



# Parent Handbook

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## **RICHMOND RAPIDS VISION AND MISSION STATEMENTS**

**VISION STATEMENT:** To pursue swimming excellence.

**MISSION STATEMENT:** To design, implement and provide the people of Richmond and the surrounding communities with high performance swimming programs from grassroots to international level that will foster both personal and swimming excellence.

In order to achieve the vision and mission statements, it is the recommendation of the coaching staff that the following core values be considered and adopted by the Richmond Rapids Swim Club Board of Directors as the values on which the club will run.

1. Democracy
2. Co-operation and Teamwork
3. Honesty and Openness
4. Compassion and Flexibility
5. Strong Leadership

### **RICHMOND RAPIDS OPERATING PHILOSOPHY**

Our message to swimmers and parents:

We are pleased to provide you with this opportunity for the pursuit of excellence. Staff, parents and swimmers are individually and collectively responsible for upholding our mission.

We aim to continually create and maintain a unique and special program that supports unique and special accomplishments. Swimming is like no other sport your child will participate in. The aquatic environment is unique, the training is unique and the time required to gain competency is unique. The development program will guide our swimmers toward their desired level of swimming excellence.

In order to foster that excellence, we must act in accordance with our mission. This requires attention to the goal to excel.

### **TEAM PHILOSOPHY**

**Respect** every team member. Treat everyone, including yourself, with respect, dignity, and consideration. Respect everyone's right, including your own, to pursue goals consistent with the team purpose.

**Accept** that each Rapids 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 appreciated.

**Acknowledge** every team member. In our program, everyone counts. No one is invisible. Let everyone know that he or she is noticed and appreciated.

**Value swimming excellence.** 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 succeed. Seek 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. Don't hide doubts and fears, but don't express them in ways that would cause doubt or fear in others. Talk to your coaches about how to overcome these obstacles.

**Contribute.** We expect you to continually contribute to our program and to foster our mission by doing the following both in and out of the pool:

**Support** everyone's efforts.

**Encourage** everyone's actions.

**Challenge** everyone to take action.

**Compliment and applaud** everyone's efforts.

**Advocate for the Richmond Rapids.** 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 to the club President or the Director of Swimming, but continue to serve as a Richmond Rapids ambassador to the swimming world. We will not speak ill of any aspects of our program, teammates, coaches, staff, or sponsors.

**Make it fun.** Enjoy your swimming. Express your enjoyment of training and competing. Encourage others to talk about the fun. Note that there is a huge difference between making the pursuit of swimming excellence fun, and having fun at the expense of the pursuit of swimming excellence.

**Appreciate** everyone's respect, acceptance, support, encouragement, compliments, challenges, and appreciation. Express your appreciation for such support.

## CLUB HISTORY

The Richmond Rapids Swim Club was formed in the fall of 1999 as an amalgamation of the Aquanaut Swim Club and Richmond Racers. By pooling resources, coaches, swimmers, and volunteers, the Rapids began a journey to becoming one of the largest and most successful competitive swim clubs in the province. In 2014, we were the BC Short Course Provincial Champions and the Swim BC Club of the Year.

Watermania is home to our competitive programs for swimmers ages eight and up. Our Swim School, for ages five to ten, runs out of Minoru pool. We have non-competitive programs at both locations.

Our athletes compete at regional, provincial, national, and international-level competitions, including the 2000 Olympic Games and 2016 Rio Paralympic Games. They have broken provincial and national records and have been placed on numerous provincial and national teams. Developing the student-athlete is an essential part of our program, and a number of our swimmers have gone on to post-secondary success. Our athletes have also been recruited for university teams in Canada and in the United States.

Former Rapids include Olympians Brian Johns & Walter Wu. Jonathan Dieleman represented Canada in the 2016 Rio Paralympic Games and Nicolaas Dekker represented Canada at the 2016 World Short Course Championships. Our current Head Coach, Robert Pettifer, was the Head Coach for Team Canada swim team at the 2019 Pan American Games in Lima, Peru.

## CLUB GOVERNANCE

The Richmond Rapids Swim Club is a non-profit swim club registered under the BC Society's Act. The Rapids is a member of Swimming Canada and Swim BC.

Club bylaws state the roles and responsibilities of the Board of Directors.

The Head Coach/ Director of Swimming leads the Club operations and swimming programs. The lead assistant coaches and junior coaching staff run the swim programs under the direction of the Director of Swimming.

### BOARD OF DIRECTORS

A volunteer Board of Directors assists the Director of Swimming with club governance and supports club activities. The Board of Directors may take lead roles in swim meet management, fundraising, officiating and other club activities. Board meetings are held on a monthly basis.

An Annual General Meeting is held every November to review and approve the financial statements and a General Meeting is held every June to elect a new Board of Directors. Following this meeting, the names and contact information for the Board of Directors is updated on the Rapids website.

### HEAD COACH/DIRECTOR OF SWIMMING

The Head Coach/Director of Swimming is hired by the Board of Directors to be the lead in all areas of the club. The Head Coach is assisted by the Board of Directors to ensure the short and long-term success of the Club.

The Director of Swimming role is to create a vision for the club and ensure that it is executed using the club's resources while being accountable to the Board of Directors.

The Head Coach role is to ensure high quality instruction and programming that allows all members of the Richmond Rapids to reach their potential.

### OFFICE MANAGER

The Office Manager role is to assist with day to day operations. The Office Manager's role will include but is not limited to membership registration, membership billing, bank deposits, club communication, team travel bookings; and is the first point of contact for club general inquiries.

### CLUB BOOKKEEPER

The Club Bookkeeper role is to oversee the club's financial data and compliance by maintaining accurate books on accounts payable, receivable, payroll and daily financial entries and reconciliation. The Bookkeeper will work with the Office to execute these responsibilities. The Bookkeeper reports to the Director of Swimming and Board of Directors.

## COMMUNICATION & CONTACT INFORMATION

Electronic forms of communication are utilized in order to communicate efficiently with the membership. Up to date information is posted on the club's website and staff will use email to communicate directly with members. Members are required to make sure their contact information is up to date on their Rapids account.

In order to make sure emails sent via the club's website are not recognized as spam all members must make sure to add their staff email addresses to their email contact list. This includes the email address [notifications+canrr@teamunify.com](mailto:notifications+canrr@teamunify.com). This is the email all notifications sent via the club website is sent from.

### Main Staff Contact Information

Club President: [president@richmondrapids.com](mailto:president@richmondrapids.com)  
Director of Swimming: [rapidrob@richmondrapids.com](mailto:rapidrob@richmondrapids.com)  
Office Manager: [swim@richmondrapids.com](mailto:swim@richmondrapids.com)

### Rapids Office Mailing Address

14300 Entertainment Blvd  
Richmond, BC  
V6W 1K3  
Ph: 604-275-7946

### Contact Procedures:

Parents should follow the procedure to avoid miscommunication:

1. Make sure your contact information is up to date on the Rapids website and make sure any emails have not been sent to your junk/spam folder.
2. Login and check the website for event details in the Event Info section or scheduling updates posted on your child's training group page.
3. For questions related to day to day activities such as training, competitions and schedules, email your child's coach or program lead coach directly.
4. For general information such as club hosted event meet info, billing, registration, parent participation points and other administration questions contact the Office Manager.
5. For any conflicts that arise please view the Parent Concern Protocol in this handbook.

## FINANCES

As a non-profit swim club, the Rapids operating budget is funded directly through collection of membership & programming fees, fundraising and local grant applications funds. This accounts for about 70% of the Club's revenue. Below is a description of fees that may be collected from members.

### DESCRIPTION OF FEES

#### FAMILY MEMBERSHIP

Each swimmer's family is a member of the Richmond Rapids Swim Club. Each family is entitled only to one vote at the Annual General Meeting and General Meeting. There is a charge for an annual family membership.

#### NON-REFUNDABLE FEES

- A) Account set up fee.
- B) Swim BC Registration Fees are collected from each swimmer and remitted to Swim Canada and Swim BC on behalf of each swimmer.
- C) First month of training and the month of June training fees are non-refundable.

