of the preparations. This team will be responsible for timely communication with all stakeholders including swimmer families and the NCSA Board.

9 CANCELLATION AND CHANGE

The Away Camp is managed and sanctioned with the oversight of the NCSA Board. A key element of the Board's responsibility is to ensure the healthy/safety and risk exposure of the Club, its members and employees. If internal or external circumstances should arise, the Board can, and will, make decisions to cancel, postpone or otherwise change the Away Camp. These decisions will err on the side of caution to ensure the protection of Away Camp participants and the future viability of the club.

The cancellation or a material change to the timing, location and specifics of the Away Camp can occur due to internal and external factors. Every attempt is made to prevent or manage the impact of these situations to those involved; however, NCSA cannot guarantee against these occurrences. This applies to financial, schedule and other consequences of a cancellation or material change to the Away Camp.