



# PARENT HANDBOOK & INFO PACKAGE

WELCOME TO OUR CLUB

2022 / 2023

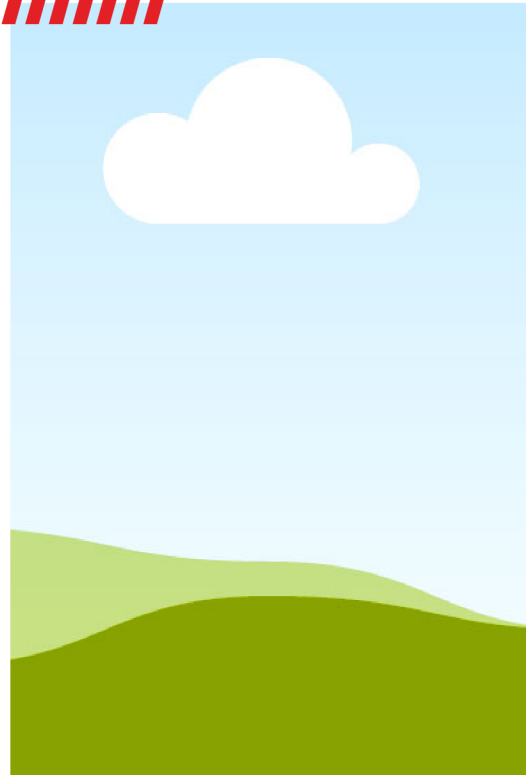
# Table of contents

Welcome Documents	1
Our Team	6
Club Description/Structure	7
Financial Information	14
Swim Meets	15
Participation	19
Code of Conduct	22
FAQ	23
Swim Terms	27

# Welcome Message

As the St. James Seals make their long awaited return to the St. James Civic Centre, I would like to take the time to thank you for registering your swimmer with our program and welcome you to our team! We are a community driven program that coaches and accommodates young athletes at all skill levels. This is an exciting year to be with the club as we are seeing a large amount of interest in our Swim Academy level programming, which of course is the future of the club.

One the opposite end of things, we have a highly competitive group of swimmers who will be representing the Seals across Canada this season. This will be my second season as Head Coach with the club and I am looking forward to getting back to our trademark sense of family and community. While the past seasons have had their challenges (COVID, closed buildings, and capacity restrictions), 2022/23 is already shaping up to be another great year. The club has worked hard throughout the summer, and has already started to get our club back on track to premier with a new slate of team staff, board of directors, and volunteer coordinators. I am looking forward to meeting everyone in the coming weeks!



**Josh Koldon**  
*Head Coach*

# Vision and Mission



## Vision



We strive to be a premier high performance swim club with roots in community based developmental programming.

## Mission



We prepare young athletes to maximize their competitive swimming potential through remarkable team spirit with support from outstanding coaches, high parent involvement, & a strong surrounding community.

## Philosophy



Our programs commit to guiding and directing young athletes to achieve their maximum potential by developing each swimmer's individual ability. Our coaching staff will strive to mentor, train, & draw upon their athletes' motivations believing this will add value to them as a whole person as they grow.

We promote respect for all, self worth, personal accountability, self discipline, goal setting, and goal achievement.

It is our belief that the process of setting goals is as significant as achieving these goals.

All members strive for excellence in individual and team achievements by giving their best efforts. Be the best you!

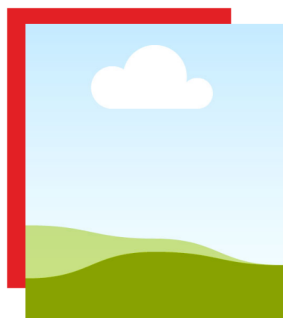
**We commit these to all our members, our staff, & the community.**

