

St. Albert Sailfish Summer Swim Club

Parent Handbook



A Community of Athletes

St. Albert Sailfish SportsEngine Motion Site

Table of Contents

Mission-Vision-Values	4
St. Albert Sailfish Swim Club Policies and Procedures	5
The Swim Club	6
The Alberta Summer Swimming Association (ASSA).....	7
Message From the Club President	8
Thoughts From the Head Coach	9
The Swimming Program.....	12
Group Description.....	13
Fees	15
Refund Policy	15
Practices	16
Facilities	16
What to Expect at Practice?	16
Extreme Weather	17
Water Safety	18
Coaching Staff	19
Decisions Regarding Event Entries and Training Plans	19
Club Expectations of Families and Athletes	20
Volunteer Sessions	21
Volunteer Obligation Cheque	21
Various Fundraising Events.....	21
Swim Meets	23
Swim Meet Expectations.....	24
Meet Withdrawals	25
What to Bring to a Swim Meet?	25
Exhibition Athletes	25
Regional Championships	26
Regional Championships Timeline.....	27
Practices the Following Week.....	27
Provincial Championships.....	28
Qualifying.....	28
Events.....	28

Provincial Championships Timeline.....	28
Miscellaneous	29
2025 Summer Swim Meet Schedule (unofficial)	30
Awards.....	31
2025 St. Albert Sailfish Summer Swim Club Timeline	35
Officials Clinics.....	36
APPENDIX A.....	37
APPENDIX B.....	39
APPENDIX C.....	40
APPENDIX E.....	52
APPENDIX F.....	58
APPENDIX G.....	59
APPENDIX H.....	60
APPENDIX I.....	61
APPENDIX J	62

Mission-Vision-Values

Mission

The St. Albert Sailfish Summer Swim Club is a non-profit competitive summer swimming club that seeks to develop future leaders that value fitness for life by teaching swimming skills, competition skills, and life skills.

Vision

Sailfish alumni are:

- Lifelong Learners
- Leaders
- Collaborators
- Mentors
- Community Builders
- Goal Setters
- Self-Confident People
- Friends
- Cheerleaders
- Partners
- Team Builders

Values

The St. Albert Sailfish maintains four key values: excellence, community, respect, and long-term athlete development.

Excellence

- Effort
- Attitude
- Conduct
- Leadership

Respect

- Teamwork
- Fair Play
- True Sport Principles

Community

- Volunteerism
- Family Engagement
- Having Fun
- Giving Back to the Community

Long Term Athlete Development

- Sport for Life
- Fitness

St. Albert Sailfish Swim Club Policies and Procedures

The St. Albert Sailfish has policies and procedures utilized for the safe operations of the swim club. Specifically, the St. Albert Sailfish adheres to the following policies:

- Screening Policy
- Safe Sport Environment Guiding Principle
- Code of Conduct and Ethics for Athletes, Coaches, Officials, Parents, and Club Executive Board
- Universal Access and Inclusion Policy
- Complaints Process and Disciplinary Policy

These documents can be found in "APPENDIX" section at the end of this handbook, or on our website under the tab entitled "[Policies and Processes](#)".

All Sailfish families and athletes are required to abide by the Code of Conduct and Ethics for Athletes, Coaches, Officials, Parents, and Club Executive Board.

Please refer to APPENDIX C "the Code of Conduct and Ethics for Athletes, Coaches, Officials, Parents, and Club Executive Board".

The Swim Club

"What's your superpower? I'm a Sailfish!"

The St. Albert Sailfish Summer Swim Club was established in 1968 as a non-profit summer swim club. The St. Albert Sailfish Summer Swim Club is run by volunteers and supported by members and fundraising. With a membership of 90+ swimmers, the St. Albert Sailfish aspires to be present and seen in the community.

The St. Albert Sailfish has always been a high performing club in the Alberta Summer Swimming Association (ASSA). The club are 24-time Region B Champions (1969-1979, 1982-1983, 1987-1989, 2005, 2010-2017 and 2024). The club was also awarded the Region Trophy in 1970, 1971, and 1974, along with the Para Swimming Team Provincial Championship in 2017. Historically, Sailfish athletes have also qualified to the ASSA All-Star Teams. Six All-Stars Records have been set by Sailfish athletes, and two records remain as of today. Our athletes have set 51 ASSA Provincial Records since 1968. Our athletes have won the ASSA Award of Excellence twice and the ASSA Rachor Trophy twice at the ASSA Provincial Championships. In 2024, the St. Albert Sailfish was awarded the Highest Earned Age Group Points trophy as well as crowned the Region B Champions.

The St. Albert Sailfish season begins at the start of May and ends following our Provincial Meet which is typically third weekend of August. Our athletes train at Fountain Park Recreation Centre and Grosvenor Pool.

Please keep in mind that the St. Albert Sailfish is **not** a learn-to-swim program. All interested members are required to follow the Swim Alberta's Competition Readiness procedures (see APPENDIX A). If the interested athlete does not meet the Competition Readiness criteria, the interested athlete will be asked not to join for the season.

Learn to swim programs are offered by the City of St. Albert, City of Edmonton, and other surrounding municipalities.

Please visit the following websites to learn to swim programs:

- [City of St. Albert](#)
- [City of Edmonton](#)
- [Strathcona County](#)
- [City of Fort Saskatchewan](#)

The Alberta Summer Swimming Association (ASSA)

The St. Albert Sailfish is affiliated with the Alberta Summer Swimming Association (ASSA). The ASSA is the provincial organization that provides summer swimming programs for individuals of all ages and abilities in Alberta. The St. Albert Sailfish is also part of Region B.

Part of the St. Albert Sailfish registration fees go towards the ASSA for registration purposes and provincial insurance.

For extensive information on the ASSA, please visit the [ASSA website](#).



Message From the Club President

2025 is upon us and we are so excited to welcome all our athletes for another incredible swim season!

Sailfish is a community of swimmers who have a passion for the water. Every year we have new families who join the club and are taken aback at how much fun their swimmers have swimming lengths! This enjoyment is directly attributable to the welcoming culture that has been fostered in our club. Swimmers quickly make friends, and that in turn encourages them to come to practice where they then realize significant strides in their swimming abilities.

Our success as a club has always been the combination of a welcoming culture coupled with a coaching staff that is second to none. Amazing coaching is the lifeblood of a team and we have been very fortunate to have coaches that both teach and support our athletes' development. They have been able to get results from our athletes that the athletes themselves were not even aware they could produce. Additionally, they have been there when our athletes have needed moral support and have helped guide them in managing "big emotions".

As our coaches support our athlete's physical prowess, our families are our silent secret weapon. By supporting your athletes aspirations and giving of your time in supporting the team you make all the difference in making things fun! As a parent of a swimmer who has been with the club for many years, volunteering has allowed our family to become involved and encourage not only our daughter, but other swimmers as well. By volunteering you show your child that you are also part of the team and that the community they are invested in has value both in and out of the pool.

2025 looks to be another amazing year and we look forward to seeing all our returning and new swimmers and encourage families to give as much to the life of the club as your athletes do.

Alain Casavant

President of the St. Albert Sailfish Swim Club

Thoughts From the Head Coach

When I was growing up in the less-than-polished streets of North Edmonton, there was only one rule about coming in from playing: as soon as the street lights came on I had better be on the doorstep. If my dad whistled, it was too late. Every kid could hear that fingerless shrill whistle within a two-block radius of our house. It was the same whistle Dad herded horses with, scared the coyotes away from the chicken barn, and urged me to come home faster.

In my first paid coaching job I didn't have an assistant coach to help wrangle eight lanes of high-school swimmers. It wasn't long before my dad's whistle crept into the mix. I explained to the team the story behind the whistle. At first, there was more spit than sound. But over two weeks, the whistle made up for the lack of personnel on deck.

A small feisty grade eleven athlete named Shane Anderson approached me on the deck just before a distance event at a dual meet. He handed me a 3 x 5 card and with an impish glint in his eye he headed for marshalling and a surgical tubing warmup.

Glancing down at the card I immediately looked up to find Shane standing behind the timers. I gave a quizzical shrug and Shane returned my mime with a stern finger-point to his lips pursed in a mock whistle. Following the three directions on the card, I was to whistle low if he was going faster than the goal pace; high if he was faster than pace, and "whistle like the street lights just came on..." if he was close to setting a personal best. After Shane's record-breaking performance, other teammates started handing me cards and scraps of paper on how I should whistle for them. What made the whistle stick in my toolbox, however, was a shy young girl who, with misty eyes, said, "I don't have a card. I know you're busy. Could you just whistle so that I know you're watching?"

My whistle has been lauded by coaches at international championships and prompted referees to kick me out of swim meets in Alberta. I even got called out to the parking lot by an angry parent (of an opposing team) who intended to "teach me a lesson about whistling" if I didn't stop. Still, I whistle.

A mentor coach at Stanford University took my whistle a step further when he told me, "Never let your voice or your whistle replace your feet. If you demand that your swimmers do three 'K' of swimming, you better be walking four 'K' - but don't lose that whistle. I like it!"

The St. Albert Sailfish are more than a swim team, they are an institution of growth. Our swimmers have become physicists, lawyers, doctors, teachers, loving parents, and fervent storytellers. Swim meets are the fertile environment where all of that success begins. While some may arrive with their version of anxiety, all leave with confidence and a clean slate knowing that they were successful in some part. One of the most powerful conversations I ever heard, was between a mom and a young swimmer, "I won my heat Mom!" to which the mom replied with an

arm's length squeeze, "I just love watching you swim." End of conversation. Swimmer seen. Success solidified.

Sailfish coaches are a different breed. From day one our coaches learn names and what makes the athletes tick. We learn about birthdays, watch them at dance recitals, applaud their artwork, and listen intently to the stories they tell. At swim meets the coaches work as a team so that someone is always watching and someone is always talking to a teammate. And if you are looking for a Sailfish coach, look for the green-clad racewalker, or better yet, close your eyes and wait for the whistle. Evidence that every swimmer is being watched.

Success isn't measured by the digits on a stopwatch, it is measured by the watchful eye. The parent's job is to watch without judgment. The coach's job is to watch with an eye for what has been mastered and what is next to practice. The swimmer's job is to perform every skill every day as if they are being watched.

Coach Glenn Wilson
Head Coach of the St. Albert Sailfish Swim Club

The Executive Board

As a non-profit organization, the St. Albert Sailfish Swim Club relies on parental involvement to make each season a success. The executive is made up of several parents who meet before, during, and after the season. There are several director positions that support the club operations in specialized areas. Every year, the club seeks parent volunteers to take on these positions to help continue the success of the club. It is incredibly rewarding to be a part of the team that makes our swim club happen.

The Sailfish Executive Board for 2025 is as follows,

Title	Name	Phone Number	Email
President	Alain Casavant	780-660-2429	yac@shaw.ca
Vice-President	Bill Primrose	780-298-1980	Bdp19@hotmail.com
Treasurer	James Dean	780-298-8505	James_dean@shaw.ca
Secretary	Sherri Lees	780-246-6770	sherrilees@hotmail.com
Registrar	Akiko McLeod	780-265-0973	akiko.mcleod@gmail.com
Director-Officials	Glenna Belika	780-690-3834	gravnsborg@yahoo.ca
Director-Fundraising	Megan Thorburn	780-686-2986	meg.thorburn@gmail.com

Should you have any questions, please feel free to talk with any executive member on deck or by email. They are more than happy to answer all your questions and concerns.

IMPORTANT NOTE: If a family member(s) has a concern or grievance with the St. Albert Sailfish Swim Club, the Executive Board requests that the family member(s) address their concerns to any of the Executives and not the coaching staff.