#### ACCOUNT SET UP FEE

New families/ accounts will be charged a \$5 set up fee upon registering for the first time.

#### SWIM BC & SWIMMING CANADA (SNC) FEES

These are non-refundable fees collected from each swimmer and remitted to Swim Canada and Swim BC on behalf of the swimmer. This fee also pays for your child's insurance for the year. Please note that any swimmers that graduate from the RSS program to a competitive Watermania group will have their insurance upgraded from the non-competitive to competitive category. The subsequent difference in fees will be charged to the member's account. Families that register three or more swimmers can receive a rebate by returning the appropriate form, available in the Swim BC registration package.

#### TRAINING FEES

Training fees cover pool, coaching and administrative costs for the club. There is a 50% reduction in the training fees for family's 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> swimmer. The 50% reduction will be calculated according to the lowest training fees applicable to the family.



## **ADVANCE FEE**

The advance fee is used to cover or at least partially cover costs charged to your account during the swim season for items like meet fees, equipment orders, and social events. Any charges exceeding the advance fee will be billed to the swimmer's account. Bimonthly statements are mailed out. If you have an outstanding balance please send in a cheque to the office upon receiving your statement. You will be able to monitor your account on the website. Advance fees are only required for specific groups if paying with postdated cheques.

## **SWIM-A-THON FUNDRAISING FEE**

A \$50 fundraising fee will be charged to every swimmer for the annual Swim-A-thon fundraiser in the spring. This fee will be charged to the swimmer's accounts on February 1. Swimmers that raise more than \$50 for the Swim-A-thon fundraiser will have the option to have this payment refunded or used as a credit on their account. This request must be made by June 1. This fee is refundable for swimmers that withdraw before the Swim-A-thon in April.

## **SWIM MEET DEPOSIT FEES**

These deposit fees are collected on behalf of a swimmer attending any swim meet outside of the Lower Mainland. These fees are collected from the swimmer as a commitment to attending the travel meet. This fee is non-refundable unless the swimmer cannot attend due a medical reason, in which case a letter from the physician will be required.

## **MEET ENTRY FEES (for AGD1, RD White and higher)**

Every time a swimmer competes in a PASS, Regional or Invitational meet, the host club charges a fee for each event that they swim. The club pays these fees on your behalf. At the completion of the swim meet, all meet fees incurred are then charged back to each member's account. Qualified swimmers are automatically entered in all local meets.

A coaching management fee is added to the individual meet entry fees for each swimmer. A Swim meet deposit cheque(s) is required for travel meets outside the Metro Vancouver area. Payment via credit card for any travel meet will not be accepted.

Swimmers not able to attend these meets are expected to notify the Club of the scratch by phone or email prior to the deadline. Swimmers that do not scratch by the deadline will be charged full meet fees.

## **TRAVEL MEET DEPOSIT FEES**

These deposit fees are collected on behalf of a swimmer attending any swim meet outside of the Lower Mainland. These fees are collected from the swimmer as a commitment to attending the travel meet. This fee is non-refundable unless the swimmer cannot attend due to a medical reason, in which case a letter from the physician will be required.

## **CHANGE OF GROUP MID-SEASON**

If a swimmer is moved up mid-season, the difference in monthly fees and Swim BC & SNC fees will be on your next statement.

## **TEAM SWIM SUIT**

Team training swim suit is required for all swimmers except for Youth Fitness. Failure to order the team swim suit by April 1, will result in the fees being forfeited. The team swim suit will be an optional requirement for swimmers that register or begin swimming after April 1. Swim suits can be ordered at the in-person registrations in August & September and at the Team Aquatic Supplies Store from October to March. Please see the Arena Sponsorship page in this handbook for more details.

## **TEAM GEAR**

Rapids branded clothing, swim caps and other equipment may be purchased through the club. A price list and ordering options is available on the Rapids website. More information may be sent via email throughout the season.

## **PARENT PARTICIPATION POINTS (PPP)**

Parents are required to earn volunteer points by performing various jobs during a season to help the club run efficiently and effectively. Families that do not earn their volunteer requirement are charged a fee according to the number of points not earned by the end of the season. A more detailed explanation of the Parent Participation Program is provided in this document and the Rapids website.

## **NON-SUFFICIENT FUNDS (NSF)**

\$25 will be charged for any NSF cheques. If two NSF payments occur during the season, a certified cheque or bank draft will be required and the family will be required to keep their account current each month.

## **ILLNESS, INJURY, VACATION POLICY**

Group fees are determined on an annual basis. Refunds or credits for training fees due to illness or injury will only be considered if a swimmer misses 80% or more of scheduled practices for any given month. Any such request for refund must be accompanied by a letter from a physician. Missed training due to vacation is not eligible for refund.

## **WITHDRAWAL POLICY**

One month's notice in writing must be given if a swimmer is no longer going to swim with the Club. The notice must be received on the 1<sup>st</sup> of the month and an additional month's training fees must be paid. No refunds are given if the notice is received after April 1<sup>st</sup>.

Swimmers may continue to swim until the completion of the one-month withdrawal notice. During that time, adjustments to training fees, PPP fees will be made. All outstanding fees must be paid in full within the one-month withdrawal period.

## CLUB EVENTS

The Rapids host a number of events throughout the season that promote the sport of swimming. The goal of these events is to provide competitive opportunities for the athletes, educate its members, build team morale and raise funds to aid the financial stability of the club.

*Swim meets:* Rapids host competitions that promote swimmer development through the spectrum of the Long Term Athlete Development Model (LTAD). Teams from across BC, Canada & Washington State may attend depending on the level of the competition. Approximately 25% of the club's revenue is generated through meet entry fees collected from each team in attendance. Successful hosting of these meet by the club's volunteer base is essential to the financial well-being of the club.

*Swimmer Clinics:* Educational opportunities for swimmers are held to support in pool training. Such clinics may include specialized talks on sport nutrition, sport psych, or technique clinics with a special guest National Team swimmer or Coach.

*Officiating clinics:* Officiating clinics are held for parents/guardians in order to learn about the sport of swimming and to promote volunteerism. These clinics aid parents in achieving their Swimming Official certification.

*Fundraising events:* These events are held to help the club reach financial goals or aid swimmers for a specific event.

*Social events:* These fun events are held for parents & swimmers to socialize and boost team moral.

*Parent Meetings:* These meetings are held to provide parents with information about the club and programming. These meetings include our Annual General Meeting held every fall, and Club General meeting in June. Coaches may schedule individual group parent meetings in order to inform & educate parents on their seasonal plans.

### ARENA: The Official Rapids Club Sponsor

To help Richmond Rapids families find the best deal on high quality swimming equipment, the Club has a sponsorship agreement with ARENA. The Arena sponsorship means Rapids swimmers will receive special team pricing for the piece of equipment needed most: the training suit. Additionally, reduced pricing will be available for all Arena gear, including racing suits, track jackets, and backpacks. Other benefits include backstroke flags, meet stipends, and coaching apparel for reduced staff costs. As part of the sponsorship agreement, the club is required to purchase a team suit for each member once a year. The training suits will be ordered as part of the registration process and will be included in the fees paid during registration. It is the responsibility of the family to let the gear manager or Team Aquatic Supplies representative know what size they would like to order. The full information on how to order is posted in the registration manual.

## PRIVACY

The Richmond Rapids Swim Club is required to submit information such as swimmer names, birth dates and contact information to Swimming Canada and Swim BC, the National and Provincial governing bodies, for registration and insurance. The Rapids collect information for the sole purpose of registration, billing and emergency situations. The Club respects the privacy of its membership and confidentiality of the information provided. Specific information provided will be posted on the club's website (provide by Team Unify) and Swimming Canada's database.

Credit card information is posted on Moneris Merchant gateway for payment processing purposes. The Rapids do not sell personal information of its members. Information will only be provided with consent and/or if required by law.