# Club History

The St. James Seals Swim Club was fostered out of a “Speed Swimming” program that began at the Y.M.C.A. back in 1958 in the City of St. James-Assiniboia as noted in an article written in The Times, dated July 7, 1971. The original club name was “The St. James ‘Y’ Seals” and at that time they were the city’s only local swim club competing in swim meets as well as Provincial Competitions. In 1971 the Seals were ranked the 14th Top Club across Canada out of approximately 105 clubs in total, as well as being ranked Top ‘Y’ Club out of about 24 Y.M.C.A. clubs across the country. In October of 1970 the Seals had set 2 Canadian National Age Group Records and 39 Manitoba Records in a number of events under the direction of Coach Wilf Strom. Wilf Strom & his wife Audrey Strom first became involved in the sport of “Speed Swimming” (today we know it as Competitive Swimming) following their children who had entered into the sport. The exact date the Strom’s began their journey into the world of Competitive Swimming is unclear but the earliest team photo is dated 1962-1963 on record. In 1966 Wilf Strom made the decision to quit his day job as a Construction Supervisor and began pursuing a Full-Time Coaching career with the St. James ‘Y’ Swim Club but prior to that, he would fit the coaching in around his work schedule. The sport of Competitive Swimming had become a Passion of both Wilf & Audrey and they continued to devote their time and energy into playing a role in the development of kids in the sport of Competitive Swimming for many years to follow, long after their children had moved on. In 1969 Wilf Strom was named the Chairman of the Manitoba Swim Coaches Association, heading up the following group of coaches; Marven MacDonald of the Cardinals, Ron Hardwich and Ron Lambert of Central Y Tankers, Art Rathgaver of EK Stingrays, Don Wells of Manitoba Marlins, Jack Baturin of St. Vital Y, Bonnie Benson & Dave Ransom of the University of Manitoba Swim Club, Ben Pennings of St John’s Swim Club, Morley Campbell of Transcona Swim Club and Cay Kerry & Marg Catchpole of Winnipeg Synchronized Swim Club. By 1971 the swimmer membership of the Seals was limited to 25 swimmers due to the lack of space and pool time available at the Y.M.C.A... So under the guidance of coaches Wilf Strom & John O’Brien, in 1972 the Seals began swimming out of both the Y.M.C.A. as well as the St. James Civic Centre Pool, located at 2055 Ness Ave, in an effort to expand with the intention of adding an additional 25 to 40 swimmers to the program. Eventually, after a few years of swimming out of the Y.M.C.A., the Strom’s pulled all of their swimmers out of that pool and began swimming out of not only the Civic Centre but also the St. James Centennial Pool and Sargent Park Pool. It was at this point in time that the ‘Y’ was dropped from the swim club name, and became the St. James Seals Swim Club. By 1973, the membership of the Seals Swim Club had grown to 100 swimmers between the ages of 7 to 17 years. In the late 1970’s the Seals Membership hovered around 80 swimmers, but by 1984 membership dropped to about 60 swimmers and in 1988 the St. James Seals Swim Club membership had rebounded slightly to 65 swimmers. Wilf & his wife Audrey were never Competitive Swimmers themselves and took many lessons and coaching clinics to eventually become Coaches themselves. The Strom’s also began coaching disabled swimmers in 1976, when a blind swimmer by the name of Tim McIsaac contacted them in search of a club to join. In the early 1980’s Wilf & Audrey’s involvement in working with Disabled Swimmers led to their experimentation and development of a Technique currently used today with blind swimmers called “Tapping”, This technique allows blind swimmers to reach their optimum performance levels both in training and in competition without the fear of the swimmer hitting the walls of the pool. Tappers are positioned at each end of the pool and use a rod with a firm foam tip to touch or tap the swimmers at the correct moment, which must be synchronized with the swimmers stroke. By 1988, Tim McIsaac had become a top International Swimmer and a favorite to win medals at the Paralympics Games being held in Seoul, Korea on Oct 15 to 24, 1988. Wilf Strom was named as Senior Coach for the Blind, with his wife Audrey also attending as the teams Technical Director for the International Sport Technical Committee. Today the Strom Family are considered the Founders of the St. James Seals Swim Club, with the swimmers and the sport of competitive swimming being the ultimate beneficiaries of their years of hard work, contributions, and dedication for which we are truly grateful for. Sadly Wilf Strom passed away on August 10th, 2007, with 27 years of Coaching for the St. James Seals Swim Club under his belt. Over the years The St. James Seals Swim Club has produced many swimmers competing at the Provincial, National, and International levels, with many races won & lost and many records made & broken along the way.

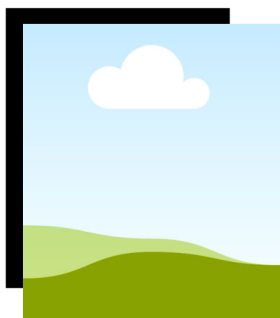
# Our Team

\*Contact information is available on our website



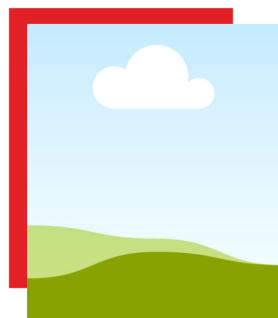
**Josh Koldon**

Head Coach



**Cam Russell**

Assistant  
Head Coach



**Luc MacNeil**

Premiere  
Coach



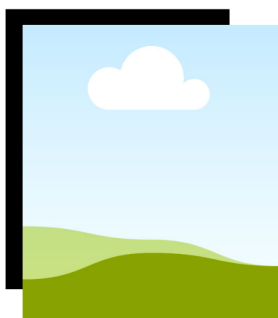
**Payton Rerie**

Lead Academy  
Coach



**Alex Visintin**

Academy  
Coach



**Bella Vechina**

Academy  
Coach



**Jackie Lusk**

Team  
Manager

## Board of Directors

President - Lisa Cox  
Vice President - Rick Romaniuk  
Treasurer - Wayne Lusk  
Secretary - Brent Simpson  
Past President - Jeff Rerie  
Pups Liason - George Bessas  
Members at Large - Melissa Grenkow &  
Leona Vechina

## Volunteer Coordinators

Fundraising - Charaty Rees & Melissa  
Grenkow  
Sponsorship & Advertising - Scott Sellors  
Officials - Kyra Rankine  
Hospitality - Curtis Bewick  
Volunteers - Jennifer LeBlanc  
Social - Charaty Rees  
Meet Manager - Melissa Grenkow

# Club Structure & Group Descriptions

The Swim Academy is made up of four groups, Mini Pups, Pups 1, Pups 2, and Pups 3, which are divided by a combination of skill level and age. The Swim Academy is designed to teach children how to swim and provide them with an introduction into competitive swimming. These young swimmers focus on progressing through swimming skills, stroke development, and the important basics of the four competitive strokes: Butterfly, Backstroke, Breaststroke, and Freestyle. Swimmers are placed into one of the three groups by attending a short assessment session with a member of the Seals Coaching Staff. Once a swimmer has been placed into a group of their peers that share similar age and ability, they are able to progress at their own rate. Once a child shows a high level of understanding and execution of the skills at their specific level, they are promoted to the next level in the Swim Academy, and eventually to the competitive levels. Swimmers in the Swim Academy are able to compete in select pre-competitive meets as well as St. James Seals House Meets that are set up to introduce young swimmers to the swim meet atmosphere.

The goal of the *Swim Academy* is to teach each of the following five aspects of technique and development:

- 1. Streamlining
- 2. Timing and Action of Breathing
- 3. Body Stabilization & Positioning
- 4. Introduction of Starts & Turns
- 5. Sculling Patterns & Techniques

# Club Structure & Group Descriptions



## Mini Pups

### Swim Academy

This is our introductory group for our swim academy. Swimmers in this group learn the fundamental building blocks of the sport of swimming as a whole. Classes are reduced in size and length for both safety of beginner swimmers and more one-on-one attention throughout the class. This is a 6 month program (Jan-June) & swimmers are normally aged 5-7. (Coach in water at all times)



## Pups 1

### Swim Academy

This is our second group for our Swim Academy; swimmers in this group learn the very beginner basics of how to swim i.e. float, kick, body position, breathing, with emphases on the fundamentals of Freestyle and Backstroke. This is a 9 month program (Oct-June). Swimmers are usually aged 6-8 & must be able to swim unassisted in shallow water (without life jacket, floaties, etc). Coach in water at all times.