The Swimming Program

The St. Albert Sailfish offers competitive swimming programs for athletes who pass the minimum safety standard, at the discretion of the coaches.

Safety Requirements

In accordance with Swim Alberta and the ASSA rules, all athletes looking to join the swim club must meet the "Competition Readiness Standard".

Athletes must demonstrate that they can do the following:

- Complete a shallow water entry (sit or slip in).
- Swim 25 meters of any style without stopping or resting.
- Exit the pool from deep water.
- Jump feet first into deep water and recover.
- Tread water for thirty (30) seconds with their mouth and nose above the water always.

Any athletes that do not meet the ASSA's minimum standard will not be allowed to join the swim club. A full refund will be issued.

Please refer to APPENDIX F "Competition Readiness Standard".

Once the athlete has met the "Competition Readiness Standard", they will be placed in a skill group at the discretion of the coaches. Groups are determined based on the athlete's skill level and age. Furthermore, coaches will place athletes in groups where they believe that the athlete will develop the best as a swimmer.

Please note that your athlete is not guaranteed to go up a skill group level in the next season.

Group Description

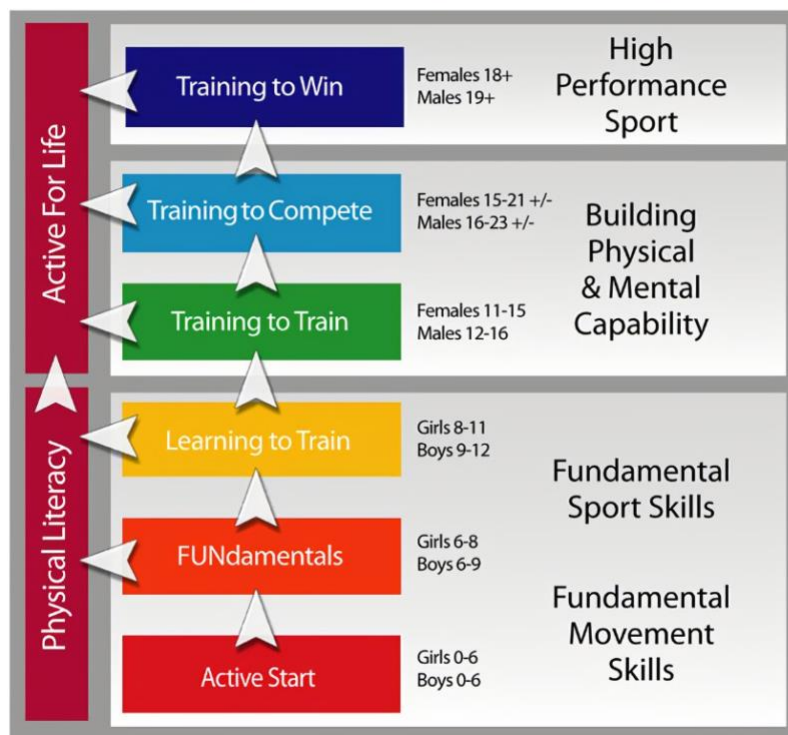
St. Albert Sailfish athletes are grouped into five skill groups. Athletes may only practice during their assigned group slot. Athletes may not swim every day.

Group Name	Group Focuses
Group 1	FUN-damentals (~60 minutes) Skills Covered: ·Freestyle and Backstroke ·Starts ·Lane Etiquette ·Introduction to Competitive Swimming
Group 2	Learning to Train (~75 minutes) Skills Covered: ·Freestyle, Backstroke, Breaststroke, and Butterfly ·Starts ·Relay Takeovers ·Lane Etiquette ·Introduction to Competitive Swimming ·Flip Turns and Touch Turns
Group 3	Training to Train (~90 minutes) Skills Covered: ·Freestyle, Backstroke, Breaststroke, Butterfly, Individual Medley ·Starts ·Relay Takeovers ·Flip Turns and Touch Turns ·Pace Work
Group 4	Training to Compete (~120 minutes) Skills Covered: ·Freestyle, Backstroke, Breaststroke, Butterfly, Individual Medley ·Starts ·Relay Takeovers ·Flip Turns, Touch Turns, and IM Turns ·Pace Work ·Race Strategy ·Distance Swimming

Group 5	Training to Compete & to Win (~120 minutes) Skills Covered: ·Freestyle, Backstroke, Breaststroke, Butterfly, Individual Medley ·Starts ·Relay Takeovers ·Flip Turns, Touch Turns, and IM Turns ·Pace Work ·Race Strategy ·Distance Swimming
---------	--

The executive board has aligned the groups to fit with Sport Canada's Long-term Athlete Development (LTAD) Model. With that said, the St. Albert Sailfish team is supportive of a recreational orientated pathway (that would still include competitions) and a competitive oriented pathway for each age group.

There may be overlaps in ages between groups. For instance, a 12-year-old athlete may be placed in the 12 and Under group or the 12 - 16 group. The group coach will decide where best to assign the athlete for their athlete's long-term success. This helps kids to be *Active for Life*.



Fees

Registration and program fees include training, coaching, meet entry, pool rental, coaching staff, lifeguards, equipment, ASSA specific fees, and team photos. The fees **do not** include team swimsuits or apparel. The fees are **per athlete**.

The fees for the 2025 season are as follows:

Group Name	Fees
Group 1	\$725
Group 2	\$775
Group 3	\$800
Group 4/5	\$850

All fees should be e-transferred to the St. Albert Sailfish Swim Club's e-transfer at sailfishswimclub@hotmail.ca.

IMPORTANT NOTE: In the first weeks of practices, the head coach and coaching staff may recommend certain athletes to move into different groups. Should this happen, and the registration fee for the new group is less or more than the previous group, the family will be reimbursed the difference or asked to pay the additional fee.

Refund Policy

- \$100 deposit is non-refundable as it holds a place for the swimmer.
- New athletes
 - Full refund (except deposit) until Friday May 2nd
- Returning athletes
 - Full refund (except deposit) prior to May 1st.

Practices

Facilities

The St. Albert Sailfish Swim Club practices at Fountain Park Recreation Centre and Grosvenor Outdoor Pool.

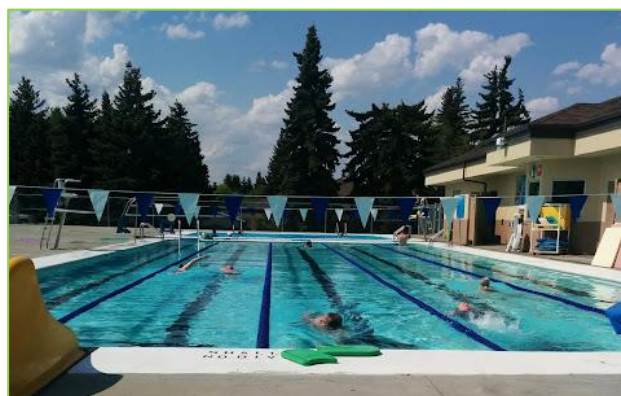
Fountain Park Recreation Centre

- [4 Cunningham Rd, St Albert AB T8N 2E9](#)
- Indoor pool with diving blocks and pace clocks.



Grosvenor Outdoor Pool

- [1 Grenfell Ave, St. Albert, AB T8N 0Y8](#)
- Outdoor pool with a lane pool and dive tank.



What to Expect at Practice?

Athletes

Athletes are expected to be engaged and actively listening for the duration of practice. Practices will begin with dryland activations to warm up the muscles used for swimming. Athletes will swim a water warmup before any main sets or drill sets. The rest of the practice may comprise of kicking drills, starts, turns, relay takeovers, stroke drills, pace, endurance, or speed-related activities. Occasionally, athletes will play games such as Sharks and Minnows during practices when everyone demonstrates good behaviour.

Families

Families are not expected to stay at the facility for the duration of their athlete's practice if they would not like to do so. However, families are more than welcome to stay and socialize with other families.

Families are expected to remain on the sidelines during practices. Do not intrude on the coach's space and begin coaching your athlete during practice.

Extreme Weather

Outdoor practices may be postponed or cancelled due to extreme weather conditions.

Thunderstorms

When the first instance of thunder is heard, practices will be postponed for 30 minutes. If another thunder is heard, the 30-minute countdown will reset. Outdoor practices will **resume** if there is **30 minutes or more** left in a group's practice slot (e.g., 5:30 PM or earlier for practices that end at 6:00 PM). Outdoor practices will be **cancelled** if there are **29 minutes or less** in a group's practice slot (e.g., 5:31 PM or later for practices that end at 6:00 PM). The coaching staff will remain at the facility until every athlete has been picked up. The coaching staff will leave once all athletes have left the building and when there is 29 minutes or less remaining in the final group of the day's practice slot.

Air Quality

Air quality will be monitored and outdoor practices may be cancelled due to poor air quality. Cancellations will be transmitted through email to families at least 30 minutes prior to practice.

There will be no cancellations due to poor air quality for indoor practices.

Water Safety

Proper water safety and education is instrumental to ensuring all St. Albert Sailfish athletes practice in a safe manner and in a safe environment. Athletes are expected to follow these basic water safety instructions:

- Do not dive unless told by the coaches.
- Do not dive headfirst in water that you do not know the depth of.
- Do not dive or jump into the water without looking to see if the area is clear.
- Do not dive or jump onto other athletes.
- Jump feet first in pools that you do not know the depth of.
- Practice basic lane etiquette
 - If circle swimming: swimming on the right side
 - Pass people at the wall; not in the middle.
 - Tap the athlete's feet if you are catching up to them and would like to pass.
 - Allow the other athlete to pass at the wall if they are catching up to you.
 - Do not pull on any limb of other athletes.
 - Do not pull, sit, or lay on the lane ropes.
 - Do not engage in breath holding contests or any shallow water blackout activities.
 - Do not swim in deep water if you do not feel comfortable in doing so.
- Do not attempt to drown other athletes; even as a "joke".
- No roughhousing.
- Swim next to the lane rope for backstroke to avoid the other athlete.
- Stay hydrated throughout practice.
- Let a coach or lifeguard know if you are injured or feeling unwell.
- Do not misuse equipment.
 - Do not sit on flutter boards or push them underwater.
- Do not splash water on other athletes' faces unless they have given you permission to do so.
- Always listen to your coaches' instructions.
- Always listen to the lifeguard's instructions.

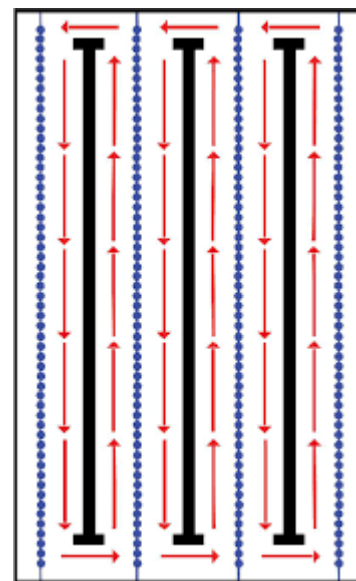


Figure 1: Circle Swimming Direction

THINK BEFORE YOU SWIM!

Coaching Staff

The St. Albert Sailfish coaching staff are known throughout the province for having one of the most respectful and amazing coaches. All Sailfish coaches have (at minimum) full NCCP Swimming 101 certifications, vulnerable sector checks, and experience in coaching competitive swimming.

Lead Coaches

All groups will typically have one (1) lead coach that manages the season-planning and practice planning of the group. Other coaches may fill in for the lead coach during a period of absence. Other coaches may assist with coaching the group.

Decisions Regarding Event Entries and Training Plans

Please keep in mind that our coaches are professionals that will train your athlete in a manner that benefits their athletic development. This may mean that your athlete may not swim in the events that you believe would be best for them. Our coaches are professionally trained and will ensure that your athletes will swim to their strengths, which will ultimately benefit their athletic development.