## SAFE SPORT

The Richmond Rapids mission is to provide its members with an environment that promotes swimming excellence. All athletes, coaches & volunteers have the right to participate in a safe and inclusive program that is free of abuse, harassment or discrimination of any kind. To ensure this, all members, staff and volunteers are required to adhere to Swimming Canada's Safe Sport policies. The following steps are taken to aid in meeting these requirements:

*Swimmers:* Signing of (or by parent/guardian) of Swimmers Code of Conduct form at registration.

*Parents:* Signing of Parents Code of Conduct form at registration.

*Volunteers:* Volunteer coaches & chaperones and any volunteers deemed to be in direct contact with children are required to provide a Criminal Record check.

*Coaches:*

1. All coaches are required to provide a criminal record check every 3 years.
2. All coaches are required by the Canadian Swim Coaches Association to complete the NCCP Making Ethic Decisions module for certification.

Any members, coaches or volunteers not adhering to the Rapids Code of Conduct or Safe Sport policies will have their participation reviewed or revoked by the Director of Swimming or Board of Directors. More information regarding the Rapids Screening & CRC Policy can be found in this handbook. Additional information on Swimming Canada's Safe Sport program can be found on the Swimming websites section of this handbook.

## LONG-TERM ATHLETE DEVELOPMENT

The Long-Term Athlete Development Model (LTAD) is a structure promoted by Swimming Canada as the appropriate guideline for age-related athlete training. The goal of this model is to build healthy senior-level athletes by developing age-appropriate programming. This means that for every age group, there are areas of development that will be emphasized over others in order to give the athlete the best chance of swimming well as they grow up.

Please note that these are approximations and guidelines. Some goals may shift depending on the situation, the swimmer, and the goals. The Richmond Rapids group structure and training is intended to promote great senior athletes over early success.

### Ages 5-10:

These athletes will make the biggest changes in neurological development, e.g. technical skill and reaction. These programs focus on technique over all. There is little “endurance” work in a practice, and any strength work is focused only on athleticism and muscle recruitment, like learning to do a single, proper push-up. It is very important to note that children do not learn or acquire skill at the same rate when compared to others *or their own history*. Major gains or struggles will often coincide with preparation or onset of significant physiological growth.

The other goals of these groups are to promote the enjoyment of swimming, to learn about the sport, and to create a positive learning environment.

### Ages 11-13:

These athletes continue to make large changes in technical skill but will see an increase in physiological workload.

This age group will remain in general swimming and athletic development programs and will not declare any specialty. Though some children may show acumen for a specific stroke or distance, it is highly important to avoid over-emphasizing anything in particular. Early specialization is detrimental to developing joints, promotes burnout and plateaus, and reduces the athlete’s window for success.

### Ages 14+:

As the athlete increases in physiological maturity, their capacity for training also expands. More significant dryland training may be introduced to a growing practice schedule, depending on the goals and needs of the athlete.

Technical changes are still the primary mechanism for improvement. Technique is harder to change as the patterns are more learned and rehearsed, but the motivated athlete will continue past the strangeness of new movement and short-term losses for long-term gain.

# GUIDELINES FOR PRACTICES

## SWIMMER RESPONSIBILITIES

- Arrive 5-10 minutes early and be prepared.
- Follow the facilities rules. Be respectful of facility staff, public swimmers and other user groups.
- Ensure you have your water bottle filled before practice starts and you have all required equipment.
- Value your teammates, be respectful and supportive of them. Do not gossip about others.
- Listen to your coach and ask questions when you don't understand.
- Give your best effort every day.
- Have goals and practice with purpose.
- Value the process and understand results will come.
- If you have to leave practice early, tell your coach before practice starts.
- If you are sick, inform your coach, stay home & get better. You don't want to get others sick.
- Have fun!

## PARENT ETIQUETTE

- Love and support your child. Be their biggest fan not their critic.
- Make sure your child arrives 5 to 10 minutes early.
- Encourage effort & enjoyment of skill development (Process) over performance (Outcome).
- Allow the coaches to coach.
- If watching practicing, sit in the designated areas. Do not stand on the pool deck.
- Do not distract or interrupt your child from their practice.
- If you need to talk to the coach, do it before or after practice not during. Emailing to schedule a time is the best way to talk with the coach.
- Get to know other parents on the team but do not gossip about other children, families or the team. Any questions can be directed to the appropriate staff member.
- Take advantage of this time. Workout, go for a swim, read etc. while your child practices.
- Have a healthy snack for your child to eat within 20 minutes after practice.
- Do not videotape or take pictures of your child practicing as other children in the club and not in the club could be filmed without permission.
- Do not compare your child to others. All kids develop at different rates. If you have concerns about their progress speak to their coach.
- As your child grows provide them with more autonomy such as packing their swim bag, informing the coach if they need to leave practice early, setting their alarm clock for morning practices, getting to practice, etc.

# GUIDELINES FOR SWIM MEETS

## MEET ATTENDANCE & SELECTION

- Coaches will determine competition schedule for each group that is appropriate for swimmer's development and post schedules to group page on the Rapids website.
- Coaching staff will determine the qualifications for swimmer's participation in competitions based on but not limited to the following factors:
  - o Competition standards
  - o Training attendance & attitude
  - o Health/Injuries
  - o Preparedness for racing

## SWIMMER RESPONSIBILITIES

- Ensure your parents receive notice regarding swim meets.
- *Bring your team gear and wear it!*
- Arrive at least 15 minutes prior to warm up to start activation.
- Pack multiple towels, swim suits, goggles, and caps, water bottle & healthy snacks.
- Obey all pool rules.
- Cheer for your teammates.
- Listen when your coach is talking to you.
- Follow your coaches' instructions to the best of your ability.
- Give your best effort each time you race.
- Inform your coach if you must leave early.
- Demonstrate good sportsmanship & respect for your competitors.
- Have fun!

## PARENT RESPONSIBILITIES

- Upon receiving the swim meet notice, advise the Rapids office or child's coach whether your child is attending the meet before the posted scratch deadline.
  - o Rapids Swim School groups will confirm attendance by confirming attendance via Rapids website
  - o Watermania groups will email [swim@richmondrapids.com](mailto:swim@richmondrapids.com) if they CANNOT attend the competition.
- Ensure your child arrives at the meet early.
- Ensure your child has healthy snacks for the competition.
- Remind your child to eat and drink during the meet.
- Help officiate at the meet if qualified and available.
- Be your child's parent, not their coach
  - o Provide encouragement to your child
  - o Encourage the child to talk to coach about the races

## PARENT PARTICIPATION POINTS (PPP)

In order for the Club to run efficiently, smoothly and to meet the needs of the community, the Club relies on voluntary contribution from its members. The PPP system is designed to communicate to families the expected volunteer requirements. If a family has more than one swimmer in the Club, they are only required to earn points assigned to the highest level swimmer. The number of points required does not change through the year even if the swimmer moves into a higher level.

Volunteer opportunities within the Club are assigned a point value. In order to provide all members with the opportunity to earn PPP, Richmond Rapids may limit the number of volunteer positions per family per session during volunteer sign-up. Only family members are able to volunteer and earn PPP.

To encourage families to volunteer at the Club, each point is assigned a value of \$40. If families fail to earn all the points required in the year, the difference between the number of points required and actual points earned multiplied by \$40 must be paid to the Club. For example, if the family or guardian of a swimmer earns 8 points compared to the required 10 points, they must pay \$80 (2 times \$40).

A list of volunteer opportunities and their assigned value are available on the next page and can be found on the Club's website, along with regular updates of each family's earned PPP.

The Club requires each family to provide post-dated cheques equivalent in value to their assigned PPP dollar value at the time of registration. The points required and dollar value is posted on the website or can be found in the registration package. PPP accounts are evaluated at the end of June. At the end of June, the Club will cash the appropriate number of post-dated cheques corresponding to the shortfall in the points earned over the course of the season.

At the end of the season, all unused PPP post-dated cheques will be destroyed.