## Pups 2

### Swim Academy

This is the third (3) stage of our Swim Academy; swimmers in this group learn to improve upon what they learn in pups 1 and are introduced into the breaststroke and butterfly. They are also introduced into more advanced starts and turns. This is a 9 month program (Oct-June). Swimmers are usually aged 7-9 & must be able to swim in both shallow & deep water unassisted. Coach in water at all times.

# Club Structure & Group Descriptions



## Pups 3

## Swim Academy

---

This is the fourth (4) and final stage of our Swim Academy; swimmers in this group learn to improve upon what they learn in pups 1 and 2 are introduced to more advance skills and encouraged to participate in Swim Manitoba racing league meets designed for this age group. This is a 9 month program (Oct-June). Swimmers are usually aged between 8-10, & must be able to swim unassisted in both the shallow & deep ends of the pool. The coach is removed from the water & on deck at this level.



## Premiere

## Competitive

---

The Premiere group is designed as a transition from the "learn to swim" focus of the Swim Academy and towards competitive swimming. Premiere signifies the young athlete's first steps onto the competitive stage, where swimmers are able to both compete in select pre-competitive meets as well as their first competitive meets. The emphasis of the Premiere group is to continue on the improvements of stroke technique & coordination, while beginning to integrate the aspects of fitness & overall conditioning. Number of practices and length start to increase in the competitive levels, this is shown as the first significant step up in training from the Swim Academy. Premiere level swimmers also will receive their first taste of morning practices, a necessity as they progress in further swim groups. The Premiere group also has the young athletes first introduction to dryland training that includes 30min of cross training and bodyweight exercises. The expectation of swimmers at the Premiere level is to attend no less than three of the four practices a week unless the coach has been notified otherwise. Attending less than the recommended expectation could affect development and continuation to other groups. Swimmers will train and compete in all four strokes at distances between 50 and 200 metres. Premiere level swimmers are expected to wear St. James Seals team apparel at all sanctioned, competitive swim meets.

- The goals of the Premiere group are:
  - Development of sculling drills
  - Improve stroke technique and coordination
  - Begin aerobic development
  - Learn stroke and drill progressions
  - Training of all four strokes
  - Improvement on starts & turns
  - Emphasis on kick development
  - Develop a positive attitude on trying new distances & races
  - Beginning of dryland training
  - Introduction of early morning & before school swimming

# Club Structure & Group Descriptions



## Age Group Elite

## Competitive

The Age Group Elite (AGE) group is the second stage of the St. James Seals competitive programming. This program emphasizes the continuation of stroke development as well as turning up the intensity in training fitness and overall conditioning. The AGE group is a noticeable step up in practice frequency and duration. Swimmers in the AGE group will also be introduced to two pre-practice dryland sessions, where the emphasis in training is on full body exercises, opposed to cross training. The AGE group also will have an increased morning swim practice in comparison to the Premiere level. AGE level swimmers are competitive in focus and compete only in competitively sanctioned swim meets at the basic level, all the way to the provincial and interprovincial level. The expectation of swimmers at the AGE level is to attend no less than four of the five practices, unless the coach has been notified otherwise. Attending less than the recommended expectation could affect development and continuation to other groups. Swimmers will continue to train and compete in all four strokes at a variety of distances between 50 and 400 metres. AGE level athletes are expected to wear St. James Seals team apparel at all sanctioned, competitive swim meets.

- Goals of the AGE Program are:
  - Continuation of stroke development & technique
  - Continuation of overall conditioning
  - Continuation of drill progression
  - Continuation of kick training
  - Increased aerobic focus
  - Training of all four strokes
  - Introduction of speed (anaerobic) training
  - Introduction of basic race tactics
  - Introduction of goal setting
  - Introduction of qualifying time standard meets
  - Increased dryland training frequency
  - Continuation of weekly before school swimming

# Club Structure & Group Descriptions



## Pinnacle Elite

## Competitive

---

The Pinnacle Elite Group is the final step in the St. James Seals competitive program and is where the majority of our elite middle school and high school athletes will finish their swimming careers. This group continues to develop upon the foundation laid out in the Age Group Elite (AGE) & Premiere groups regarding stroke development, overall fitness, and race focus. Swimmers range in ability from swimming for general fitness, multi-sport, provincial, interprovincial, national, and international levels. Athletes in the Pinnacle Elite group who are competitive are expected to attend six of the seven weekly practices (80%). Swimmers who choose to attend less than 80% of their practices should expect to see less development in the water, and in turn, lesser results in competition. Pinnacle Elite swimmers are seen as positive role models to the levels below them and are expected to conduct themselves as such at the pool and in the community. Athletes will be expected to attend two post-practice dryland sessions where body weight training will be paired with endurance, weight, & resistance training. Pinnacle Elite athletes will be expected to train for races at a variety of distances and at all four strokes, with an emphasis being placed at 200 metres. Swimmers will compete in races at a variety of distances between 50 and 1500 metres. The introduction of stroke and race specialization will occur at this level through conversations with the Head Coach. Athletes at the Pinnacle Elite level are expected to wear St. James Seals team apparel at all sanctioned, competitive swim meets.