Families may inquire about a coaching decision with the head coach. And together, the coaching staff can work towards what will be best for your athlete. However, repeated harassment or unwanted communication regarding training plans and event entries will not be tolerated. **All instances of harassment and unwanted communication will be recorded.**

All questions and concerns must be directed to the head coach.

Club Expectations of Families and Athletes

The St. Albert Sailfish is known amongst the province as one of the most polite and well-mannered swim club in summer swimming. The club's positive reputation can only continue through teamwork amongst the coaching staff, athletes, and families. Everyone needs to work collaboratively to provide a positive experience for everyone involved.

General Expectations

Families

- Be respectful to everyone (volunteers, athletes, other Sailfish families, coaching staff, officials, referees, etc.)
- Direct questions to the head coach and/or executive members.
- Represent the St. Albert Sailfish in a positive manner.
- Make travel arrangements for your athletes to and forth practices and swim meets.
- Create an encouraging and positive learning environment for your athlete.
- Never harass others (volunteers, athletes, other Sailfish families, coaching staff, officials, referees, etc.)
- Refrain from behaviours and activities that paint the St. Albert Sailfish in negative light.

Athletes

- Be respectful to everyone (volunteers, athletes, other Sailfish families, coaching staff, officials, referees, etc.)
- Represent the St. Albert Sailfish in a positive manner.
- Show up to practices and swim meets on time.
- Contribute to a positive learning environment for other Sailfish athletes at practices.
- Never harass others (volunteers, athletes, other Sailfish families, coaching staff, officials, referees, etc.)
- Refrain from behaviours and activities that paint the St. Albert Sailfish in negative light.

An exhaustive list can be found in **APPENDIX C "Code of Conduct and Ethics for Athletes, Coaches, Officials, Parents, and Club Executive Board"**.

Athletes and families that choose to disregard the following the expectations established by the St. Albert Sailfish may be subjected to disciplinary measures.

All Sailfish families and athletes must read the St. Albert Sailfish's Code of Conduct (APPENDIX C), sign it, and hand it to a Sailfish executive member.

Fundraising Commitments

Fundraising is an essential tool to keep registration fees low and to subsidize the cost of operating the St. Albert Sailfish. All families are expected to participate in various fundraising activities throughout the season.

Volunteer Sessions

Sailfish Families are expected to commit to several volunteer sessions throughout the season. Volunteer sessions are offered through various fundraising activities and swim meets. Volunteer sessions at swim meets are split into **Morning Sessions**, **Afternoon Sessions** and some **Evening Sessions**. Families are required to volunteer at the Bottle Drive, Distance Challenge, and for two (2) sessions at the St. Albert Sailfish Swim Meet. Furthermore, families are required to volunteer for at least four (4) additional volunteer sessions beyond those mentioned for the Bottle Drive, Distance Challenge and St. Albert Sailfish Swim Meet.

Volunteer Obligation Cheque

Every Sailfish family is expected to provide Volunteer Obligation Cheques for each fundraiser and hosted swim meet commitments. These cheques are an assurance of family participation in fundraising activities and swim meet volunteer commitments. Volunteer Obligation Cheques will be voided once the required family volunteer commitments are met. Volunteer Obligation Cheques will be deposited if the family does not meet their required family volunteer commitments.

The St. Albert Sailfish Swim Club require Volunteer Obligation cheques for the following fundraisers:

1. Bottle Drive
 - a. One athlete = \$125.00
 - b. Two or more athletes = \$250.00
2. Distance Challenge
 - a. One athlete = \$75.00
 - b. Two or more athletes = \$150.00
3. St. Albert Sailfish Swim Meet
 - a. \$200.00 per family
4. 4 Additional Volunteer Activities per Family
 - a. One athlete = \$160.00
 - b. Two or more athletes = \$320.00

The performance cheques are due at the time of registration and will be collected at the ***Spring Meeting*** which will be held at ***The Grandin Clubhouse located at 5 Grenfell Ave. in St. Albert on the 10th of April, 2025 at 6:30 PM.***

Various Fundraising Events

Casino Fundraiser September 22nd and 23rd, 2025

We are very fortunate to have been allotted a casino this year. Our casino will be taking place on September 22nd and September 23rd, 2025. We will be seeking volunteers to help us with this two-

day casino fundraising event. The St. Albert Sailfish requires a significant number of volunteers to make this fundraiser a success.

Bottle Drive (Yearly) (Mandatory)

The bottle drive is a mandatory fundraising commitment for all families. Families are considered to be **one athlete** and **one adult**. A Volunteer Obligation Cheque is required for this event. The bottle drive will be held at (location). Volunteers will participate as either a collection truck driver or bottle sorters. Bottle sorters must be at least 12 years old.

The Bottle Drive will be taking place on the 3rd of May, 2025.

Distance Challenge (Yearly) (Mandatory)

The Distance Challenge is a mandatory fundraising commitment for all families. Athletes will be swimming continuously within a set time frame. Each athlete must raise a minimum of \$75.00. Families with two or more athletes must raise a minimum of \$150.00. Athletes can submit individually or as a family to meet this minimum requirement. A Volunteer Obligation Cheque is required for this event.

This is an opportunity for the athletes to test their endurance and raise money to support their club through pledges.

The 2025 Distance Challenge will take place on June 6, 2025.

Volunteering at the St. Albert Sailfish Hosted Meet (Mandatory) and Regional Championships (Yearly)

Families are required to volunteer at the St. Albert Sailfish Swim Meet for two (2) sessions. These sessions can be done by any adult family member. A Volunteer Obligation Cheque is required for this event. *Our swim meet is a two day meet and will take place Friday evening July 11th 2025 and all day Saturday July 12th, 2025.*

As part of Region B, the St. Albert Sailfish has an obligation to provide volunteers for the Regional Championships. Our Regional swim meet will be held on *July 25th (PM), 26th and 27th, 2025.*

Swim Meets

Swim meets are an exceptionally fun and rewarding event for athletes, coaches, and families alike. Athletes are given an opportunity to get a taste of racing other swimmers, while potentially receiving ribbons and medals. Coaches get to see how well the athletes are swimming and how to improve on their practices for the future. Families get to see the results of the hard work put forth by their athletes every single practice.

Registration

- Parents will need to log into Swimming Canada to activate their athlete's account and sign the Risk and Acknowledgement Form for their athlete to be eligible to swim at swim meets.
 - Parents need to ensure that the birth date on TeamUnify matches the birth date on their athlete's Swimming Canada account. Meet entries cannot be processed if the birth date is different. The onus is on the family to correct this issue. If the issue has not been resolved before the meet deadline and attempts have been made to contact the family by the coaches, no entries will be entered for that athlete.
 - Parents must complete every step of the registration process for their athlete to be eligible for swim meets.

Entries

- Meet entries are selected by the coaches. Each athlete is allowed to swim a **maximum of four (4) individual events and two (2) relay events**.
- Parents are expected to attach notes or comments about their athlete when they RSVP on TeamUnify.
 - Late RSVPs and entries may result in the athlete(s) not participating at the swim meet.
 - "Undeclared" athletes on TeamUnify will be treated as "declined" swimmers and not be entered in any races.

Swim Meet Expectations

Athlete Behaviour

- Athletes are expected to represent the St. Albert Sailfish in a positive manner throughout all swim meets and interactions with volunteers, parents, members of other swim clubs, and officials.
 - Athletes are held to the Code of Conduct that they have signed at the beginning of the season. If found in violation of any content in the Code of Conduct, the athlete may face disciplinary action.
- Athletes are expected to wear their St. Albert Sailfish swim cap during swim meets.
 - This includes warm up and races.
- At minimum athletes should wear their St. Albert Sailfish swim cap. If swimmers own apparel they are encouraged to wear it.
- Athletes are expected to demonstrate excellent sportsmanship during the swim meet.
 - This includes shaking hands with competitors after races.
 - This includes saying positive messages to competitors after races (e.g., "Good race!").
 - This includes interacting with other swim club athletes in a positive, respectful, and polite manner.
- Athletes are expected to interact with swim meet volunteers in a positive, respectful, and polite manner.
- Athletes are expected not to interact with officials or referees during the swim meet.
 - Any questions or concerns must go through the head coach.
- Athletes are expected to talk to a coach before and after their races for advice and feedback.
- Athletes are expected to clean up their camp area after the swim meet.
- Athletes are expected to help in the cleanup process at the end of the swim meet.
- Athletes are expected to commit to the relays they are assigned to.
 - Athletes are expected to treat their relay team mates with great respect and sportsmanship.
 - Saying "Can we have "X" on our team instead?", "X" is too slow for our relay?", "Great, we're going to lose because "X" is on our team., etc." exhibits disrespect for other members of the St. Albert Sailfish team and results in violating the Code of Conduct and Athlete Expectations. Bullying will not be tolerated under any circumstances.

Family Behaviour

- Sailfish families are not permitted to be on the pool deck during the swim meet. Families are required to stay in the viewing area. Families will be ejected from the swim meet if they are repeatedly caught trespassing on the pool deck.
 - The meet manager and referee may disqualify all athletes from their events if families disrupt the swim meet by trespassing on the pool deck.
- Families are prohibited from talking to any officials or referees regarding disqualifications.

Meet Withdrawals

- Families are expected to notify the coaching staff as soon as possible if they choose to withdraw their athlete(s) from the swim meet.
 - Coaches will need to scratch the athlete from all events and make changes to relays. The earlier the coaches are notified, the better.

Meet Check-in

- Athletes are expected to check in with a coach for attendance at all swim meets.
- Races such as the 400m, 800m, and 1500m may require a positive check-in prior to the race. Athletes are expected to inform a coach of their arrival so that the coach can check the athlete in, or the athletes can check themselves in.

Relays

- Athletes are expected to commit to swimming their relay events if they are assigned to one. Athletes that do not swim their relay events during the swim meet (without prior approval by the coach) may be prohibited from swimming in relays for the remainder of the season (unless otherwise notified).
- Relays are also a great opportunity to get to know your teammates from other groups! Complaints about having "x" athletes on your relay team is unacceptable.

What to Bring to a Swim Meet?

Extra goggles	Extra towels
Extra socks	Healthy snacks
Camera (for memories)	Camping chairs
Spare swimsuit	Extra swim caps
Equipment bag	Sharpies to write your races
Water bottles	Blankets
Games	Books

Exhibition Athletes

Athletes who have been registered with a year-round swimming club (e.g., Olympians Swim Club, Edmonton Keyano Swim Club, Strathcona Country Swim Club, etc.) will swim as an "exhibition" athlete. Exhibition athletes will not be able to score any points for the team and are not permitted to compete at Regional and Provincial Championships. Exhibition athletes will not receive ribbons and medals at circuit swim meets. Any exhibition athlete who chooses to compete as a summer athlete must wait at least one year before being eligible to compete as a summer athlete.

Regional Championships

- Regional Championships is a championship swim meet for our region (Region B). Regional Championships also serve as the qualifying swim meet for the ASSA Provincial Championships.
 - Athletes that place top two (2) in their events will be automatically qualified for provincial championships in their events.
 - Wildcard qualifiers are the next four (4) fastest swims swum at regionals in all regions.
- Athletes must participate in at least one (1) circuit swim meet in order to compete at Regional Championships. No exceptions can be made.
- The coaching staff will enter athletes in events where they would have the most potential to attain points for the swim club.
 - Based on the focus, Regional Championships may be prioritized over Provincial Championships for the sake of attaining various team awards in the region.
 - This may mean that athletes will be placed in a relay team for Regional Championships that will be scratched at Provincial Championships if a member of the relay team cannot attend Provincial Championships.