### **Late Registration and early withdrawal**

For families that join the Club after September or withdraw from the Club prior to June, the family's required number of PPPs will be pro-rated according to the time spent in the Club. For example, if the swimmer was in the Club for 5 months (compared to the full 10 months) only 50% of the total points will be required.

### **Requests for corrections**

All requests for corrections of earned PPP totals must be received by the Club no less than 4 weeks after the status of accounts is posted in early March, for volunteer activities up to and including the Rapids-hosted Fast Swim Meet, and by July 31<sup>st</sup> 2021 for subsequent activity in order to receive any reimbursement.



## VOLUNTEER POSITIONS & POINT VALUES

Job	Point Value	Description	
<b>Board of Directors</b>			
President	16/Year	Attends all Board meetings. Responsible for chairing board meetings, AGM and GM. Assists Director of Swimming in executing the Club's Vision.	
Vice President	6/Year	Attends all Board meetings and assists the President & Director of Swimming.	
Treasurer	16/Year	Attends all Board meetings and oversees club finances with the help of the Club Bookkeeper. Responsible for creating annual budget and reporting finances at AGM.	
Board Secretary	8/Year	Attends all Board meetings and records meeting minutes.	
Member at Large	5/Year	Attends all Board meetings and willingness to help the Club execute its vision.	
<b>Year Round Jobs</b>			
Club Officials Director	12/Year	Experienced at various officiating positions or in training for Senior officials training. Organizes officiating clinics, answers member officiating questions, maintains records of club officials etc.	
LMR Representative	5/Year	Attends LMR parent meetings and reports back to Board of Directors & Director of Swimming.	
Aquatic Users Rep	4/Year	Attends Richmond Aquatic User Board meetings and reports back to Director of Swimming.	
Registration Helper	5/Year	Requires knowledge of registration process and registration package. Helps with ongoing registrations at Minoru or WM pools. Ability to translate in another language an asset.	
Aug/Sept Registration Helper	1-2/Session		
Minoru Liaison	5/Year	Assists Minoru program coordinator with delivering paperwork, payments, team gear etc. to and from WM pool.	
Fundraising Coordinator	10/Year	Plans and organizes club fundraising activities. Ensures orders, payments are collected and reported to the club bookkeeper and office manager. Event reconciliation and receipts are submitted to Bookkeeper.	
<b>Swim Meet Jobs</b>			
Meet Manager	8/PREPARATION OF MEET		<b>Prerequisite:</b> Meet manager officials clinic. Requires excellent communication skills and an attention to detail. Knowledge and experience in all swim meet jobs an asset.
	4/Prelims	3/Finals	
Meet Secretary	8/PREPARATION OF MEET		<b>Prerequisite:</b> Clerk of Course, Electronics & Meet Manager officials clinics. Knowledge of Hytek Meet management software.
	4/Prelims	3/Finals	
Referee	4/Prelims	3/Finals	<b>Prerequisite:</b> Referee officials clinic. Knowledge of all Swimming Canada swimming rules.
Starter	3/Prelims	2/Finals	<b>Prerequisite:</b> Starter officials clinic. Knowledge of all Swimming Canada swimming rules.
Clerk of Course	3/Prelims	2/Finals	<b>Prerequisite:</b> Clerk of Course clinic. Knowledge of Hytek Meet management software.
Electronics	3/Prelims	2/Finals	<b>Prerequisite:</b> Electronics officials clinic. Knowledge of Hytek & Ares timing systems.
Stroke & Turn	3/Prelims	2/Finals	<b>Prerequisite:</b> Stroke & Turn officials clinic.

Chief Timer	3/Prelims	2/Finals	<b>Prerequisite:</b> Chief Timer officials clinic.
Lane Timer	2/Prelims	1/Finals	<b>Prerequisite:</b> Level 1 Timer officials clinic.
Job Sign Up Coordinator	1/Session		Checks in & records volunteers for volunteer positions before the start of the competition. Responsible for providing sign in sheets to Office Manager.
Safety Marshall	0.5/Session		Supervises that all safety protocols are followed during warm up of a competition. <b>Prerequisite:</b> Level 1 officials clinic.
Food Room Coordinator	8/Meet		Plans, purchases and prepares food for volunteers at our major swim meets. Communicates with Food Room Leaders the meal plan for the competition.
Food Room Shift Leader	1/Session		Responsible for delegating Food Room Helper roles and ensures food room operations are being completed. Volunteer must also do Food Room Helper job.
Food Room Helper	2/Session		Assists with food preparation, service and clean up with direction from Food Room Shift Leader.
Awards Helper	1/Session		Labels ribbons & medal and sorts awards for each team..
Pool Set Up	1-2/Meet		Helps to set up lane ropes, tables, chairs for our major swim meets the night before the first session.
Pool Take Down	1/Meet		Helps to put away lane ropes, tables, chairs for our major swim meets following completion of final session.
Team Photographer	1/Session		Volunteer has an eye and camera for taking great pictures of our swimmers and volunteers. Digital images are sent to a specified coach following the meet.
Mini & Pass Meet Timer	0.5/ Meet		No training required. Parents time and record swimmers' races.
<b>Special Event Jobs</b>			
Chaperone	4/Day of meet		<b>Prerequisite:</b> Criminal record check. Energetic, positive attitude, excellent communication skills and ability to work well with others.
Social Events Coordinator	8/Year		Volunteer aids Office Manager with organizing team socials events such as Welcome Back BBQ, XMAS party, awards banquet, year-end party.
Social Event Helper	1-2/Job		Jobs may include shopping, food service, bbq, attendance, clean up, set up.
AGM / General Meeting Attendee	1/Family		Each family represented will earn 1 point for attending. 1 person cannot represent multiple families.
Officials Clinic	1/Clinic		Parent(s) attends an officials clinic. PPP is not awarded for repeating officiating clinics.

## TRAVEL MEET CHAPERONE DUTIES

### PRE-TRIP DUTIES

- 1) Check with Travel Coordinator regarding the hotel setup/amenities (i.e. stove, fridge, kitchen).
- 2) Check the travel arrangements. Bus, flights, car rentals?
- 3) Look at the meet setup. Heats and finals or timed finals?
- 4) Check the size of the group going and which groups are going. This will determine the number of chaperones.
- 5) Divide duties amongst the chaperones. One person needs to be the Lead Chaperone. We recommended that another is the communications person for the group of chaperones. This person will let the bus driver know when pickups and drop offs are with coaches' input, as well as any changes to the program. This person also makes sure that the swimmers are assigned proper hotel rooms. One chaperone can be in charge of the food. Responsibilities include buying any bulk foods from Costco prior to the trip, making out a meal plan, and organizing supplies such as: coolers, tea towels, knives, cutting board, bowls for salads, foil paper, garbage bags, paper plates, and forks.
- 6) Make sure the chaperone's bag is ready to go. This bag usually has first aid supplies and over the counter medication like Advil, Tylenol and Gravol (check expiration dates).
- 7) Have Dennis (office administrator) give you copies of the medical forms for the swimmers that are going on the trip.
- 8) Make sure you have a list of swimmers.

### TRIP DUTIES

- 1) Make sure all the swimmers going on the trip have arrived at the place of departure.
- 2) Check swimmers in as they arrive.
- 3) Assign swimmers' hotel rooms when you check in.
  - a. Make sure the 10 and under swimmers' rooms are in close proximity to the chaperone's room.
- 4) Prepare and serve the meals. Decide where lunch is being served
- 5) Have pool snacks at pool available for the swimmers immediately after warm up.
- 6) Wake up calls for the younger and senior swimmers if they have requested one. Make sure all swimmers have breakfast.
- 7) Room checks at curfew. No changing of rooms is allowed. Swimmers are to remain in the room that is assigned to them.
- 8) Check in with Head Coach to see if there are any changes to the schedule or to deal with any issues that arise.

### POST-TRIP DUTIES

- 1) Make sure all swimmers are picked up before you leave.
- 2) Put the chaperone's bag back in the office.
- 3) Clean out cooler.
- 4) Make the cost list for the food portion for each swimmer.
- 5) A debriefing with the chaperones and the coaches may be helpful.