- Goals of the Pinnacle Elite group are as follows:
  - Continuation of Stroke Development
  - Continuation of overall fitness
  - Continuation of aerobic development
  - Development of speed (anaerobic) training
  - Continuation of dryland training
  - Introduction of weight & resistance training
  - Expanded & refined race tactics
  - Emphasis on expanded Goal Setting
  - Continuation of kick strengthening training
  - Introduction to stroke count & tempo training
  - Continued training of all four strokes
  - Introduction to stroke & race specialization

# Club Structure & Group Descriptions

## **Pinnacle Plus** **Competitive**

Pinnacle Plus is a continuation from Age Group Elite to Pinnacle Elite or Pinnacle Fitness. Swimmers moving from AGE to one of these groups can spend one (1) year in the Pinnacle Plus program. Pinnacle Plus is a competitive program (swimmers can compete in all meets) with 5 practices and 2 dryland sessions per week. It acts as a stepping stone to the higher training volume and expectations of swimmers at the high school level.

**vs.**

## **Pinnacle Fitness** **Multi-Sport**

Pinnacle Fitness is a multi-sport offering that allows high school aged swimmers to continue swimming & seeing their friends, and take part in other activities and commitments. Swimmers in Pinnacle Fitness also receive 5 practices and 2 dryland sessions per week, however they are limited to two (2) swim meets per season due a reduced SNC/SNM insurance fee.

# Club Structure & Group Descriptions

## Group Movement

Swim groups are determined based on the level of development, performance, attitude, and commitment. For optimal swimmer development, it is necessary to advance a swimmer from one group to another. It is important to be patient and make sure that the athlete has had time to flourish in their current level before moving into the next one. Age plays an important role in move-ups; for lengthening the improvement curve of swimmers, as young move-ups often have short term gains with long term pains. Before swimmers enter the top groups in the club, it is important for them to start understanding that improvement is ultimately their own responsibility through their behaviour, goals and work ethic. Advancement is typically restricted to the end of each championship season – January, April or September.

## Dress Code

Swimmers are required to wear a St. James Seals swim cap during all practices & swim meets. Your coach may have a "fun cap day" during the week that you are free to wear the craziest cap you can find, but we ask you to best represent the Seals when you are at the pool. During Competition, Seals swimmers are required to wear a St. James Seals team apparel (t-shirt/hoodie, shorts) and runners while on the pool deck or in the stands. There is no required dress code for on deck at practices or during dryland (outside of activewear & footwear).

## Equipment

The below equipment is **required** - recommended equipment could include a mesh bag, recovery items (foam roller, lacrosse ball), etc.

**Mini Pups** - Proper training suit, cap, goggles, kick board

**Pups 1** - Proper training suit, cap, goggles, kick board, team apparel for meets

**Pups 2** - Proper training suit, cap, goggles, kick board, fins, team apparel for meets

**Pups 3** - Proper training suit, cap, goggles, kick board, fins, pull buoy, team apparel for meets

**Premiere** - Proper training suit, cap goggles, kick board, fins, pull buoy, snorkel, proper dryland apparel (activewear & footwear), team apparel for meets

**AGE** - Proper training suit, cap, goggles, kick board, fins, pull buoy, snorkel, paddles, proper dryland apparel (activewear & footwear), team apparel for meets

**Pinnacles** - Proper training suit, cap, goggles, kick board, fins, pull buoy, snorkel, paddles, proper dryland apparel (activewear & footwear), team apparel for meets

# Financial Overview



## Cost Components

---

The overall cost paid to the club is made of the following components:

- Swim Canada Fee - This fee is paid directly to the governing body of swimming in Canada to register your child for competition and for insurance.
- Administrative Fee - A one-time fee collected during registration used for registration expenses
- Swim Dues - This fee pays for coaching, pool rental, and other club expenses.
- Participation Buyout - Each group has a required number of volunteer points required per season. Should you not meet that requirement, the difference is converted to dollars and charged to your account.
- Fundraising Buyout - Each fundraiser has a buy out fee should you choose not to participate.
- Meet/Camp Fees – Meet/Camp fees will be charged to each swimmer's account as the meets/camps happen.

Any program fees outstanding from the year prior must be paid in full before registration. Swimmers will not be permitted to register for the current swim season if their dues are in arrears. Registration forms for the current swim season must be accompanied by a credit card authorization (which is entered during online registration), or by void cheque for automatic withdrawal.

## Refund Policy

---

If you choose to withdraw from the club - advanced, written notice must be provided to the club's Team Manager (must provide 30 days notice). A refund will be calculated according to your selected dues schedule. The SNC/SNM insurance fees and administrative fee are non-refundable. All withdrawals after May 31st result in no refund.

# Swim Meets

## General

### Information

Swim meets are an essential part of the sport of swimming.

They allow swimmers to pursue personal bests and measure their individual improvement and progress toward goals. Swim meets are long, but they are a lot of fun for swimmers and families. We want our swimmers at the pool 15mins prior to the start of warm up. So they can get organized, activated, and in the pool on time.

Swimmers are under the care of their coaches on deck. Parents are not allowed on the deck during swim meets, unless they are volunteering. Swimmers should have all of their gear, (food, water, warm clothing, etc.) with them. They talk to their coaches before and after races and are expected to be in the team area in between their races. Swim meets are classified by the length of the pool.

A Short Course (SC) meet will be held in a 25 meter pool whereas a Long Course (LC) meet will be held in a 50 meter pool. The SC season runs from September through to March and is followed by the LC season running until August.

---

## Meet Types

**Timed Finals** - These are the most common meets that swimmers will compete in. They're typically 2 days and take place over a weekend. A timed final meet means that your swimmer will race their assigned events once and that is their only opportunity in that event for that specific competition.

**Prelims/Finals** - These are typically for competitive swimmers at championship level/formatted meets. They are swam with a preliminary session in the morning, where swimmers have the chance to qualify for the finals session in the evening among the other top swimmers in their age group (In Manitoba, that number is between 8-16 swimmers). These meets normally have team and individual scoring, where every swim is a chance to score points for your team!