The Meet

Regional Championships are run differently compared to the circuit meets throughout the season. Regional Championships are contested over two days (Saturday and Sunday). Warmups typically begin at 7:30 am. Parking is limited; therefore, families should arrive at the venue early. Regional Championships consists of preliminary races and finals races.

Preliminaries are held during the morning session. To qualify for finals races, the athlete must swim a time that is in the Top 8 of their age categories. Places 9 and 10 will be reserved for alternate swimmers. Alternate swimmers will swim in finals if any finals athlete scratches or no-shows at finals. Places 9 and 10 will be required to be in the marshalling area with their age-category as if they were to swim the event. Finals are held during the afternoon sessions. Places 1st to 3rd will be awarded medals during the medal ceremony. Relays are only contested during the afternoon sessions. In other words, relays are finals-only.

Athletes will have a "camp" on the pool deck. Parents are not permitted to be on the pool deck unless they are volunteering as an official, timer, general volunteer, or parent chaperone. This is a great time for athletes to bond with each other. Please be mindful of your belongings. Do not bring any valuables to the camp. Athletes should be mindful of their space, and if they make a mess, they will clean it up.

There will be a 30 minute to an hour-long break after the morning sessions. Athletes and parents should bring lunch and snacks for the swim meet. There are no microwaves on site. Please do not bring glass containers as the facility will likely prohibit glass containers to be on the pool deck.

Athletes are expected to respect the rules and policies of the facility. Athletes cannot use the facility's amenities unless they have purchased a day-pass to do so. Athletes should not be causing damage to the building. Athletes should not be disrupting patrons using the facility at the time of the swim meet. Athletes should remain in the camp, locker room, or pool deck during the duration of the swim meet.

There will be volunteer marshals to help the athletes get to their designated heats and lanes for the morning and afternoon sessions.

Medal ceremonies typically occur after the afternoon session, however, there is the possibility that there will be medal ceremonies during the break.

Regional Championships Timeline

Day 1	Arrive at the facility	Check-in with coaches	Pre-warm up activities	13 and Over Warmup	12 and Under Warmup	Morning Session (Preliminaries)	BREAK	13 and Over Warmup	12 and Under Warmup	Afternoon Session (Finals)	Medal Ceremony
Day 2	Arrive at the facility	Check-in with coaches	Pre-warm up activities	13 and Over Warmup	12 and Under Warmup	Morning Session (Preliminaries)	BREAK Medal Ceremony	13 and Over Warmup	12 and Under Warmup	Afternoon Session (Finals)	Medal Ceremony Award Ceremony

Practices the Following Week

The St. Albert Sailfish will still have practice the week leading up to Provincial Championships (usually one week after Regional Championships). Coaches will quickly bring up the training volume for 1-2 practices, before tapering down the volume for practices leading to Provincial Championships. This will help extend the athlete's taper into Provincial Championships. Athletes who did not qualify for Provincial Championships or did not swim at Regional Championships are still encouraged to attend practices.

Provincial Championships

The ASSA Provincial Championships is the championship swim meet for all ASSA clubs. The meet takes place over three days (Friday, Saturday, and Sunday).

Qualifying

Athletes will need to have qualified for Provincial Championships through **becoming a Region Qualifier (placed top 2 in age group for 50/100/200/400 events)** or **being wildcarded into the swim meet (top 16 times swum at Regional Championships)**.

Events

Provincial Championships will host the same events as hosted at Regional Championships. Provincial Championships are timed finals. This means that there are no preliminary sessions. Morning and Afternoon Sessions are timed finals. "Fun" or exhibition events such as, Region Relays may be held. The exhibition events do not count towards overall points.

Races will be swum in two pools: the West Pool and the East Pool. Typically, the top 8 athletes will swim at the West Pool, while the other 8 athletes will swim in the East Pool. Athletes will be marshalled accordingly.

If athletes "no-show" for their races, they will be scratched out of all events during that session. This rule applies to relays. If one member of the relay team does not show up, the entire team will have their events scratched for the remainder of the session. It is crucial that athletes show up for their races. No-shows are **unacceptable**. If an athlete no-shows for a provincial relay, they may be barred from participating in any relays in their next season with the St. Albert Sailfish.

Provincial Championships Timeline



Miscellaneous

Arriving to the Swim Meet

Sailfish families and athletes should arrive at the swim meet facility prior to the start time. Parking is limited, especially during Regional Championships and Provincial Championships.

Seating Areas

Some facilities have a designated space for viewing; however, it is not guaranteed.

Setting Up Camp

Most swim meets have a designated outdoor area for "camps". Sailfish families typically set up their areas near each other. Many families bring camping chairs and tents to set up. This area can also act as a "hub" for athletes before and after their races. Sailfish families and athletes will clean up their area after the swim meet.

Heat Sheets

Heat sheets are typically available for purchase at swim meets for \$3.00-\$5.00.

Meet Mobile

Meet Mobile is an app that allows families and athletes to see the results of the swim meet updated in real-time. Meet Mobile costs approximately \$13.00 CAD a year.

- [Apple Devices](#)
- [Android Devices](#)

Medal Ceremonies

Medal ceremonies will occur at the end of the swim meet.

Missed Medals and Ribbons

Missed medals and ribbons will be picked up by the coaching staff. Medals and ribbons will be distributed to the athletes the following week.

Spare Swim Caps

Swim caps are available to purchase for \$11.00 in cash or through e-transfer (sailfishswimclub@hotmail.ca).

ASSA Provincial Championship Merchandise

Athletes and families will be able to purchase ASSA Provincial Championships merchandise. ASSA Provincial Championships merchandise is available for pre-order online. A booth will be set up for athletes and families to purchase merchandise.

Swimming Canada Rulebook

The Swimming Canada Rulebook can be purchased at the [Swim Alberta website](#). This rulebook outlines World Aquatics rules and regulations, stroke disqualifications, and various swimming terminology.

2025 Summer Swim Meet Schedule (unofficial)

May 31 – Drayton Valley Neptunes – Drayton Valley, AB

June 7 – Westlock Gators – Westlock, AB

June 14 – Whitecourt Blue Dolphins – Whitecourt, AB

June 20-21 – Stony Plain Sharks – Stony Plain, AB

June 28 – North Edmonton Swim Club – Hinton, AB

July 4-5 – Devon Dolphins – Devon, AB

July 11-12 – St. Albert Sailfish – St. Albert, AB

July 19 – Spruce Grove Barracudas – Spruce Grove, AB

July 25-27 – Region B Championships – Spruce Grove, AB

August 01-03 – ASSA Provincial Championships – Edmonton, AB

Awards

Carolyn Murray Award

"...it all started with the St. Albert Sailfish."

-Carolyn Murray, 2008 Olympian.

Carolyn Murray's illustrious triathlon career spanned through Canadian National Championships, World Cups, World Championships, and the Olympics. Murray is now one of the coaches for the national triathlon training in Victoria, B.C.

The Carolyn Murray Award is awarded to the Sailfish athlete who exemplifies that this team is just a launching pad for excellence in other areas of athleticism.

Wendy Knight Memorial Trophy

Named after an individual who was instrumental to the St. Albert Sailfish in its early years, this award is awarded to the athlete who has demonstrated the willingness to persevere through hard work and dedication, while maintaining a positive attitude to all swim club members and coaches.

This award is awarded to one (1) athlete, regardless of gender.

Gordon Pass Memorial Trophy

The Gordon Pass Memorial Trophy is awarded to the athlete who exhibits the most outstanding performance in distance events.

The criteria are as follows:

- One awarded regardless of gender.
- Based on recognized distance events in ASSA (200, 400, 800, 1500 Freestyle and 100 Butterfly).
- Based on frequency of the events swum.
- Based on swims with the highest point total according to the SNC point/IPC points chart.
- Athletes must attend a minimum of five (5) swim meets over the course of the season to be eligible for this award.
- Meets that count toward total: all Region B club meets, Alberta Summer games, Regionals, and Provincials.
- Athletes must swim the event a minimum of twice over the course of the season to be eligible for this award.

The Flowers Family Award

The Flowers Family Award is given to the athlete who shows the most potential to achieve swimming accolades beyond the ASSA.

The Flowers family has been a cornerstone of the St. Albert Sailfish since the early days. Scott Flowers established numerous ASSA provincial records during his tenure. Scott went on to swim with the University of Alberta Golden Bears and McGill Redbirds. Scott Flowers also received a silver medal from the 1986 Commonwealth Games. Emily and Mack Flowers have also made accolades beyond the ASSA. Between the two, they have several ASSA, Alberta, and Alberta masters provincial records, Canadian masters national records, national titles, and varsity titles. All three of the Flowers have also competed the Canadian Olympic Trials.

Most Improved Swimmer Awards

This award is awarded to the swimmer(s) who has demonstrated major improvements in technical stroke skills and performance improvements.

The award will be awarded to one Junior (12 and Under) and one Senior (13 and Over) athlete of each gender.

Most Dedicated Swimmer Awards

This award is based on attendance records at practices and swim meets. Practice attendance is weighted heavier than swim meet attendance.

Athletes who have shown that they are willing to do what is necessary for the team's success may be considered.

Most Outstanding Awards

This award is awarded based on the average of the five (5) fastest events swam in the season.

Criteria:

Athletes must attend a minimum of five (5) swim meets over the course of the season to be eligible for the award.

- Swim Meets: All Region B club meets, Regional Championships, Provincial Championships, Alberta Summer Games, Summer Provincials.

Senior Awards (13 and Over):

- Highest point total based on FINA points for Senior Athletes

Junior Awards (12 and Under):

- Times closest to the Provincial Championship Time Standards established by Swim Alberta.
 - These are also the All-Stars Qualifying Times or Winter Club 'A' Times

Top Performance Awards

This award is awarded based on the highest point total based on FINA points. There is one (1) male and one (1) female award awarded.

- This award is based on a single swim with the highest point total based on FINA points.

Trophy Case and Bulletin Board

- Families and athletes can view the trophies and any content on the bulletin board at [Fountain Park Recreation Centre](#).
 - The trophy cases are located on the pool deck and in the viewing gallery.
 - The bulletin board is located on the wall outside of the meeting room in the galley.

Iron and Platinum Sailfish Awards

Iron Sailfish Award

The purpose of this award is to encourage athletes to participate in all stroke disciplines. Every Sailfish athlete has the opportunity to attain the Iron Sailfish Award.

To receive the Iron Sailfish Award, athletes must complete the following events:

6 and Under	25m Freestyle 25m Backstroke 50m Freestyle 50m Backstroke
7 to 10	At least 1 event of each stroke (25/50/100) 100m IM
11 and Over	At least 1 event of each stroke (50/100/200) One IM event (100/200) One distance event (400, 800, 1500)

Platinum Sailfish Award

The purpose of this award is to encourage athletes to participate in all events (available to their age group) provided by the ASSA. While this seems like a daunting task, numerous Sailfish athletes and coaches have achieved this feat multiple times. Every Sailfish athlete that is 7 years old and older can achieve this award.