## RAPIDS SWIMMER CODE OF ETHICS

As a member of the Richmond Rapids Swim Club all swimmers must adhere to the rules and regulations of the swim club. Swimmers that do not adhere to these rules will result in a review of the swimmer's participation and/or membership with the club by the swimmer's coach, and/or the Director of Swimming or Club President.

### General Rules

1. Be respectful of others and yourself.
2. Be respectful of property (pool change rooms, hotel rooms, equipment etc)
  - a. Any willful damage will result in costs being charged back to the swimmer.
3. No use of alcohol, illegal drugs or tobacco products regardless of legal age or not.
4. No possession of pornographic, racist, or any other inappropriate material.
5. At travel meets: no breaking curfew set by the coaches or chaperones.
6. Swimmers must wear Rapids team gear when competing at any competition.
7. Have appropriate training gear at practice at all times.
8. Strive for excellence and know your priorities: 1. Family 2. School 3. Swimming
9. Swimmers will not speak, text, email or post on social networking sites negative, rude,

Non-compliance with any of the above rules is grounds to have one's membership reviewed and/or revoked. At travel meets, these rules and those established by the coach or chaperone are sufficient grounds for swimmers to be withdrawn from the meet and to be sent home at their own expense, based on the discretion of both the coach and the chaperone.

Each and every member has a role and an effect on the success of the team. As a member of the club, swimmers must understand their participation in this program is a privilege and strive to be the best athlete, teammate, and competitor that they can be through acting in a positive and respectful manner.

## RAPIDS PARENTS ROLE

As a parent/guardian of a swimmer, parents must understand that swimming is simply a sport that their child does. The role of a swimming parent is to support, love and encourage their child. Swimming teaches children many life skills and can build one's character. The Rapids coaches will help teach the swimmers about commitment, work ethic, teamwork, living a healthy lifestyle and managing their time, not just how to swim fast. Support the coach and the program.

Kids progress at different rates. Parents must understand that some swimmers will be much more skilled and advanced at a young age while others will progress faster as they get older, stronger, more skilled or more coordinated. Your kids will have successes and failures. Be a positive role model in these times. As a parent, your children look to you to set the example, not to be a coach. If you have questions or concerns, talk to the coaches after a practice or phone or e-mail them. Don't gossip or speak negatively about the program. If there's a problem, discuss it with your child's coach or the Director of Swimming, rather than complain about it. There's always a solution. Your child and their coach will appreciate you for it.

Lastly, a swimming parent must understand that swim clubs are primarily driven by the support of its members. By volunteering or supporting the Club with any ideas that will help the team grow, be a better organization or assist with building a successful environment for children striving for excellence in sport.

## **CONFLICT RESOLUTION PROCEDURES**

In keeping with the Team Philosophy outlined in the Parent Handbook, all communication between parents and coaches should be respectful and constructive. Aggressive or abusive language is not permitted.

When a parent has questions or doubts about what is happening at the pool, the first step should be to talk with the coach after practice about the concerns. If the parent is dissatisfied with the answers, they should **wait 24 hours** before further action. This requirement allows time for a reassessment of the matter in the hope of calming any emotional reactions.

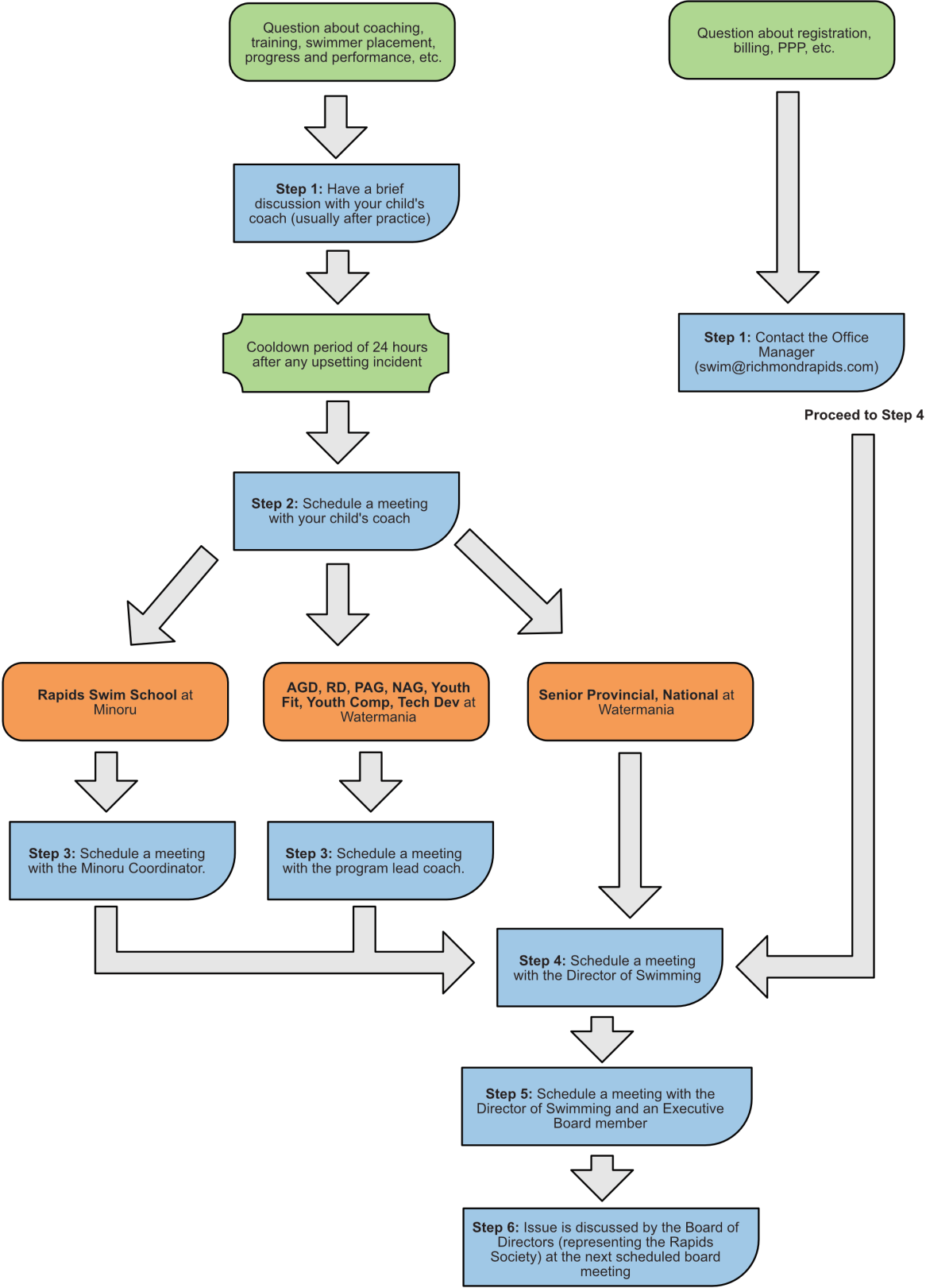
If an agreement cannot be reached after discussion with the coach, the Parent Conflict Resolution flowchart should be used to determine the next appropriate action.

With everyone's help, we can continue the tradition of Rapids being a place for young athletes to train and grow.

Sincerely,

The Rapids Board of Directors.