# Swim Meets

## Meets Attended

**Competitive swimmers** - will get the chance to compete at all program meets on the Swim MB Competition Calendar, qualifying meets\*, and occasionally travel meets.

**Racing League** - Swim MB offers a developmental swim meet at each program meet where younger/newer swimmers can experience what a swim meet is like in a more forgiving setting.

**House League** - We will host our own "swim meets" at our practice pools for fun! This is where young swimmers will likely get their first crack at racing and participating in fun relays with all of their teammates.

---

## Hosted Meets

The St. James Seals are responsible for two (2) program meets throughout the season. These hosted meets are massive financial supports for the club and demand a higher level of Seals parent involvement to perform. These meets are both short course and are the St. James Seals Invitational (October) & the Seals' Last Chance (November).

---

## Team Travel

Occasionally, swimmers will have to travel for competition or camps. This normally happens at the higher level or for team building at other cities. Traditionally, Seals families are responsible for getting themselves to and from travelling meets. A club hotel is selected that includes a reduced team rate. Any team travel that is coach & athlete only will come at the recommendation from the Head Coach and communicated months prior to competition.

# Officiating

Officials are the different volunteer positions that make up the pool deck at a swim meet. Officials range in different skill levels for different duties during a swim meet. It is important to note that all officials positions are volunteer (!! ) and all swim meets in our community do not happen without parents and older swimmers volunteering at these meets.

---

## Officials Training

Parent participation is the key to a successful meet. Families are expected to volunteer for several shifts based on the level of their swimmer. Officiating at swim meets includes the “on deck” positions such as Timers, Strokes and Turn Judges, Starter and Referee and “off deck” positions such as program sales, concession helpers, and runners.

Officials are present at all competitions to implement the technical and administrative rules of swimming, thus ensuring that the competition is fair and equitable to everyone. Without this commitment from the families of swimmers, the sport could not survive.

Better officiating means better and more efficient meets.

One of the best and most supporting actions a parent can take is to become an official and help at our swim meets. Officials are present at all competitions.

---

## Suggested Certifications

Many of the clinics are now offered online, and you can contact our Officials Coordinator to get registered with Swimming Canada to take these clinics at your leisure. They will send you a link and you can do the course at your leisure.

In order to perform the duties of an official, training is required.

LEVEL 1 COURSES – Can be completed online

LEVEL 2 COURSES - Such as Head Lane Timer or Stroke and Turn will be in-person or online held by an instructor 2 or 3 times a year. We will do our best to have them earlier in the year so you can have more options to volunteer as an official.

"What order do I need to take the courses in?"

Swim Canada details the official's pathway that you will follow.

# Officiating

## Working a Swim Meet

---

For each swim meet, you will receive an email from the the officials coordinator directing you to a link to sign-up for any number of positions and shifts. For Seals' hosted meets, our parents get first choice on positions. For all other meets, our parents help fill in the gaps in positions. There are many jobs to choose from and some roles do require you to attend certification clinics. The following is a brief summary of the jobs available. Please note, you will not be able to volunteer at a meet until you have completed the appropriate clinic related to the volunteer position.

### Official Position & Job Description

**Concession** - Work the concession stand selling food and sometimes apparel.

**Hospitality** - Prepare and clean-up the food for the volunteers/officials during the meet.

**Meet Office** - Prepare heat sheets, awards, photocopying, take in fees, check in for coaches.

**\*Timers** - Take the swimmers times in an assigned lane, usually by pressing an electronic plunger.

**\*Safety Marshals** - Ensure that all appropriate warm-up procedures are followed.

**Referee** - Chief Official over all other during the meet. They ensure fairness and make decisions as required.

**Starter** - Starts each race by activating a starting device. They ensure the start is fair.

**Clerk of Course** - Maintains the database for deck entries and scratches. Where necessary they check-in swimmers and direct them to the proper heats and lanes.

**\*Chief Timer** - Responsible for all Timers, watches & timing plungers.

**Judges of Stroke and Turn** - Observe correctness of stroke and/or turn to ensure that no swimmer gets an unfair advantage.

**Meet Managers** - Plan and administer the whole meet, ensuring all positions are filled and all requirements are met.

**Chief Finishing Judges** - Compile the order of finish of a race based on Timer's results sheets or Chief Judge Electronics order of finish tapes and reports.

**Electronics Operators** - Operate or assist in the operation of the swim meet software (Hytek).

\*Certification can be done online through Swimming Canada Learning Management System but you need to be first registered as an official in order to access the e-learning system. Please contact the Officials Coordinator in order to activate your account.

# Participation Policy

Participation in St. James Seals sponsored events and our supporting programs is part of being a St. James Seals family. More than a swim team, we consider the Seals a community, and although a requirement, family participation is a great way to bolster support for the club, have some fun, and bond with our other member-families. The St. James Seals Swim run several club-hosted swim meets and activities throughout the season.

In order to do this, we rely heavily on the participation of our swimmers' parents and families. Support is welcome from all members of the family (parents, grandparents, siblings, etc.), providing that they meet any necessary qualifications for the activity.

As a means of supporting the club fairly, the Seals have developed this Volunteer Points System to manage the various volunteer efforts of its members. This policy details the mandatory participation in our club-hosted meets and fundraising activities, as well as how participation points are allocated for each activity. This document clearly states volunteer point requirements and ways to achieve points.

The St. James Seals Club is a member-run, not-for-profit organization that relies on the participation of the membership to run the club's activities. The intention of this policy is to encourage each family to become more involved with the club. There are many ways families can get involved with the swim club; it can be in the form of volunteering on the board, helping out with some of the club's social activities and volunteering or officiating at swim meets. We encourage all parents to get involved with the swim club.

This policy can be found on our member's site under "About" -> Policies -> Policy Manual -> Section 8.