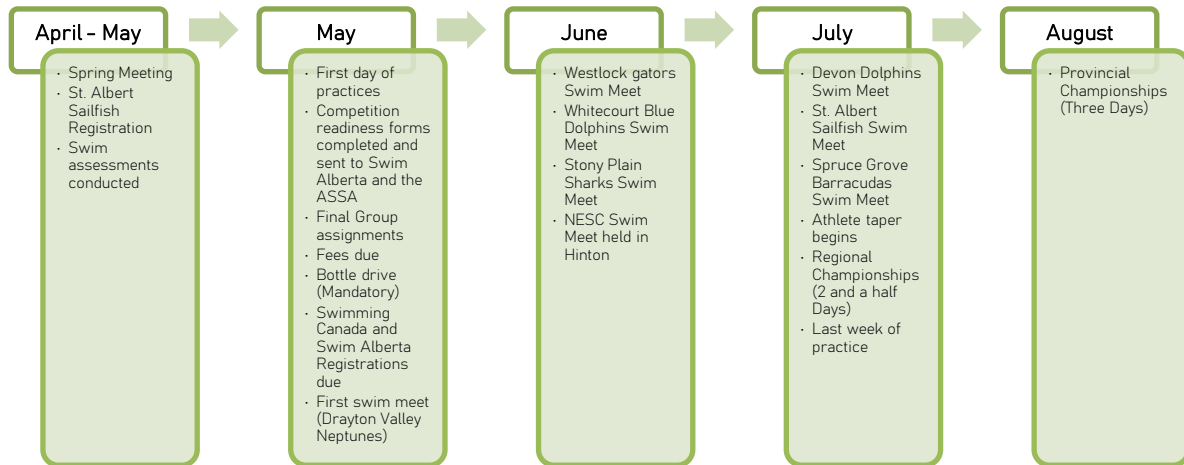
To receive the Platinum Sailfish Award, athletes must complete all events available to them in their age category.

You may use the grid on the next page as a checklist for your athlete.

Platinum Sailfish Checklist

Name:	7 & 8	9 & 10	11 & 12	13 & 14	15 & 16	18 & 0
Short Fly						
Long Fly						
Short Back						
Long Back						
Short Breast						
Long Breast						
Short Free						
Long Free						
200m Free						
400m Free						
800m Free						
1500m Free						
Short IM						
Long IM						
Free Relay						
Medley Relay						

2025 St. Albert Sailfish Summer Swim Club Timeline



Officials Clinics

Officiating clinics are offered throughout the season, around June to July. This is a great opportunity for families to learn more about competitive swimming. Officiating is also a volunteer role at our swim meets. With officiating training in hand, families can fulfill their volunteer session requests and be close to the action at swim meets.



APPENDIX A

St. Albert Sailfish Policies

St. Albert Sailfish Safe Sporting Environment Guiding Principle

Definitions:

1. The following terms have these meanings in this guiding principle:
 - a. *"Duty of Care"*: is the requirement that reasonable care will be taken to avoid acts or omissions that could expose others to risk or harm.
 - b. *"Representative"* – All individuals employed by, or engaged in activities on behalf "Organization". Representatives include, but are not limited to, coaches, staff, administrators, officials, club directors and officers, committee members, and volunteers.
 - c. *"Position of Trust"* – a job or position in which one individual may exercise power or authority over another individual, such as a team manager or coach.
 - d. *"Vulnerable Individual"* – a person under the age of 18 years old and/or a person who, because of age, disability, or other circumstance, is in a position of dependence on others or is otherwise at a greater risk than the general population of being harmed.

Purpose

2. The St. Albert Sailfish believes that everyone in the sport has the right to enjoy the sport at whatever level or position they participate. All members and staff have the right to participate in a safe and inclusive training and competitive environment that is free of abuse, harassment, or discrimination.
3. The St. Albert Sailfish believes the welfare of everyone involved in the sport is a foremost consideration and in particular the protection of children/athletes in the sport is the responsibility of each individual, member, club and special interest group in the swimming community.

Guiding Principle Statement

4. The St. Albert Sailfish provides a fun, healthy, inclusive, and safe environment. Swimming enriches the lives of everyone involved by ensuring that the training and competitive environment is one where athletes, coaches, officials, volunteers, and staff know they are safe, and are treated with respect and dignity.

Ongoing Commitment to a Safe Sporting Environment

5. The St. Albert Sailfish, in understanding its Duty of Care, will ensure standards and procedures, based on best practices, support a safe, inclusive, open, observable, and transparent sporting environment for all members.
6. The framework for Safe Sporting Environment focuses on the role, responsibility, and practices of everyone involved in Swimming to ensure the safety of and development of athletes.
7. The St. Albert Sailfish programs and services will be consistent with and support the Safe Sporting Environment Guiding Principle.

8. The St. Albert Sailfish recognizes the critical role of the clubs and special interest group members in the delivery of Safe Sporting Environment programs initiatives.
9. The St. Albert Sailfish programs and services will adopt the Open and Observable Environment requirements of Swimming Canada. Open and observable environments mean making meaningful and concerted efforts to avoid situations where a coach, official or other representative might be alone with an athlete and/or vulnerable individual. All interactions between an athlete and an individual who is in a position of trust should normally, and wherever possible, be in an environment or space that is both "open" and "observable" to others.

Evaluation

10. The St. Albert Sailfish shall regularly monitor and evaluate its policies, practices, and procedures. Applicable policies may include and are not limited to:
 - a. Code of Conduct and Ethics
 - b. Screening Policy
 - c. Complaints Process & Disciplinary Policy
 - d. Universal Access and Inclusion Policy
 - e. Safe Sporting Environment Guiding Principle

APPENDIX B

St. Albert Sailfish Universal Access & Inclusion Policy

Purpose

1. The St. Albert Sailfish is committed to encouraging equity, inclusion, and universal participation within its membership and to supporting universal participation within its programs and activities.
2. The purpose of this Policy is to ensure that the St. Albert Sailfish provides people with a full and equitable range of opportunities to participate and lead.

Procedures

3. The St. Albert Sailfish will enhance the quality and increase the level of participation in the organization's leadership and programs by:
 - a) Supporting equity, inclusion, and universal access;
 - b) Ensuring that the achievement of equal opportunities is a key consideration when developing, updating, or delivering the Organization's programs, policies, and projects;
 - c) Ensuring that its governance structure encourages and promotes equitable participation and inclusive decision-making; and
 - d) Dealing with any incidence of discriminatory behaviour according to the St. Albert Sailfish's *Code of Conduct and Ethics*.

Ongoing Commitment to Diversity and Equity

4. The key to being a more diverse and equitable organization is to incorporate equity principles in all strategies, plans and actions of the St. Albert Sailfish, whether they are related to technical programs, operations, business management, sponsorship, marketing, media or communications. The St. Albert Sailfish resolves to incorporate equity concerns in its own operations, activities, and partnerships on a continuing basis.

APPENDIX C

Code of Conduct and Ethics for Athletes, Coaches, Officials, Parents & Club Board

Definitions

1. The following terms have these meanings in this Code:
 - a) "*Member*" – All categories of membership defined in the St. Albert Sailfish's Bylaws as well as all individuals employed by, or engaged in activities with the Organization including, but not limited to, athletes, coaches, officials, volunteers, managers, administrators, directors and officers of the Organization, and parents/guardians of athletes.
 - b) "*Position of Trust*" – a job or position in which one individual may exercise power or authority over another individual, such as a team manager or coach.
 - c) "*Vulnerable Individual*" – a person under the age of 18 years old and/or a person who, because of age, disability, or other circumstance, is in a position of dependence on others or is otherwise at a greater risk than the general population of being harmed.

Zero Tolerance Statement

2. The St. Albert Sailfish has zero tolerance for any type of abuse and supports a sporting environment where all members can participate safely and free from any harm. Members are required to report instances of abuse or suspected abuse to the St. Albert Sailfish to be immediately addressed under the policies of the organization.

Purpose

3. The purpose of this Code is to ensure a safe and positive environment (within the St. Albert Sailfish's programs, activities, and events) by making Members aware that there is an expectation, at all times, of appropriate behaviour consistent with the organization's core values.
4. The St. Albert Sailfish supports equal opportunity, prohibits discriminatory practices, and is committed to providing an environment in which all individuals are treated with respect.
5. Conduct that violates this Code may be subject to sanctions pursuant to the Organization's *Discipline and Complaints Policy*.

Reporting

6. Conduct that is legally required to be disclosed to law enforcement, including but not limited to suspected cases of child abuse or neglect, will be referred immediately upon knowledge to local law enforcement. Additionally, in alignment with the St. Albert Sailfish's *Discipline and Complaints Policy*, Members may be temporarily suspended pending the outcome of the matter.

Application of this Code

7. This Code applies to Members' conduct during the St. Albert Sailfish's business, activities, and events including, but not limited to, competitions, practices, tryouts, training camps, travel associated with the St. Albert Sailfish's activities, office environment, and any meetings.
8. This Code also applies to Members' conduct outside of the St. Albert Sailfish's business, activities, and events when such conduct adversely affects relationships within the St. Albert Sailfish (and its work and sport environment) and is detrimental to the image and reputation of

the St. Albert Sailfish. Such applicability will be determined by the St. Albert Sailfish at its sole discretion.

9. All Members, participating non-members and prospective members of the St. Albert Sailfish, may be denied membership, censured, placed on probation, suspended for a definite or indefinite period of time without probation, fined or expelled from the St. Albert Sailfish if their conduct is not held to the standard described in this Code of Conduct and in accordance with ASSA and/or Swim Alberta's *Discipline and Complaints Policy*.

Responsibilities

10. Members have a responsibility to:

- a) Comply with the St. Albert Sailfish's Bylaws, Policies and Procedures, including but not limited to:
 - i. Safe Sporting Environment Guiding Principle
 - ii. Equity, Inclusion and Universal Access Guiding Principle
 - iii. Screening Policy and Screening Disclosure Procedure Form
 - iv. Social Media Use Policy and Social Media Use Guidelines
 - v. Confidentiality Policy
 - vi. Conflict of Interest Policy
 - vii. Discipline and Complaints Policy
 - viii. Dispute Resolution Policy
 - ix. Appeals Policy
- b) Maintain and enhance the dignity and self-esteem of the St. Albert Sailfish 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.
- c) When interacting with vulnerable individuals, or with individuals with whom there is a recognized power of authority or trust that exists, the individual in the Position of Trust is required to enact practical approaches to these interactions. These include, but are not limited to:
 - i. Limiting physical interactions to non-threatening or non-sexual touching (i.e., high-fives, pats on the back or shoulder, handshakes, specific skill instruction, etc.)
 - ii. Ensuring the vulnerable individuals are always supervised by more than one adult.

- iii. Ensuring that more than one person is responsible for team selection (thereby limiting the consolidation of power onto one individual).
 - iv. Including parents/guardian in communication.
 - v. Ensuring that parents/guardians are aware that some non-personal communication between individuals and vulnerable individuals (e.g., coaches and athletes) may take place electronically (e.g., texting) and that this type of communication is now considered to be commonplace, especially with other older vulnerable individuals (e.g., teenagers). Note that such communication is subject to this Code of Conduct and Ethics and the Organization's *Social Media Policy*.
 - vi. Ensure transportation of vulnerable individuals is with others present.
 - vii. Ensure accommodations of vulnerable individuals are not shared unless there is additional adult supervision or others present.
- d) Refrain from any behaviour that constitutes abuse. Abuse refers to violence, mistreatment, or neglect one may experience while in the care of someone they depend on or trust. Types of behaviour that constitute abuse include, but are not limited to:
- i. Neglect; including failing to provide for an individual's physical, psychological, or emotional development and well-being.
 - ii. Emotional or psychological injury or abuse including aggressive verbal threats, social isolation, intimidation, exploitation, or routinely making unreasonable demands. It also includes exposing an individual to violence.
 - iii. Physical abuse; including beating, hitting, shaking, pushing, jumping onto, shoving, choking, biting, burning, kicking, or assaulting an individual with a weapon. It also includes holding an individual under water, dragging an individual in the water, or any other dangerous or harmful use of force or restraint.
 - iv. Sexual abuse: including fondling, inviting an individual to touch or be touched sexually, intercourse, sexual assault, incest, sodomy, exhibitionism, or involving a child in prostitution or pornography.
- e) 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. Abusive, hostile, and/or antagonizing interactions in-person and through digital communication.
 - iii. The display of visual material which is offensive or which one ought to know is offensive in the circumstances.
 - iv. Unwelcome remarks, jokes, comments, innuendo, or taunts.
 - v. Persistent unwelcome attempts at communication.
 - vi. Leering or other suggestive or obscene gestures.
 - vii. Condescending or patronizing behaviour, which is intended to undermine self-esteem, diminish performance, or adversely affect working conditions.
 - viii. Practical jokes which endanger a person's safety, or negatively affect performance.