# PARENT PROTOCOL – How to raise and address a concern



# CLUB SCREENING AND CRC POLICY

**Title: Richmond Rapids Swim Club Screening and Criminal Records Check Policy**

Approved by: Richmond Rapids Swim Club, Director of Swimming

Date of Approval: Aug 15,2019

Next Policy Review (minimum every two years):

## 1. Definitions

The following terms have these meanings in this Policy:

- a) *“Criminal Record Check (CRC)”* – a search of the RCMP National Repository of Criminal Records to determine whether the individual has a criminal record.
- b) *“Criminal Records Review Program”* - Government of BC program providing organizations and applicants an option to submit CRC’s electronically
- c) *“Criminal Records Review Act”* - the Act
- d) *“Designated Categories”* - roles, areas of employ or volunteerism as defined by Swim BC
- e) *“Individuals”* – includes employees, volunteers, or contractors whose position is one of trust or authority or interaction with minors and vulnerable adults. Personnel may include but is not limited to Richmond Rapids Swim Club Coaches, Board of Directors, Team Managers, Chaperones and Officials.
- f) *“Member Club(s)”* - any organized group of persons associated for the purposes of swimming and registered as a Member of Swim BC.
- g) *“Society”* or *“Club”* – Richmond Rapids Swim Club
- h) *“Screening Officer”* – a designated individual within Richmond Rapids Swim Club structure who will be responsible for receiving, reviewing and recording all CRC’s and determining whether any CRC reveals a Relevant Offence.
- i) *“Club hosted event”* - All competitions where activities occur in a sporting environment as defined in the Swim BC Code of Conduct and Ethics Policy.
- j) *“Vulnerable Adult”* - means an individual 19 years or older who receives health services, other than acute care, from a hospital, facility, unit, society, service, holder or registrant as referred to in the Act.
- k) *“Work with children”* - means working with children directly or having or potentially having unsupervised access to children
  - i. In the ordinary course of employment,
  - ii. In the practice of an occupation,
  - iii. During the course of an education program, or
  - iv. While providing services as a volunteer;
- l) *“Work with vulnerable adults”* - means working with vulnerable adults directly or having or potentially having unsupervised access to vulnerable adults
  - i. In the ordinary course of employment,
  - ii. In the practice of an occupation,
  - iii. During the course of an education program, or
  - iv. While providing services as a volunteer.

## 2. Purpose

- a) Richmond Rapids Swim Club is required to adhere to the Province of British Columbia’s Criminal Record Review Act.
- b) Richmond Rapids Swim Club has an ethical, moral and legal responsibility to provide a safe sport environment for its program participants and staff.
- c) Richmond Rapids Swim Club understands that screening personnel and volunteers is a vital part of providing a safe sport environment for all Individuals.

## 3. Application

- a) Swim BC has identified Individuals in Designated Categories who, based on their role, require screening through a CRC.

- b) Designated Categories have been established for application of this policy and are considered to include persons who work closely with children and vulnerable adults, and who occupy positions of trust and authority within Swim BC and Member Clubs. Swim BC will determine, based on age of participants, setting, nature of the activity and degree of supervision, which designated categories of persons will be subject to screening through a CRC
- c) Individuals in the following Designated Categories are subject to screening in accordance to this policy:
  - i. Richmond Rapids Swim Club Board of Directors (if applicable);
  - ii. Volunteers and paid contractors appointed to accompany Richmond Rapids Swim Club to events or competitions;
  - iii. All registered coaches of Richmond Rapids Swim Club
  - iv. Richmond Rapids Swim Club registered Level 3, 4 and 5 officials;
  - v. Other positions as may be determined by Swim BC from time-to-time.

#### **4. Screening Procedures**

- a) All Individuals in Designated Categories seeking positions with Richmond Rapids Swim Club will ensure a current CRC is on file with Richmond Rapids Swim Club prior to being confirmed for the position;
- b) Richmond Rapids Swim Club New Board members will submit a CRC within 90 days of being elected or appointed to the Board of Directors.
- c) At its sole discretion, Richmond Rapids Swim Club may agree to accept a “Shared Result” of a previous CRC performed in BC under the Criminal Records Review Program, if such a check was performed within 18 months. The individual sharing their previous results will have to undergo future CRC’s in compliance with the required maximum 3-year period between checks as stated in this policy.
- d) If an individual already employed with or volunteering for Richmond Rapids Swim Club did not complete a CRC upon initial application, a CRC will be required upon request.
- e) Failure to participate in the screening process may result in the individual’s ineligibility for the position sought.
- f) Any Individual in Designated Categories referenced in 3(c) applying for positions, other than permanent staff positions and Board of Director positions with Richmond Rapids Swim Club shall obtain their own CRC.

#### **5. Relevant Offences**

- a) Relevant offences are those offences for which pardons have not been granted, as defined in the Criminal Records Review Act of the Province of British Columbia as Relevant and/or Specified Offences or other such offences as may be determined by the Act. Swim BC additionally considers any criminal offence involving the use of a motor vehicle; any child pornography offence; any violations for trafficking under the Controlled Drug and Substances Act; any crime of violence including assault; any criminal offence involving a minor or minors; any criminal offence involving theft, fraud or embezzlement; or any sexual offence involving a minor or minors, to be a relevant offence.
- b) If a director or employee of Richmond Rapids Swim Club is charged with or convicted of an offence, that person must report the charge or conviction to Richmond Rapids Swim Club within 72 hours. Richmond Rapids Swim Club must request that the charged or convicted person obtain a new CRC and determine if that person is suitable to continue carrying out their duties.
- c) An Individual’s conviction of any criminal offenses may result in expulsion from Swim BC and/or termination from any designated positions, program, activity or event upon the sole discretion of Swim BC.

#### **6. Criminal Records Review Timing**

Swim BC requires that a CRC be conducted every three (3) years. Notwithstanding this, Swim BC may at any time request that an individual in a Designated Category provide a CRC to Swim BC if Swim BC has grounds to believe that results of the CRC obtained previously are no longer accurate.

#### **7. Records**

Written records obtained in the course of implementing this policy will be maintained in a confidential manner conforming to the British Columbia Personal Information Protection Act and will not be disclosed to other except as required by law, or for use in a legal or disciplinary proceeding.



## RICHMOND RAPIDS TRAVEL POLICY

**“Swim Club” refers to: Richmond Rapids Swim Club**

### **Purpose**

1. The purpose of this Policy is to inform athletes, parents, and coaches travelling to events outside of the Metro Vancouver Area of their responsibilities and the expectations of the Swim Club.

### **Application of this Policy**

2. Specific individuals have responsibilities when teams travel outside of the province. These individuals include:
  - a) Parents traveling with the athlete
  - b) Parents not traveling with the athlete
  - c) Chaperones
  - d) Coaches
  - e) Team Managers
  - f) 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 provided before each travel competition.

### **Responsibilities**

4. Parents traveling with a minor athlete are responsible for their child during the entirety of the event and have the following additional responsibilities:
  - a) Provide all required deposit payments before the competition as required by the Swim Club.
  - b) Register for event accommodations in a timely manner. Accommodations outside of those arranged by the manager (such as staying with family, or at a different hotel) must be approved by the coach in advance of arrangements being made.
  - c) Punctual drop off and pick up of their children at times and places indicated by coaches
  - d) Adhere to coach or manager requests for parent meetings, team meetings, or team functions and be punctual to such events.
  - e) Adhere to coach requests for athlete curfew times.
  - f) Adhere to coach requests for limiting outside activities (go-karting, shopping, etc.).
  - g) Report any athlete illness or injury.
  - h) Report any incident likely to bring discredit to the Swim Club.
  - i) Adhere to the Swim Club’s policies and procedures, particularly the *Code of Conduct and Ethics*.
  - j) If travelling outside of Canada, ensure that all passports are valid and not expired.
5. Parents not traveling with the athlete have the following responsibilities:
  - a) Understand that chaperones will be selected by the team manager or coach from other parents that have volunteered. The chaperone may not be a team coach, assistant coach, or manager.
  - b) Discuss prior to travel that their child must adhere to all rules set by the chaperones, team manager and coaches that are in compliance with the Swim Club’s travel policy and Code of Conduct and Ethics.
  - c) Provide the team manager with a Travel Consent Form
  - d) Provide the chaperone & team manager with emergency contact information.
  - e) Provide the chaperone & team manager with any necessary medical information.
  - f) Pay all required deposit fees prior to travel.
  - g) Provide the child with enough funds to pay for food and incidentals.