# Fundraising

Fundraising is an important part of keeping our club financially healthy and maintaining fees as low as possible. We aim to fundraise \$25,000 - \$30,000 each year. As such it is mandatory for all families to participate, therefore:

Upon registration each family must have a credit card on file or provide a void cheque (for autopay processing on the dates below) to cover the entire year's fundraising fees. The fees are as follows:

- Fall \$300.00 - invoiced November 1st
- Winter \$300.00 - invoiced January 1st
- Spring \$300.00 - invoiced May 1st

If any family has chosen not to participate or has not responded by the Club's chosen due date, accounts will be charged the applicable fee.

All families are required to complete their fundraising requirements as a condition of registration. Members who have not completed all conditions of registration will not be able to enter the pool.

## MANDATORY FUNDRAISERS

1. Fall Fundraiser – 50/50 draw date on January 20
2. Winter Fundraiser – Off To The Races on January 20
3. Spring Fundraiser – Golf Tournament on May 16
4. Swim-a-thon

NOTE: While the Swim-a-thon is a mandatory fundraiser there is no set buyout fee associated with it, as the Swim-a-thon is a nationally run program.

## OTHER FUNDRAISERS

Incremental fundraisers may be added throughout the season to achieve our target. Information about these fundraisers will be communicated to all members as they approach. Participation is encouraged for all fundraising initiatives. Buyout fees are not associated with any additional fundraisers added in a season

# Your Role as a Parent/Guardian

## **Be enthusiastic & supportive!**

As a parent/guardian, your major responsibility is to provide a stable, loving and supportive environment. You can give this by providing them with positive feedback about their performance and lots of encouragement. It is important that you do this in a way that is sincere and does not employ social comparisons. Kids, especially past the age of eight or nine, can tell when your “positive” comments are just made up to help them feel better about a bad performance. Turn the focus to their effort and personal improvement. It is so critical for the development of confidence and self-efficacy that you focus not on the outcome, but on the improvements your child made or the things they did well. Did they swim exceptionally hard during the race? Did they complete a skill that has previously given them difficulty? Redefine success as something that is process oriented, not product oriented. By placing the emphasis on the athletes and their effort, winning is redefined in such a way that it comes within the reach of all. Parents serve as role models and their children often emulate their attitudes. Be aware of this and strive to be positive models. Most importantly, show good sportsmanship at all times toward coaches, officials, opponents, and teammates. Children need to establish their own goals and make their own progress towards them. Be careful not to impose your own standards and goals. Do not over burden your child with winning or achieving best times. The most important part of your child’s swimming experience is that they learn about themselves while enjoying the sport. This healthy environment encourages learning and fun, which will develop a positive self-image within your child. The best way to help a child achieve their goals and reduce the natural fear of failure is through positive reinforcement. No one likes to make mistakes. If your child swims poorly or struggles, remember that they are still learning. Encourage their efforts and point out the positive aspects of their swimming, things they did well. As long as they gave their best effort, you should make them feel like a winner.

## **Become Involved**

This does not mean you have to run for board President your first year but try and get involved in some aspect of the club. The easiest starting point is to sign up to be an official at the first swim meet. You get to enjoy the competition, meet other parents, and watch your child participate. It is important that you try to attend club/coach meetings and especially the Annual General Meeting, so you are aware of the club’s business affairs. You also may have an expertise that the club could tap into for assistance.

As a competitive swim club, we need a certain number of officials at our meets. When you volunteer at a meet, you are

not just helping your swimmer, you’re helping all the entire swim community, without volunteers, meets don’t run. Volunteering is a great way to learn about the sport, meet other parents and be on deck while your child swims. The Family Participation Points Policy on the website details the points requirement based your swimmers’ level.

# Code of Conduct

The St. James Seals Swim Club maintains high behavioural standards, which are to be followed at all times including during practices, swim meets, fundraisers, special events, travel and communication. These standards apply both in and out of the pool, and apply to all swimmers, coaches, staff and parents – each of whom is an ambassador of the Seals and the sport of swimming. We're dedicated to developing swimmers to become their best through creating a positive and inclusive team environment wherein all members can achieve this.

Behaviour that doesn't align with our values, standards and expectations impacts our whole Club. In addition to creating safety issues for our swimmers, it also impacts the morale and performance of swimmers and impedes our coaches' abilities to help all swimmers achieve their best.

Our motto is Be The Best You! Our code of conduct is designed to help all members strive for this.

## CODE OF CONDUCT:

The following general principles apply to all swimmers, coaches, staff and parents. At all times these members shall:

1. Conduct him/her self in respectful, courteous, safe, and a professional manner
2. Refrain from using profanity or bullying conduct
3. Attend at practices, meets, fundraising events and meetings as required
4. Fulfill obligations, including for volunteering, fundraising, and payment of all fees in a timely way
5. Review and respond to all communications issued by or for the St. James Seals Swim Club in a timely way
6. Adhere to all club policies and procedures and other written or electronic club issued communications
7. Respect and uphold all facility and St. James Seals Swim Club rules, including but not limited to, on pool decks, locker rooms, swimming pools, and observation areas

## Additional Rules for Swimmers:

In addition to the above and to ensure the safety, success, and peak performance of each St. James Seals Swim Club swimmer, each swimmer shall:

1. Read and sign the St. James Seals Swim Club's Code of Conduct
2. Conduct his/her self in a safe and appropriate manner, both in and outside of the pool, and in keeping with the St. James Seals Swim Club's Code of Conduct
3. Ensure that when entering the pool, the area is clear of other swimmers and it is safe to do so
4. Swim in an orderly direction
5. Use best efforts to arrive at practice on time and if late, to be as least disruptive as possible to others
6. Listen and immediately follow the instruction and direction of his/her coach
7. Communicate any concerns to his/ her coach in a timely way
8. Ensure that at all meets they wear appropriate clothing identifying him/her self as part of the St. James Seals Swim Club

# FAQs

## **Who is our Team Manager?**

Jackie Lusk is the Seals Team Manager. She can be contacted by email at sealsmanager@gmail.com with any questions you may have.