- ix. 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."*
 - x. Any form of behaviour that undermines the authority of the coaching staff or executive member.
 - xi. Behaviours such as those described above are not directed towards a specific individual or group but have the same effect of creating a negative or hostile environment.
 - xii. Retaliation or threats of retaliation against an individual who reports harassment to the St. Albert Sailfish.
- f) Refrain from any behaviour that constitutes sexual harassment, where sexual harassment is defined as unwelcome sexual comments and/or sexual advances,
- g) Refrain from requests for sexual favors 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. Unwanted contact.
- h) Refrain from any behaviour that constitutes violence, where violence is defined as the exercise of physical force by a person that causes or could cause physical injury; an attempt to exercise physical force against an individual that could cause physical injury to the individual; or a statement or behaviour that an individual may reasonably interpret as a threat to exercise physical force against the individual. Types of violent activities include, but are not limited to:
- i. Verbal threats to attack.
 - ii. Sending or leaving threatening notes or electronic communication.
 - iii. Making threatening physical gestures.
 - iv. Wielding a weapon.
 - v. Hitting, pinching or unwanted touching which is not accidental.
 - vi. Throwing an object.
 - vii. Negligence in preventing harm to other members.
 - viii. Blocking normal movement or physical interference with or without the use of equipment.
 - ix. Sexual violence.
 - x. Any attempt to engage in the type of conduct outlined above.
- i) 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.
- j) 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).
 - k) Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities.
 - l) In the case of adults, avoid consuming legal intoxicants in situations where minors are present and take reasonable steps to manage the responsible consumption of legal intoxicants in adult-oriented social situations associated with the Organization's events.
 - m) Respect the property of others and not willfully cause damage. Types of activities that violate this include, but are not limited to,
 - i. Theft at practices, swim meets, and St. Albert Sailfish-related events.
 - ii. Attempted theft at practices, swim meets, and St. Albert Sailfish-related events.
 - iii. Destruction of property at practices, swim meets, and St. Albert Sailfish-related events.
 - iv. Vandalism of facility at practices, swim meets, and St. Albert Sailfish-related events.
 - v. Vandalism of facility amenities at practices, swim meets, and St. Albert Sailfish-related events.
 - vi. Vandalism of locker rooms at practices, swim meets, and St. Albert Sailfish-related events.
 - n) Promote swimming in the most constructive and positive manner possible.
 - o) Adhere to all federal, provincial, municipal and host country laws.

Board/Committee Members and Staff

11. In addition to section 10 (above), the St. Albert Sailfish's Board Members, Committee Members, and Staff will have additional responsibilities to:
- a) Function primarily as a member of the Board and/or committee(s) of the St. Albert Sailfish; not as a member of any other particular member or constituency.
 - b) Act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities of the St. Albert Sailfish's business and the maintenance of Member confidence.
 - c) Ensure that the St. Albert Sailfish's financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities.
 - d) Conduct themselves openly, professionally, lawfully and in good faith in the best interests of the St. Albert Sailfish.
 - e) Be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism.
 - f) Behave with decorum appropriate to both circumstance and position and be fair, equitable, considerate, and honest in dealings with others.

- g) Keep informed about the St. Albert Sailfish's activities, the provincial sport community, and general trends in the sectors in which they operate.
- h) Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to the bylaws and policies under which the St. Albert Sailfish functions, and ASSA is incorporated.
- i) Respect the confidentiality appropriate to issues of a sensitive nature.
- j) Ensure that all Members are given sufficient opportunity to express opinions, and that all opinions are given due consideration and weight.
- k) Respect the decisions of the majority.
- l) Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings.
- m) Have a thorough knowledge and understanding of all the St. Albert Sailfish's governance documents.
- n) Conform to the bylaws and policies approved by the St. Albert Sailfish, in particular this Code of Conduct and Ethics as well as the *Conflict of Interest Policy* and *Confidentiality Policy*.

Coaches

12. In addition to section 10 (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) 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.
- b) 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.
- c) Support the coaching staff of a training camp, provincial team, or national team; should an athlete qualify for participation with one of these programs.
- d) Provide athletes (and the parents/guardians of minor athletes) with the information necessary to be involved in the decisions that affect the athlete.
- e) Act in the best interest of the athlete's development as a whole person.
- f) Respect other coaches and, should an athlete desire to change coaches, support and cooperate with the other coach in the exchange of information.
- g) Meet the highest standards of credentials, integrity and suitability, including but not limited to such considerations established by the St. Albert Sailfish's *Screening Policy*
- h) Report any ongoing criminal investigation, conviction, or existing bail conditions.
- i) 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.
- j) Respect other athletes and, in dealings with them, do 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.
- k) Not engage in a 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.
- l) 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.

- m) Dress professionally, neatly, and inoffensively.
- n) Use inoffensive language, considering the audience being addressed.

Athletes

13. In addition to section 10 (above), athletes will have additional responsibilities to:

- a) Uphold the positive reputation of the St. Albert Sailfish Summer Swim Club in and out of practices and swim meets.
- b) Report any medical problems in a timely fashion, when such problems may limit their ability to travel, practice, or compete.
- c) Participate and appear on-time and prepared to participate to their best abilities in all competitions, practices, training sessions, events, activities, or projects.
- d) Participate in all events at swim meets unless physically unable.
- e) Respect and listen to the coaching staff.
- f) Respect the decisions made by the coaching staff.
- g) Respect all volunteers, officials, and referees at swim meets.
- h) Respect the rules and regulations set forth in the facility they are present in.
- i) 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.
- j) Adhere to the St. Albert Sailfish's rules and requirements regarding clothing and equipment.
- k) Never ridicule a participant for a poor performance or practice.
- l) Act in a sportsmanlike manner and not display appearances of violence, foul language, or gestures to other athletes, officials, coaches, or spectators.
- m) Dress in a manner representative of the St. Albert Sailfish; focusing on neatness, cleanliness, and discretion. Designated official clothing, if applicable, must be worn when traveling and competing.
 - l. Wear team apparel (if applicable) during award ceremonies.
- n) Act in accordance with the St. Albert Sailfish's policies and procedures and, when applicable, additional rules as outlined by coaches or chaperones.

Officials

14. In addition to section 10 (above), officials will have additional responsibilities to:

- a) Maintain and update their knowledge of the rules and rule changes annually.
- b) Work within the boundaries of their position's description while supporting the work of other officials.
- c) Act as an ambassador of the St. Albert Sailfish by agreeing to enforce and abide by national and provincial rules and regulations.
- d) Respect the rights, dignity, and worth of all individuals.
- e) Conduct themselves openly, professionally, lawfully, and in good faith in the best interests of the St. Albert Sailfish.
- f) Be fair, equitable, considerate, independent, honest, and impartial in all dealings with others.
- g) Respect the confidentiality required by issues of a sensitive nature, which may include disqualifications, discipline processes, appeals, and specific information or data about members.

- h) Promote team spirit by respecting people's differences, valuing diversity of opinion, and working with others to achieve the best decisions for athletes in competitions.
- i) Dress in proper attire for officiating.

Parents/Guardians

15. In addition to section 10 above, Parents/Guardians of athletes at events will have additional responsibilities to:

- a) Encourage athletes to play by the rules and resolve conflicts without resorting to hostility or violence.
- b) Never ridicule a participant for a poor performance or practice.
- c) Provide positive comments that motivate and encourage athletes' continued effort.
- d) Respect the decisions and judgments of officials and encourage athletes to do the same.
- e) Respect the decisions and judgement of the coaching staff.
- f) Respect and show appreciation to all competitors, and to the coaches, officials and other volunteers who give their time to the sport.
- g) Respect all other families.
- h) Refrain from interrupting practices.
- i) Refrain from coaching their participant during practices.
- j) Never excessively contact the coaches or executive members when communication is unwanted.
- k) Keep off the competition area and do not interfere with events or calls.
- l. Never approach the referee or officials during competitions.
- l) Follow the instructions of facility staff during emergencies.

APPENDIX D

SCREENING POLICY

Definitions

1. 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. *Vulnerable Sector Verification (VSV)* – a detailed check that includes a search of the RCMP National Repository of Criminal Records, local police information, and the Pardoned Sex Offender database.

Purpose

2. The St. Albert Sailfish Board understands that screening personnel and volunteers is a vital part of providing a safe sporting environment. The St. Albert Sailfish Board is responsible, by law, to do everything reasonable to provide a safe and secure environment for participants in its programs, activities, and events. The purpose of screening is to identify individuals involved with the St. Albert Sailfish's activities who may pose a risk to the St. Albert Sailfish and its participants.

Application of this Policy

3. This Policy applies to all individuals whose position with the St. Albert Sailfish is one of trust or authority which may relate to, at a minimum, finances, supervision of young people, or people with a disability.

Not all individuals associated with the St. Albert Sailfish will be required to obtain a CRC or submit a Screening Disclosure Form because not all positions pose a risk of harm to the St. Albert Sailfish or to its participants. The St. Albert Sailfish will determine which individuals will be subject to screening using the following guidelines (variations from the guidelines are at the sole discretion of the St. Albert Sailfish Board):

Level 1 – Low Risk – Individuals involved in low-risk assignments who are not in a supervisory role, not directing others, not involved with financial/cash management, and/or do not have access to minors or people with a disability.

Examples:

- a) Parents, youth, or volunteers who are helping on a non-regular informal basis.

Level 2 – Medium Risk – Individuals involved in medium risk assignments who may be in a supervisory role, may direct others, may be involved with financial/cash management, and/or who may have limited access to minors or people with a disability. Examples:

- a) Assistant coaches or volunteer head coaches of a club.
- b) Coaches who are typically under the supervision of another coach.

Level 3 – High Risk – Individuals involved in high-risk assignments who occupy positions of trust and/or authority, have a supervisory role, direct others, are involved with financial/cash management, and who have access to minors or people with a disability. Examples:

- a) Full time coaches with a private club that is affiliated with the Organization.
- b) Coaches who travel with athletes.

- c) Coaches who could be alone with athletes.

Policy

- 4. It is the St. Albert Sailfish's policy that:

- a) Level 1 individuals will:

- i. Complete a Screening Disclosure Form.
- ii. Complete an Application Form indicating that the individual has read and understands the Organization's policies and procedures.
- iii. Provide one letter of reference related to the position sought.
- iv. Participate in orientation as determined by the St. Albert Sailfish Board.

- b) Level 2 individuals will:

- i. Complete and provide a Criminal Records Check (CRC).
- ii. Complete a Screening Disclosure Form.
- iii. Complete an Application Form indicating that the individual has read and understands the St. Albert Sailfish's policies and procedures.
- iv. Provide one letter of reference related to the position sought.
- v. Participate in orientation as determined by the St. Albert Sailfish Board.
- vi. Provide a driver's abstract, if required.

- c) Level 3 individuals will:

- i. Complete and provide a CRC and VSV.
- ii. Complete a Screening Disclosure Form.
- iii. Complete an Application Form indicating that the individual has read and understands the St. Albert Sailfish's policies and procedures.
- iv. Provide one letter of reference related to the position sought.
- v. Participate in orientation as determined by the Organization.
- vi. Provide a driver's abstract, if requested.

- d) Failure to participate in the screening process as outlined in this policy will result in the individual's ineligibility for the position sought.