- h) If travelling outside of Canada, ensure that all passports are valid and not expired.
6. Chaperones 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 the 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 (swimming, shopping, etc.).
  - f) Report any athlete illness or injury.
  - g) Report any incident likely to bring discredit to the Swim Club.
  - 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 Swim Club's policies and procedures, particularly the *Code of Conduct and Ethics*
  - k) Follow all other procedures as outlined in the Richmond Rapids Parent Handbook and determined in the pre-trip chaperone & team manager meeting.
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 Director of Swimming any incident likely to bring discredit to the Swim Club.
  - e) Together with the chaperones, 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 Swim Club for further disciplinary action, if applicable, under the Swim Club's *Discipline and Complaints Policy*
  - f) Adhere to the Swim Club's policies and procedures, particularly the *Code of Conduct and Ethics*
8. Team/Event Managers have the following responsibilities:
- a) Ensure an appropriate chaperone-to-athlete ratio that does not exceed ten athletes per chaperone.
  - b) Organize accommodations and inform parents and chaperones how to register and pay for accommodations.
  - c) Organize transportation for athletes and inform parents and chaperones how to register and pay for transportation.
  - d) Room female and male athletes separately. Coaches and chaperones must be roomed separately from athletes, unless the athlete is the child of the coach or chaperone.
  - e) Coordinate and collect all travel expenses from parents.
9. Athletes have the following responsibilities:
- a) Arrive at each event ready to participate.
  - b) Make any visitor requests to chaperones before the visit is expected.
  - c) Represent the Swim Club 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/chaperone and check-in when returning.
  - g) Adhere to the Swim Club's policies and procedures, particularly the *Code of Conduct and Ethics*

## 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 Swim Club:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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, \_\_\_\_\_

## SWIMMING TERMS

**Alternate:** In a prelims/finals meet, after the finalists are decided, the next fastest swimmers other than the finalists are designated as alternates. The faster swimmer of the two being the first alternate and the next being the second.

**Anchor:** The final swimmer in a relay.

**Backstroke:** One of the four competitive racing strokes, basically any style of swimming on your back. Backstroke is swum as the first stroke of the Medley Relay and the second stroke of the Individual Medley. This stroke is offered provincially at 50 metre, 100 metre, and 200 metre distances.

**BCSCA:** British Columbia Swim Coaches Association.

**Block:** The starting platform located behind each lane.

**Breaststroke:** One of the four competitive racing strokes. Breaststroke is swum as the second stroke in the Medley Relay and the third stroke in the Individual Medley. Offered provincially, racing distances are 50 metres, 100 metres, and 200 metres.

**Bulkhead:** A wall constructed to divide a pool into different courses, such as a 50m pool into two 25m pools.

**Butterfly:** One of the four competitive racing strokes. Butterfly (nicknamed fly) is swum as the third stroke in the Medley Relay and the first stroke in the Individual Medley. Offered provincially, racing distances are 50 metres, 100 metres, and 200 metres.

**Cap:** The latex or lycra covering worn on the head of swimmers.

**Championship Meet:** The meet held at the end of the short and long course seasons. Qualification times are necessary to enter meets.

**Check In:** The procedure required before a swimmer swims an event in a deck seeded meet. Sometimes referred to as positive check in, the swimmer must let the timer in the lane they are swimming in know that they are there. For finals swimmers are often required to check in with the Chief Finish Judge.

**Circle Seeding:** A method of seeding swimmers when they are participating in a prelims/finals event. The fastest 18 to 24 swimmers are seeded in the last three heats, with the fastest swimmers being in the inside lanes.

**Circle Swimming:** Performed by staying to the right of the black line when swimming in a lane to enable more swimmers to swim in each lane.

**Closed Competition:** A Swim meet which is open to a specific number of invitees.

**Coach:** A person who trains and teaches athletes in the sport of swimming.

**Consolation Finals:** After the fastest 8 or 10 swimmers, the next 8 or 10 swimmers in a prelims/finals meet who, after the prelims swim, qualify to return to the finals. Consolations, sometimes called the "B" Finals, are the second fastest heat of finals when multiple heats are held and are conducted before the championship heat.

**Course:** Designated distance (length of pool) for swimming competition. Long course = 50 metres, short course = 25 metres.

**CSCA:** Canadian Swim Coaches Association

**Cut:** Slang for qualifying time; A time standard necessary to attend a particular meet or event.

**Deadline:** The date meet entries must be postmarked by, to be accepted by the meet host. Making the meet deadline does not guarantee entry into a meet since many meets are full prior to the deadline.

**Deck:** The area around the swimming pool reserved for swimmers, officials, and coaches. No one but authorized persons may be on deck during a swim meet or practice.

**Deck Entries:** Accepting entries into events on the first day or later days of a meet.

**Distance Event:** Term used to refer to events over 400 metres.

**DQ (Disqualified):** This occurs when a swimmer has committed an infraction of some kind (e.g. one-handed touch in breaststroke). A disqualified swimmer is not eligible to receive an award, nor will the time be an official time in that event.

**Dive:** Entering the water head first. Diving is not allowed during warm up except at the designated time, in specific lanes that are monitored by the swimmer's coach.

**Drill:** An exercise involving a part of a stroke, used to improve technique.

**Dropped Time:** When a swimmer goes faster than the previous performance they have "dropped their time."

**Dry-land Training:** Training done out of the water that aids and enhances swimming performance; usually includes stretching, calisthenics, and/or weight training.

**Dual Meet:** Type of meet where two teams compete against each other.

**Entry:** An individual or relay team roster/event list for a swim competition.

**Entry Fees/Meet Fees:** The amount per event a swimmer or relay is charged to compete.

**Entry Limit:** Each meet will have a limit of total swimmers they can accept, or a time limit they cannot exceed. Once an entry limit is reached a meet will be closed and all other entries returned.

**Electronic Timing:** Timing system usually has touchpads in the water, junction boxes on the deck with hook up cables, button for backup timing, and a computer console that prints out the results of each race. Some timing systems are hooked up to a scoreboard that displays swimmers times.

**Eligible to compete:** The status of a member swimmer that means they are registered and have met all the requirements.

**Event:** A race or stroke over a given distance. An event equals one preliminary with final or one timed final.

**False Start:** Occurs when a swimmer is moving at the start prior to the signal. Or when the 2<sup>nd</sup>, 3<sup>rd</sup>, or 4<sup>th</sup> swimmer on a relay breaks contact with the starting block before the swimmer in the water touches the wall.

**Fastest to Slowest:** A seeding method used on the longer events at the end of a session. The fastest seeded swimmers participate in the first heats followed by the next fastest and so on. Many times these events alternate one female heat and one male heat until all swimmers have competed.

**FINA:** The Federation Internationale de Natation (International Swimming Federation), is the international organization responsible for making the rules for the sport of swimming.

**Final:** The championship heat of an event in which the top 8-10 swimmers from the preliminaries compete for awards, depending on the number of lanes in the pool.

**Final Results:** The printed copy of the results of each race of a swim meet.

**Fins:** Large rubber fin type devices that fit on swimmers' feet. Used in practice only.

**Finish:** The final phase of the race – the touch at the end of the race.

**Flags:** Backstroke flags placed 5 metres from the end of the pool. They enable backstrokers to execute a backstroke turn more efficiently through being able to count the number of strokes into each wall.

**Freestyle:** One of the four competitive racing events. Freestyle is swum as the forth stroke in the Medley Relay and in the Individual Medley. Offered provincially, distances are 50 metres, 100 metres, 200 metres, 400 metres, 800 metres, or 1500 metres.

**Heats:** A division of an event when there are too many swimmers to compete at the same time. The results are compiled by swimmers' time swam after all heats of the event are completed.

**Heat Sheet/Program:** The pre-meet printing listings of swimmers' seed times in events at a competition. These sheets vary in accuracy since coaches submit swimmer's times many weeks before the meet. Heat sheets are usually sold at the admissions table and are used to mainly make sure the swimmer has been properly entered in all the events they signed up for. Parents enjoy looking at the seedings prior to the race plus swimmers can tell the order the events will be conducted and get a rough idea how long the meet sessions will last.