## **What are the costs involved in the competitive programs?**

Each level has an associated cost that can be found on our website under swim groups or on the registration event. There is a monthly swim fee, cost for equipment as well as fees for every swim meet your child participates in. Meet fees are dependent on the number of races your child swims. These fees will be sent out by Team Management when you are registering for the meet. Fees can be paid by credit card (please note there is a transaction fee on every credit card transaction) or direct withdrawal.

There are also time costs in the form of volunteering. Please refer to the Participation Policy document sent out to members in September for more information on this.

## **Where do I find the group practice schedule?**

The schedules for each group (including time and pool) are available under the swim groups tab on the website or under the registration event.

## **How do I find the coaches email?**

All coaches emails and preferred contact information are listed on the website under the "Coaching Staff" button on the home page.

## **If my swimmer has to miss practice, who do I contact?**

Please email your swimmer's coach(es) directly if you will be absent

## **How do I know if the swim suit is the right size?**

When purchasing a swim suit it's important that your swimmer get the right size, especially for competitions. As a general rule, a training suit should look small when dry. Suits will stretch when wet and if it is too big it will be uncomfortable, and cause drag. Please check with your swimmer's coach before buying a racing suit.

## **Where do I buy swim attire and equipment?**

The Seals staff have caps for sale. We also offer two different online stores (Sept & Feb) for ordering Seals apparel. Swim Equipment can be bought from Swimming Matters (1389 Grant Avenue - a couple blocks away from PanAm Pool), All Tides & Team Aquatic Supply both have great (Canadian) online stores!

## **How do I know if my child should move up to the next group?**

Coaches determine when your child is ready to move levels and will send an email to the parents/guardians when that time comes

# FAQs

## **What is the racing league?**

Racing league are swim meets meant for individuals new to competitive swimming. They are meets that have shorter distance events (25m, 50m and 100 IM) to help swimmers gain confidence and comfort in a competitive swim setting. The racing league meets tend to be shorter (2-3 hours) than non-racing league meets which can run multiple days. Initially, racing league was meant for swimmers 12 and under but due to the pandemic the racing league has become more flexible with the age of participants.

## **Where do I find a list of yearly competitions?**

Swim meets will be listed on the Seals website under the Events tab. Your swimmer will not likely be in each swim meet listed but the coach will let you know. An email will be sent out to all members when a new meet is available and ask for declaration. The competition calendar is also listed on the Swim MB website. The major swim meets that are national level will be put on the Swim Canada page. Results and heat sheets for those events will be listed there.

## **How do I know which meets my child should attend?**

Your child's coach will determine which meets your child should attend, as well as what events (types of races) they will be swimming at each meet. Generally the events will be listed on the swim apps Meet Mobile and On Deck about a week before the meet.

## **Where do I find the list of events my child is in?**

There are 2 apps that are common to use – On Deck and Meet Mobile.

OnDeck is a free app. You will need to log in using your Seals website passwords.

The best way is to use an app called Meet Mobile. This app has an annual fee (very minimal) and will show your swimmers events, preliminary and final times for a meet. This will usually have the psych sheets (the order in which the swimmers rank based on entry time), heats and lanes your swimmer will swim in and generally a time when the race is expected to start. This app is also not 100% reliable. The times are uploaded by the volunteers running the Hytek timing systems and sometimes can be very quick. Other times, they will be uploaded after the meet if the software is having an issue (which happens all the time). Please do not get upset if the Meet Mobile doesn't update immediately after your swimmer swims. This happens often and will eventually update. male swimmers doing all their heats first and then the male swimmers will swim all their heats.

# FAQs

## **What are heat sheets?**

Heat sheets are developed by the meet management and software that puts your swimmer in a heat and a lane. The heat sheets used to be printed and in some cases still are but to help the environment we make them available electronically. When your swimmer is entered by the coach into an event, say the 100 Free, the time that is entered for them will place them in order – see psych sheet. The software will then place them in a heat and lane based upon where they fall in the psych sheet. Faster swimmers will swim in the middle lanes and later heats. So your swimmer may get put into Event 5 ( if 100 Free is event 5 ) Heat 2 Lane 1. Meaning she will swim in the second race in lane 1. Events for swim meets normally run with the female swimmers doing all their heats first and then the male swimmers will swim all their heats.

## **What does long course and short course mean?**

Long course is when the swim lanes are 50 meters long and short course is 25 meters long. Typically, short course races are run September –January and in January the bulkheads at Pan Am are moved to support training for long course. Civic Centre & Centennial do not change to long course, their lanes remain 25 meters the entire year.

## **What should my child bring to a swim meet?**

Your child will eventually learn the ins and outs of the swim meet. The important items to bring are the swim equipment for a race, towel, track suit, runners or sliders, Seals shirt, snack food for between swims (food is not permitted on deck at most meets), water bottle, a winning attitude and be ready to cheer their team mates on. The swimmer should be involved in the meet and a great teammate.

## **What are A & AA and National qualifying times?**

When you see and hear about A & AA times, these are referring to qualifying standard times issued by Swim Canada or Swim Manitoba. Each level of swim meet will have qualifying times that must be achieved in order for your swimmer to participate. These times are based on age and sex. The Junior Provincials meet that is run by various clubs but hosted by Swim Manitoba will require the qualification of 'A' times that are listed in the A time standards. The swimmer must attain a certain time given the sex and age of the swimmer. Female and male swimmers have different qualifying times at different ages. The 'AA' level of qualifying time is for meets such as Man/Sask or PWI. National standards such as Easterns/Westerns or Trials have their own minimum qualifying times that are published on the Swim Canada page.

# FAQs

## **Meet Cost:**

The cost of the swim meet varies depending upon the level, location and length of the swim meet.