- e) When the Screening Committee is of the opinion that, notwithstanding a conviction, a person can occupy a position within the St. Albert Sailfish without adversely affecting the safety of the St. Albert Sailfish, any individual, athlete, or member of the St. Albert Sailfish through the imposition of such terms and conditions as are deemed appropriate, the Screening Committee may approve an individual's participation.

- f) If an individual subsequently receives a conviction for, or is found guilty of, an offense they will report this circumstance immediately to the St. Albert Sailfish Board.

- g) If an individual provides falsified or misleading information, the individual will immediately be removed from his or her position and may be subject to further discipline in accordance with the St. Albert Sailfish's *Complaints Process and Disciplinary Policy*.

Screening Committee.

- 5. The implementation of this policy is the responsibility of the St. Albert Sailfish Board's

Screening Committee which is a committee of two (2) to five (5) Board members appointed by the St. Albert Sailfish Board. The St. Albert Sailfish Board will ensure that the members appointed to the Screening Committee possess the requisite skills, knowledge, and abilities to accurately assess CRCs, VSVs, and Screening Disclosure Forms and render decisions under this Policy. Quorum for the Screening Committee will have two members.

6. The St. Albert Sailfish Board may remove any member of the Screening Committee. When a position on the Screening Committee becomes vacant, either because a member has been removed or because a member has resigned, the St. Albert Sailfish Board will appoint a replacement member.
7. The Screening Committee will carry out its duties, in accordance with the terms of this policy, independent of the Board.
8. The Screening Committee is responsible for reviewing all CRCs, VSVs, and Screening Disclosure Forms and, based on such reviews, making decisions regarding the appropriateness of individuals filling positions within the St. Albert Sailfish. In carrying out its duties, the Screening Committee may consult with independent experts including lawyers, police, risk management consultants, volunteer screening specialists, or any other person.

How to Obtain a Criminal Record Check or Vulnerable Sector Verification

9. Although a CRC may be obtained online from a third-party provider, individuals may only obtain a VSV by visiting an RCMP office or police station, submitting two pieces of government-issued identification (one of which must have a photo), and completing any required paperwork. Fees may also be required and may be reimbursed by the St. Albert Sailfish upon the submission of a legitimate receipt and volunteer expense form.
10. Fingerprinting may be required if there is a positive match with the individual's gender and birth date.

Procedure

11. The Screening requirements defined in this policy will be submitted to the St. Albert Sailfish Board in an envelope marked "Confidential".
12. If required, the St. Albert Sailfish Board will provide a letter confirming the potential position within the Organization.
13. Individuals who do not undertake the screening requirements required by this policy will receive a notice to that effect and will be informed that their application and/or position will not proceed until such time as the screening requirements are followed.
14. The Screening Committee will review all submitted documents and determine if the individual has committed a relevant offense.
15. Subsequent to its' review, the Screening Committee, by majority vote, will:
 - a) Approve an individual's participation; or
 - b) Deny an individual's participation; or

- c) Approve an individual's participation subject to terms and conditions as the Screening Committee deems appropriate.
16. If an individual's documents do not reveal a relevant offense, the Screening Committee will advise that the individual is eligible. If an individual's documents reveal a relevant offense, the Screening Committee will render its decision and provide notice of its decision. After providing notice, the Screening Committee will return or destroy the CRC or VSV.
17. CRCs are valid for a period of three years. VSVs are valid forever (because no new names are being added to the database that the VSV searches), and Screening Disclosure Forms must be completed on an annual basis. However, the Screening Committee may request that an individual provide a CRC or a Screening Disclosure Form for review and consideration at any time. Such a request will be in writing and reasons will be provided for such a request. New hires to the club (i.e., not a returning coach) must have a new CRC completed as per policy guidelines.

Relevant Offenses

18. Provided a pardon has not been granted, the following examples are considered to be relevant offenses:
- a) If imposed in the last five years:
 - i. Any offense involving the use of a motor vehicle, including but not limited to impaired driving.
 - ii. Any offense for trafficking and/or possession of drugs and/or narcotics.
 - iii. Any offense involving conduct against public morals.
 - b) If imposed in the last ten years:
 - i. Any crime of violence including but not limited to, all forms of assault.
 - ii. Any offense involving a minor or minors.
 - c) If imposed at any time:
 - i. Any offense involving the possession, distribution, or sale of any child-related pornography.
 - ii. Any sexual offense.
 - iii. Any offense involving theft or fraud.

Records

19. All records will be maintained in a confidential manner and will not be disclosed to others except as required by law, or for use in legal, quasi-legal, or disciplinary proceedings.

Criminal Convictions

20. An individual's conviction for any of the following *Criminal Code* offenses may result in expulsion from the St. Albert Sailfish and/or removal from designated positions, competitions, programs, activities, and events upon the sole discretion of the Organization:
- a) Any offense of physical or psychological violence.
 - b) Any crime of violence including but not limited to, all forms of assault.
 - c) Any offense involving trafficking of illegal drugs.
 - d) Any offense involving the possession, distribution, or sale of any child-related pornography.
 - e) Any sexual offense.
 - f) Any offense involving theft or fraud.

APPENDIX E

COMPLAINTS PROCESS & DISCIPLINARY POLICY

Definitions

1. The following terms have these meanings in this policy:
 - a. Parties – the Complainant, the Respondent, the St. Albert Sailfish Board (hereafter known as “the Board”), and any Affected party.
 - b. Affected party – any individual or entity, as determined by the Arbitrator who may be affected by a decision rendered under this policy and who may have recourse to an appeal in their own right under this policy.
 - c. Arbitrator – refers to the person designated by the Club to administer this policy as described herein.
 - d. Complainant – the party alleging an infraction.
 - e. Respondent – the party the infraction is levied against.
 - f. Incident – the matter(s) giving rise to the complaint.
 - g. Member – for the purposes of this policy, all categories of membership apply as defined in the St. Albert Sailfish Swim Club Bylaws, as well as all individuals employed by or engaged in activities with the St. Albert Sailfish, including but not limited to clubs, athletes, coaches, parents, officials, volunteers, managers, administrators, directors, and board members.
 - h. “Minor Infractions” – single incidents of failing to achieve expected standards of conduct that generally do not result in harm to others, the St. Albert Sailfish, or the sport of swimming. Examples of minor infractions can include, but are not limited to, a single incident of:
 - i. disrespectful, offensive, abusive, racist, or sexist comments or behaviour.
 - ii. disrespectful conduct such as outbursts of anger, or argument.
 - iii. conduct contrary to the values of the St. Albert Sailfish.
 - iv. being late for or absent from St. Albert Sailfish events and activities at which attendance is expected or required.
 - v. Non-compliance with St. Albert Sailfish or ASSA’s policies, procedures, rules, or regulations.
 - i. “Major Infraction” – instances of failing to achieve the expected standards of conduct that result in or have the potential to result in harm to other persons, the St. Albert Sailfish, or to the sport of swimming. Examples of major infractions include but are not limited to:
 - i. Repeated minor infractions.
 - ii. ANY incident of hazing.
 - iii. Incidents of physical abuse.
 - iv. Behaviour that constitutes harassment, sexual harassment, or sexual misconduct.
 - v. Pranks, jokes, or other activities that endanger the safety of others.
 - vi. Conduct that intentionally interferes with a competition or with any athlete’s preparation for a competition.
 - vii. Conduct that intentionally damages the St. Albert Sailfish’s image, credibility, or reputation.
 - viii. Disregard for the St. Albert Sailfish’s bylaws, policies, rules, and regulations.

- ix. Intentionally damaging the St. Albert Sailfish's property or improperly handling the St. Albert Sailfish Swim Club monies.
- x. Abusive use of alcohol or marijuana, any possession or use of alcohol or marijuana by minors, or possession or use of illicit drugs and narcotics by any Member.
- j. "Frivolous" – having no sound basis in fact or law.
- k. "Vexatious" – the act of bringing a complaint without merit, including but not limited to a complaint solely to harass or subdue a Respondent.
- l. "Days" – number of days include weekdays, weekends, and holidays.

Purpose

2. The St. Albert Sailfish Swim Club is committed to providing an environment in which all Sailfish Members are treated with respect, characterized by the values of fairness, integrity, and open communication. Membership in the St. Albert Sailfish Swim Club, as well as participation in its activities brings many benefits and privileges. At the same time, Members and participants are expected to fulfill certain responsibilities and obligations including but not limited to complying with the St. Albert Sailfish Swim Club policies, bylaws, rules, and regulations, including the Code of Conduct and Ethics (for athletes, coaches, officials, parents and club). Irresponsible behaviour by Members can result in severe damage to the integrity of the St. Albert Sailfish. Conduct that violates these values may be subject to sanctions pursuant to this Policy. Since discipline may be applied, the St. Albert Sailfish Swim Club provides Members with the mechanism outlined in this policy so that complaints are handled fairly, expeditiously, and affordably.

Application of this Policy

3. This Policy applies to all members, and discipline matter that may arise during the of the St. Albert Sailfish Swim Club business, activities, and events, including but not limited to practices, training camps, competitions, travel associated with St. Albert Sailfish activities, and any meetings.
4. Discipline matters and complaints arising within the business, activities, or events organized by entities other than the St. Albert Sailfish Swim Club will be dealt with pursuant to the policies of these other entities, unless requested and accepted by the St. Albert Sailfish at its sole discretion.

Alternate Dispute Resolution

5. The St. Albert Sailfish supports the options of mediation and facilitation as provided by Alternate Dispute Resolution (ADR). Upon receipt of a complaint or at any time in the Complaints & Discipline process, the Parties, by mutual agreement, may decide to pursue alternate dispute resolution as described the St. Albert Sailfish's Alternate Dispute Resolution Policy. Failing to resolve the Complaint via the ADR process, or if either Parties chooses to forego alternate dispute resolution, the Complaint shall continue to be addressed under this Policy.

Reporting a Complaint

6. Any Member may report a complaint to any member of the Board of the St. Albert Sailfish Swim Club. Any complaint must be in writing (letter, or email), be dated and signed by the Complainant. Dated Anonymous complaints may be accepted at the sole discretion of the St. Albert Sailfish Board.

7. Upon receiving a Complaint, the St. Albert Sailfish Board will appoint an independent Arbitrator who will review the complaint, and determine one of the following:
 - a. The complaint is frivolous or vexatious and shall be immediately dismissed.
 - b. The complaint should be referred to the Alternate Dispute Resolution Policy.
 - c. The complaint is legitimate, and the incident shall be dealt with as a Minor Infraction.
 - d. The complaint is legitimate, and the complaint shall be dealt with as a Major Infraction.
8. The Arbitrator maintains the decision-making authority to reclassify a Complaint as a minor or major infraction at any time. The appointment of the Arbitrator, the Arbitrator's determination of the legitimacy of the complaint, and the Arbitrator classification of the incident are not subject to appeal.
9. The Arbitrator will inform the Parties if the incident is to be dealt with as a Minor or Major infraction and the matter will be dealt with according to the applicable section of this Policy relating to Minor or Major infractions.
10. This Policy does not prevent an appropriate person having authority from taking immediate, informal or corrective action to a behaviour that constitutes either a Minor or Major infraction. Any infraction and resulting corrective action must be reported to the St. Albert Sailfish Board. Further sanctions may be applied in accordance with the procedures set out in this Policy.

Determination of Affected Parties

11. To ensure the identification of any Affected Parties, the Arbitrator will engage the St. Albert Sailfish, the Complainant, and the Respondent for their input on whether a party is an Affected Party. The Arbitrator will determine whether a party is an Affected Party in their sole discretion.