**I.M.:** Slang for individual medley, an event in which the swimmer uses all four strokes in the following order: butterfly, backstroke, breaststroke, freestyle.

**Invitational:** Type of meet that requires a club to request an invitation to attend.

**Kick:** The leg movements of a swimmer. A popular word to yell to encourage swimmers during a race.

**Kick Board:** A floatation device used by swimmers during a practice. A light weight object used with great accuracy by coaches.

**Lane:** The specific area in which a swimmer is assigned to swim. Lanes are numbered from right (lane 1) to left (Lane 6 or 8).

**Lane Ropes:** Continuous floating markers attached to a cable attached from the starting end to the turning end for the purpose of separating each lane and quieting waves caused by racing swimmers.

**Lap:** One length of the course (sometimes means down and back).

**Lap Counter:** A set of plastic display numbers used to keep track of laps during a distance race. The person, who counts for the swimmer, is stationed at the opposite end from the start.

**Late Entries:** Meet entries from a club that are received by the meet host after the entry deadline. These entries are usually returned or can be accepted at double the published entry fee.

**Leg:** The part of a relay event swam by a single team member or a single stroke in the IM.

**Length:** The extent of the competitive course from end to end.

**LMR:** Lower Mainland Region. The area of teams in the Greater Vancouver and Fraser Valley Regions.

**Long Course or LC:** A 50 metre long pool.

**Marshal:** The official who controls the crowd and swimmer flow at the swim meet.

**Medals:** Awards given to the swimmers at meets. They vary in size, design, and method of presentation.

**Meet:** Competition designed to be a measure of progress and a learning experience. By implementing what has been learned in practice, the swimmers test themselves against the clock to see how they are progressing.

**Meet Chair/Meet Manager:** The person in charge of the administration of the meet.

**Mini Meet:** Introductory swim meet for RSS 1-4, RD White, and AGD1 just learning about swimming.

**Negative Split:** Swimming the second half of the race faster than the first half.

**No Time (NT):** The abbreviation used on a heat sheet to designate that the swimmer has not swam that event before.

**Official:** A judge on the deck of the pool at a sanctioned competition who enforces Swimming Natation Canada (SNC) rules.

**Official Time:** A time achieved in a race during a duly sanctioned competition.

**Open Competition:** Competition which any qualified club or swimmer may enter.

**Open Water:** Any freestyle event over 1500 metres, normally conducted in a natural body of water, such as a lake, river, or ocean.

**Pace:** The often pre-determined speed with which a swimmer completes each segment of a race (e.g. 25m, 50m)

**Pace Clock:** Large clock with a large second hand and a smaller minute had, used to check pace or maintain intervals in practice (may also be digital).

**Paddle:** Coloured plastic devices worn on the swimmers' hands during swim practices.

**Pass Meet:** Swimming competition involving 2 or 3 other teams. For swimmers who are able to swim 100 IM in 2:00 minutes or less, and are trying to achieve LMR qualifying standards

**Positive Check In:** The procedure required before a swimmer swims an event in a deck seeded or pre-seeded meet.

**Prelim:** Slang for preliminaries, also called heats – those races in which swimmers qualify for the championship and consolation finals in an event.

**Prelim/Final:** Type of meet with two sessions. The preliminary heats are usually held in the morning session and the finals in the late afternoon or evening.

**Proof of Time:** An official meet result. Swimmers/Coaches must present proof of time with some entries.

**Psych Sheet:** An entry sheet showing all swimmers entered into each individual event and their individual times.

**Pull Buoy:** A floatation device used for pulling by swimmers in practice.

**Qualifying Time:** Qualifying time necessary to compete in a particular event and/or competition.

**Race:** A single swimming competition event.

**Referee:** The head official in charge of a swim meet.

**Registered:** Enrolled and paid member of Swim Ontario.

**Relay:** An event in which 4 swimmers compete together as a team to achieve a time.

**Ribbons:** Awards in a variety of sizes, styles, and colours given at some swim meets.

**Sanctioned Meet:** All competitions in which records may be set and official times may be obtained, must be sanctioned (= approved officially) by Swim BC or Swimming Canada.

**Scratch:** To withdraw from an event in a competition.

**Seed:** Assign the swimmers to heats and lanes according to their submitted or preliminary times.

**Session:** Portion of a meet distinctly separated from other portions by time.

**SNC:** Swimming Canada. The governing body for competitive swimming in Canada.

**Short Course or SC:** A 25 metre long pool in which most competitions during the winter are held.

**Split:** A swimmer's intermediate time in a race. Splits are registered every 50m and are used to determine if a swimmer is on a planned pace. Under certain conditions, initial splits may also be used as official times.

**Sprint:** Describes the shorter events (50 and 100m); in training, to swim as fast as possible for a short distance.

**Start:** The beginning of a race. The dive used to begin a race.

**Starter:** The official in charge of signaling the beginning of a race and insuring that all swimmers have a fair takeoff.

**Stand up:** The command given by the starter or referee to release the swimmers from their starting position.

**Step down:** The command given by the starter or referee to have the swimmers move off the blocks. Usually this command is a good indication that everything is not right for the race to start.

**Streamline:** The position used to gain maximum distance during a start and/or push-off from the wall in which the swimmer's body is as tight and straight as it can be.

**Stroke:** There are four competitive strokes, butterfly, backstroke, freestyle, breaststroke.

**Stroke Judge:** The official positioned at the side of the pool, walking the length of the course as the swimmers race. If the stroke judge sees something illegal they report to the referee and the swimmer may be disqualified.

**Swim BC:** The governing body for swimming in BC.

**Swim-off:** In a prelims/finals type competition a race after the scheduled event to break a tie. The only circumstance that warrants a swim-off is to determine which swimmer makes finals or an alternate, otherwise the tie stands.

**Team Records:** The statistics a team keeps, listing the fastest swimmer in the club's history for each age group/each event.

**Timed Final:** Competition in which only heats are swum and final placing is determined by those times.

**Time Standard:** A time set by a provincial association that a swimmer must achieve for qualification or recognition.

**Time Trial:** A practice race which is not part of a regular competition. Time trials may be sanctioned and used to qualify for specific meets.



**Timer:** The volunteers sitting behind the starting block/finish end of the pool, who are responsible for getting watch times on events and activating the backup buttons for the timing system.

**Touch Pad:** A large sensitive board at the end of each lane where a swimmer's touch is registered and sent electronically to the timing system.

**Unofficial Time:** The time displayed on a read-out board or read over the intercom by the announcer immediately after a race. After the time has been checked, it will become official.

**Warm-down:** Low intensity swimming used by swimmer after a race or main practice set to rid the body of excess lactic acid, and to gradually reduce heart rate and respiration.

**Warm-up:** Low-intensity swimming used by swimmers prior to a main practice set or a race to get muscles loose and warm, and to gradually increase heart rate and respiration.

**Watches:** Stopwatches used to time swimmers during a competition. When totally automatic timing equipment is used, watches serve as a back-up method.

## WEBSITES OF INTEREST

### **Governing Bodies:**

Swimming Canada: [www.swimming.ca](http://www.swimming.ca)

Swim BC: [www.swimbc.ca](http://www.swimbc.ca)

USA Swimming: [www.usaswimming.org](http://www.usaswimming.org)

### **Safe Sport:**

Swimming Canada Safe Sport page: <https://www.swimming.ca/en/safe-sport/>

Canadian Sport Helpline: [www.abuse-free-sport.ca](http://www.abuse-free-sport.ca) (1-888-837-7678)

### **Equipment:**

Team Aquatic Supplies: [www.team-aquatic.com](http://www.team-aquatic.com)

### **Swimming news/ entertainment:**

Swim Swam: [www.swimswam.com](http://www.swimswam.com)

Swimming World Magazine: [www.swimmingworldmagazine.com](http://www.swimmingworldmagazine.com)