Meet fees are charged to your accounts and can be located under invoices and payments after you log into your Seals account. Swim meet fees cover various charges that each meet must pay for to host a successful meet. Such charges are pool rental fees, equipment rental fees, general office expenses, medals and awards, etc. Entry fees include all SNM competition fees and charges (\$6 participation fee per swimmer and \$1 program development fee per swim). An example would be the Manta held PWI in December and the cost is \$95 for the meet. Some meets such as the Seals Invitational at the end of October would charge per swim event. The club would charge so much for a 50m, 100m and a 200m swim.

Relay fees are extra.

Deck Entry Fee - A fee set by the host team which allows a swimmer to enter an events/s at the meet. Examples are if a swimmer didn't get the permission in by deadline, has not exceeded the allowed limit of entries as outlined and wants to attain a race time in an additional event. The deck entry is submitted by the coach at least 60 min prior to the start of the session time with cash or cheque payment. There must be space available in the program. Lane assignment will not be completed until payment is made. The deck entry race time will not count for points or placing but will count for personal time. Deck entry is not permitted for final events. Not all swim meets allow deck entry.

Once you have approved permission to enter a meet and the entry deadline has passed meet fees are not refunded.

**IF YOU NEED EXPANSION ON ANY TOPIC IN THIS MANUAL, PLEASE CONTACT YOUR SWIMMERS COACH. THEY CAN ANSWER YOUR QUESTION OR DIRECT YOU TO A MEMBER OF THE CLUB'S BOARD OF DIRECTORS, HEAD COACH, OR POLICY MANUAL & BY-LAWS.**

# Swimming Terms



**Activation:** An out of water warmup that swimmers perform before diving into the pool.

**Bell Lap:** In the 800m or 1500m freestyle races a bell is rung as the swimmer approaches/leaves the wall for their last lap indicating that they only have 50m (short course) or 100m (long course) to swim.

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

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

**Course:** Designated distance (length of pool) for swimming competitions. Short Course (SC) = 25 meters / Long Course (LC) is 50 meters.

**Deck:** The area round the swimming pool reserved for swimmers, coaches and officials.

**Deck Entry:** Entries accepted into swimming events on the first day or later day of a meet.

**DQ/Disqualified:** This occurs when a swimmer has committed an infraction of some kind; e.g. freestyle kick in butterfly. A disqualified swimmer is not eligible to receive awards, nor can the time be used as an official time.

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

**Event:** A race or stroke over a given distance. An event equals one preliminary with its final, or 1 timed final.

**Gutter:** The area along the edge of the pool in which water over rows and is recirculated through the filtration system.

**False Start:** Occurs when a swimmer moves prior to the sounding of the start command.

**Final:** The championship heat of an event in which the top six or eight swimmers from the preliminaries compete, depending on the number of lanes in the pool.

# Swimming Terms



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

**Flags:** Backstroke flags placed 5 meters from the end of the pool. They enable backstroke swimmers to execute a backstroke turn more efficiently since they know how close to the wall they are.

**Heat Sheet:** The pre-meet printed listing of swimmers' seed times and order of swimming in the various events at a swim meet.

**Heats:** Since there are only 8 lanes in which to race and usually many more swimmers the swimmers are divided into heats. Heats are usually swum slowest to fastest.

**I.M.:** Shorthand for Individual Medley. An event in which the swimmer uses all four strokes on the following order: butterfly, backstroke, breaststroke, freestyle.

**Lane Assignment:** The lanes are filled from fastest to slowest in the following order: lane 4, 5, 3, 6, 2, 7, 1 and 8.

**Long Course (LC):** A pool 50 meters in length. Most long course meets occur in the spring and summer.

**Prelims:** Slang for preliminaries, also called Heats or Trials. This races in which swimmers qualify for the championship and consolation finals in an event.

**Psych Sheets:** a document that is developed by the Hy-tek Timing System and shows the order in which the swimmers rank based on entry time in a specific event.

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

**Relay Events:** Short Course: 4 x 50 free, 4 x 100 free, 4 x 200 free, 4 x 50 medley, 4 x 100 medley / Long Course: 4 x 50 free, 4 x 100 free, 4 x 200 free, 4 x 50 medley, 4 x 100 medley.

**Sanction:** An official status allowing an organization (swim club) to hold a swim meet. Meet must abide by all aspects of the sanction. All times for all events will be official and recognized by all governing bodies.

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

**Session:** Portion of meet distinctly separated from other portions by locale, time, type of competition or age group. Most PCS-hosted meets have two sessions each day - the preliminaries heats are usually held in the morning session. The fastest six to eight swimmers, and in some events, the next fastest 6-8 swimmers will swim again in finals.

# Swimming Terms



**Short Course (SC):** A pool 25 meter in length. Most short course meets occur in the fall and winter.

**Split:** The time it takes for a swimmer to swim a segment of the race. Most events can be broken down into equal segments of 25 or more commonly 50 meters.

**Swim Off :** When two (or more) swimmers finish the preliminaries in a “finals position” with the exact same time they will race the event again at the end of preliminaries (or an agreed to time before the finals) to establish seeding or placing. Swim Off times are official times.

**Swimming Strokes:** Freestyle (front crawl), backstroke, breaststroke, butterfly, individual medley.

**Time Standard:** Also known as a Qualifying Time (QT). Some meets require swimmers to have met a qualifying standard prior to being entered in the meet. These standards are often set by the provincial section (Swim MB), the national section (SNC), the host organization, or by FINA.

**Time Trial:** A time-only swim that is not part of a regular meet.

**Timed Final:** The race is only raced once. This often happens for the longer distance races such as the 800m and/or 1500m and is done as a time saving measure. Slower heats in the preliminaries and fastest heat in the finals.

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

**Wall:** The edge of the pool.

**Warm Down (Swim Down):** Low intensity swimming used by swimmers after a race or main practice set to rid the body of excess lactic acid, and to gradually reduce heart rate and respiration.

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