Procedures

Minor Infraction Hearing

12. The appropriate person who has authority over both the situation and the individual involved will deal with all disciplinary situations involving minor infractions. The person in authority can be, but is not restricted to being staff, officials, organizers, or the St. Albert Sailfish decision-makers.
13. Provided that the Respondent being subjected to this Policy is told the nature of the infraction and has an opportunity to provide information concerning the incident, procedures for dealing with Minor infractions will be informal (compared to the procedures for major infractions) and will be determined at the discretion of the person responsible for discipline of such infractions (as noted above).
14. Penalties for Minor infractions, which may be applied singularly or in combination, includes the following:
 - a. Verbal or written reprimand from the St. Albert Sailfish to one of the Parties.
 - b. Verbal or written apology from one Party to the other Party.
 - c. Service or other voluntary contribution to the St. Albert Sailfish.
 - d. Removal of certain privileges of memberships for a designated period of time.
 - e. Suspension from the current competition, activity, or event.
 - f. Any other sanction considered appropriate for the offense.

15. Minor infractions that result in discipline will be recorded, and records will be maintained by the St. Albert Sailfish. Repeat Minor infractions may result in further such incidents being considered a Major infraction.

Major Infraction Hearing

16. An appropriate person having authority may deal with Major infractions occurring within competition immediately if necessary. In such situations, disciplinary sanctions will be for the duration of the competition, training, activity, or event only. Further sanctions may be applied, but only after review of the matter in accordance with the procedures set out in the Policy. This review does not replace the appeal provisions of this Policy.
17. The Arbitrator shall notify the Parties that the complaint is potentially legitimate, and the incident shall be dealt with as a Major infraction. The Arbitrator shall then decide the format under which the Complaint will be heard. This decision is at the sole discretion of the Arbitrator and may not be appealed.
18. The Arbitrator will appoint a Discipline Panel (hereafter known as the Panel), which shall consist of a single Adjudicator to hear the Complaint. In extraordinary circumstances, and at the discretion of the Arbitrator, a Panel of three (3) persons may be appointed to hear the Complaint. In this event, the Arbitrator will appoint one (1) of the Panel's members to serve as the Chair.
19. If the Respondent acknowledges the facts of the incident, the Respondent may waive the hearing, in which case the Panel will determine the appropriate disciplinary sanction. The Panel may still hold a hearing for the purpose of determining an appropriate sanction.
20. If a Party chooses not to participate in the hearing, the hearing will proceed in any event and all Parties will be bound by the decisions made by the Panel.
21. The Arbitrator will determine the format of the hearing, which may involve an oral in-person hearing, an oral hearing by telephone or electronic communications, a hearing based on documentary evidence, or a combination of these methods. The hearing will be governed by the procedures that the Arbitrator and the Panel deem appropriate in the circumstances, provided that:
 - a. The Parties will be given appropriate notice of the day, time and place of an oral in-person hearing or oral hearing by telephone or electronic communications.
 - b. Copies of any written documents which the parties wish to have the Panel consider will be provided to all Parties in advance of the hearing.
 - c. The Parties may be accompanied by a representative, advisor, or legal counsel at their own expense.
 - d. The Panel may request that any other individual participate and give evidence at an oral in-person hearing or oral hearing by telephone or electronic communications.
 - e. The decision will be by majority vote of Panel members.
22. If a decision may affect another party to the extent that the other party would have recourse to a complaint or an appeal in their own right, that party will become an Affected Party to the complaint in question and will be bound by the decision of the Panel.
Accidental omission of an Affected Party will not affect the outcome.
23. In fulfilling its duties, the Panel may obtain independent advice.

Decision

24. After hearing the matter, the Panel will determine whether an infraction has occurred and if so, the sanctions to be imposed. Within fourteen (14) days of the hearing's conclusion, the Panel's written decision, with reasons, will be distributed to all Parties, the Arbitrator, and the St. Albert Sailfish Board. In extraordinary circumstances, the Panel may first issue a verbal or summary decision soon after the hearing's conclusion, with the full written decision to be issued before the end of the fourteen (14) day period. The decision will be considered a matter of public record unless decided otherwise by the Panel.

Sanctions

25. The Panel may apply the following disciplinary sanctions, singularly or in combination, for Major infractions:
- a. Verbal or written reprimand from the St. Albert Sailfish to one of the Affected Parties.
 - b. Verbal or written apology from one Party to the other Party.
 - c. Service of other voluntary contribution to the St. Albert Sailfish and/or ASSA.
 - d. Removal of certain membership privileges.
 - e. Suspension from certain St. Albert Sailfish teams, events and or activities.
 - f. Suspension from all St. Albert Sailfish club activities for a designated period of time.
 - g. Withholding of prize money or awards.
 - h. Payment of the cost of repairs for property damage.
 - i. Suspension of funding from St. Albert Sailfish or from other sources.
 - j. Expulsion from the St. Albert Sailfish Club.
 - k. Any other sanction considered appropriate for the offense.
26. Unless the Panel decides otherwise, any disciplinary sanctions will begin immediately. Failure to comply with a sanction as determined by the Panel will result in automatic suspension until such time as compliance occurs.
27. Major infractions that result in discipline will be recorded, and records will be maintained by the St. Albert Sailfish in perpetuity unless the Panel determines otherwise.
28. All sanctions rendered under this Policy will be recognized, respected, and adhered to by all The St. Albert Sailfish Members.

Suspension Pending a Hearing

29. The St. Albert Sailfish Board may determine that an alleged incident or complaint is of such seriousness as to warrant suspension of a member pending an internal hearing, a decision of the Panel, completion of a Police investigation, or completion of a criminal process.

Reintegration

30. Upon the conclusion of a Major infraction hearing and upon the request of the St. Albert Sailfish Board, the Respondent will meet with the St. Albert Sailfish in a forum determined by the St. Albert Sailfish Board, to establish the Respondent's re-integration into the St. Albert Sailfish's activities and events.

Criminal Convictions

31. A Member's conviction for any of the following *Criminal Code* offenses will be deemed a Major infraction under this Policy, and will result in expulsion from the St. Albert Sailfish Summer Swim Club and/or removal from St. Albert Sailfish club competitions, programs, activities and events upon the sole discretion of ASSA or Swim Alberta:
- a. Any child pornography offenses.
 - b. Any sexual offenses.
 - c. Any offense of physical or psychological violence.
 - d. Any offense of assault.
 - e. Any offence involving trafficking of illegal drugs.

Confidentiality

32. The complaints and disciplinary processes are confidential and involves on the St. Albert Sailfish Board, the Parties, the Arbitrator, the Panel, and any independent advisors to the Panel. Once initiated and until a decision is released, neither of the Parties will disclose confidential information relating to the complaint or discipline to any person not involved in the proceedings.

Appeals Procedure

33. The decision of the Panel may be appealed in accordance with the St. Albert Sailfish's *Appeals Policy*.

APPENDIX F

Swim Alberta Competition Readiness



Excellence, Integrity, Innovation, Collaboration

COMPETITION READINESS – CLUB VERIFICATION

The completion and submission of this form may be requested by meet managers for competitions without time standards or time standards slower than published Swim Alberta standards.

Swimmers entering their first competition must have the ability to swim independently, with minimal supervision, during both warm-up and competition. The Competition Swim Test is an integral part of Swim Alberta's **Competition Readiness Standard**. The Competition Swim Test is an evaluation to ensure swimmers entering competition are water safe. Entry to competition is limited to participants who have passed this Competition Readiness Standard.

Competition Swim Test

1. Safe shallow water entry (sit or slip in)
2. Swim 25m of any style without stopping or resting
3. Exit the pool from deep water
4. Jump foot first into deep water and recover
5. Tread water for 30 seconds, mouth and nose above the water at all times
6. Finish by swimming 25m of any style without stopping or resting

I hereby declare that all swimmers entered in the competition listed below have successfully completed the Competition Swim Test in a continuous sequence as outlined in Swim Alberta's Competition Readiness Standard.

Competition Name: _____

Competition Date: _____

Coaches Name: _____

Coaches Signature: _____

Date: _____

Govern, lead and support competitive swimming.
www.swimalberta.ca

January 11, 2019

APPENDIX G

Swimming Glossary

Term	Meaning
Circle swim	Swimming on the right side/counterclockwise
(Color) Top	When (color)'s arrow points to the "60" on the pace clock.
Freestyle	The style of swimming most associated with "front crawl"
Free	Shortened form of "freestyle"
Back	Shortened form of "backstroke"
Breast	Shortened form of "breaststroke"
Fly	Shortened form of "butterfly"
IM	Abbreviation for "individual medley"
DQ	Abbreviation for "disqualified"
DFS	Abbreviation for "declared false start"
DNS	Abbreviation for "did not start"
DNF	Abbreviation for "did not finish"
NS	Abbreviation for "no show"
LOTFOG	Abbreviation for "last one touches, first one goes"
UW	Abbreviation for "underwater"
WU	Abbreviation for "warm up"
EXH	Abbreviation for "exhibition"
Descending	Progressively swim faster (↓)
Ascending	Progressive swim slower (↑)
Activations	Short, isolated exercises that target specific muscles
Turns	Refers to flip turns, touch turns, and IM turns
Flags	Refers to the backstroke flags situated at the 5-meter mark at both ends of the pool.
Stroke count	The number of strokes (usually) per 25m or 5m.
Scratch	Declaring that the athlete will not swim the event
Kickboard	Buoyant board used for keeping the athlete horizontal when doing kick drills Also known as a "Flutterboard"
Pull Buoy	Buoyant object that is put in between the athlete's thighs to keep their lower body afloat
A Stroke	An athlete's best stroke
B Stroke	An athlete's second best stroke
C Stroke	An athlete's third best stroke
D Stroke	An athlete's fourth best stroke

APPENDIX H

Basic Lane Etiquette

- Circle swim in the lane (swimming on the right).
- Do not stop in the middle of the lane.
- Do not walk in the lane when everyone is swimming.
- Do not pass the athlete in front of you when you are in the middle.
- Ask to pass the athlete when you two are at the wall.
 - Athletes must allow the athlete behind them to pass them.
- Do not attempt to drown other athletes.
- Do not splash in the lane.
- Wait until the athlete in front of you has passed the flags before pushing off.
 - Wait for five seconds before pushing off.
- Do not spit or relieve yourself in the water.
- Look before you jump.
- Actively listen to the coach when they are speaking.
- Do not cause disruptions when the coach is speaking.

APPENDIX I

Team Cheers

Black = Whoever is leading the cheer

Light Green = Everyone else

Green = Everyone together

S-A-I-L-F-I-S-H

SI! *SI* A! *AI* !! *LI* *LI* F! *FI* !! *SI* *SI* H! *HI* SAILFISH! *SAILFISH!* SAILFISH! *SAILFISH!* GO *SAILFISH!*

GO BACK

GO BACK, GO BACK, GO BACK TO THE WOODS!
YOU AIN'T, YOU AIN'T, YOU AIN'T GOT THE GOODS!
YOU AIN'T GOT THE RHYTHM,
YOU AIN'T GOT THE JAZZ,
YOU AIN'T GOT NONE OF WHAT THE SAILFISH HAS!
GO SAILFISH!

DYNAMITE

OUR TEAM IS WHAT? DYNAMITE!
OUR TEAM IS WHAT? DYNAMITE!
OUR TEAM IS TICK TICK TICK TICK
BOOM DYNAMITE!
YOUR TEAM IS WHAT? DYNAMITE!
YOUR TEAM IS WHAT? DYNAMITE!
YOUR TEAM IS TICK TICK TICK TICK
tzz (fizzle) YEAH RIGHT!

APPENDIX J

Distance Challenge Form



St. Albert Sailfish Swim Club
DISTANCE CHALLENGE – PLEDGE FORM

Swimmer name(s) _____

What's My Super Power? I'M A SAILFISH

My goal for this distance challenge is: _____

[illegible]