



Wolfville Tritons Swim Club

2018-19

Handbook

www.tritons.ca

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Welcome to the Wolfville Tritons Swim Club.

This handbook has been prepared to provide you with information about the club and to help you understand the sport of swimming. Should you need any additional information, please contact a member of the Tritons executive or our Head Coach.

Introduction

The primary objective of the Wolfville Tritons Swim Club is to provide an opportunity for all members to achieve their potential in the sport of swimming. Because swimmers join our club at various ability levels, individual progress in the sport will vary. At the early stages, coaches emphasize developing technical skills, encouraging a love of the sport, and creating a team atmosphere. As swimmers develop and their level of commitment increases, continued training will ensure opportunities to perform at their highest possible level.

Commitment, hard work, successful goal setting, and long-term planning will ensure a positive outcome for any athlete. The Tritons Swim Club strives to help members adopt these habits while, at the same time, enjoying all the fun that the sport of swimming has to offer.

“Risk more than others think is safe, expect more than others think is wise, dream more than others think is practical, achieve more than others think is possible!”

Welcome Message

On behalf of the executive, we would like to welcome all new and returning swimmers to the Wolfville Tritons Swim Club. We look forward to another exciting and successful swim season.

An outstanding program has been designed for swimmers in every training group. In addition, the executive has worked hard to ensure mechanisms are in place to support the coaches and swimmers as they pursue their goals. Details of the program are presented in this handbook, which has been prepared as a source of information to help you understand the sport of swimming and how our club operates.

We invite you to participate in your child’s swimming experience by becoming active in the Wolfville Tritons Swim Club. There are many different avenues to become involved. Consider joining the executive, helping with a committee,

working at swim meets, chaperoning or simply cheering for the swimmers. We would appreciate any assistance you can offer.

Executive and Club Member meetings are held the second Tuesday of every month. Please verify the dates on the website and plan to attend the meetings. Your voice and your ideas are needed.

Finally, please feel free to contact any member of the executive at any time if you have any questions, comments or ideas. All executive contact information is located on the website. See you in the stands and have a wonderful swimming season.

The Executive

Message from Head Coach

Welcome to the Wolfville Tritons Swim Club! If you are a new member, I send you a warm welcome & hope you find the information in this handbook helpful, and I encourage you to ask questions if you are unsure.

The 2018-19 swimming season is underway and I look to this season with excitement & enthusiasm. Each year we see our swimmers develop into strong athletes, but while that is happening they are also developing good life skills. Swimming encourages so many aspects that we require to go through daily life that even retired swimmers will always be grateful they were a swimmer in their youth!

The social aspect of swimming encourages young athletes to meet others who are in their sport, and when they compete at other pools, they get to meet swimmers from different teams, so building rapport & camaraderie.

The organizational skills of swimming will assist them in school, at home and as they develop into young adults. Many swimmers consider their time of swimming as the time they learned to focus on the right things at the right time. With this, schoolwork has the opportunity to improve; homework has to be done to make time for swimming!

Wolfville Tritons swimmers are a family of young athletes; they are the friendliest of young folks I've ever met. They are a joy to be with and I am thrilled to be part of their life. I welcome the opportunity to work together with all our swimmers regardless of their skill level and look forward to a successful season.

Moirá wtsc.coach@gmail.com

Swim Nova Scotia

Swim Nova Scotia (SNS) is the governing body of amateur swimming in Nova Scotia. As a member of Swimming Natation Canada, the national governing body, Swim Nova Scotia is affiliated with Aquatic Federation of Canada (AFC) and the Federation Internationale de Natation Amateur (FINA).

Swim Nova Scotia administers and regulates all matters pertaining to the sport of amateur swimming in Nova Scotia. All Tritons pay an annual fee to Swim Nova Scotia and are registered and insured through our Provincial Sport Organization. Website address, www.swimnovascotia.com

“It is not how good you are. It’s how bad you want it.”

Communication

Communication in our swim program is vital. There are several sources of information on the Wolfville Tritons Swim Club Activities. These include:

- The Club’s Web Page www.tritons.ca
- Emails
- Social Media: Facebook, Twitter
- Bulletin board announcements (in the stands)
- Executive and General Club meetings
- Information/Specialty meetings
- Press releases via the print media

It is the responsibility of the swimmer/family to access and interpret the information that has been provided through the above sources.

It is the responsibility of the swimmer/family to be aware of practice times, swim meets, training camps, fundraising activities, meetings, clinics, special events, fee structure, club policies etc. If you have any questions or concerns, be sure to seek clarification from your training group coach, Head Coach and/ or the Executive.

Our coaches are available before or after practice to answer individual questions or concerns. It is best if you call/email and arrange a meeting time in

advance. During practice sessions, coaches are hired to work with the entire team and are not able to address individual concerns. Parents are to stay off the pool deck during all practices and swim meets.

Should there be a specific concern, please adhere to the following procedure:

- Parent speaks to the coach concerned; if not satisfied,
- Parent speaks to the Head Coach; if satisfaction is still not achieved,
- Parent should write a letter to the WTSC Executive concerning the problem, outlining the communications the parent has had with the coaches and stating what he/she considers to be a resolution of the concern.
- The Executive will meet and facilitate a resolution.

Goals of the Wolfville Tritons Swim Club

- To allow athletes to develop to their maximum potential as swimmers and individuals.
- To provide an atmosphere for athletes to acquire an understanding of the importance of setting and achieving individual goals.
- To allow athletes to develop an appreciation of the importance and process of working within a group toward a common goal(s).
- To cultivate positive working relationships with other clubs and sport related organizations within the province of Nova Scotia and Atlantic Canada.
- To produce athletes on the provincial, regional and national levels through all of these pursuits.

WTSC offers the following programs:

“Good swimmers come and go but their hearts last a lifetime”

1) Novice: Nova Tech Participation level swimmers.

Novice swimmers are those swimmers joining the club who have recently learned to swim & are able to swim a length on their front & their back. The objective of this group is to develop the skills required to make swimming easier & more enjoyable. In this group swimmers will learn new skills such as diving into the water safely and swimming in a lane with other swimmers. This level of swimmer is able to compete at the participation level of Swim Nova Scotia's Nova Tech program thus introducing them to competition only if & when they feel capable. This group swims 3 times/ week

2) Intermediate: Nova Tech Levels 1 and 2 swimmers

The Intermediate group are those more capable swimmers who have developed skills in all 4 strokes. They are able to dive in off the block & know how to turn. This group continues to develop their skills in the strokes and enhance their opportunities in competition. The swimmers in this group are encouraged to compete in the Nova Tech program and can advance through that program to the Age Group level. There are 5 competitions throughout the season. The Nova Tech season culminates in the provincial meet held in mid May. This group swims 4 times /week

At no time are those who swim with the club ever forced to compete if they feel uncomfortable doing so. So often young swimmers feel stressed by thinking they have to compete and so cannot enjoy what is offered. Those who have been with us for some time and did not want to compete have been known to change their minds as they become more comfortable.

3) Junior B: Age Group swimmers without AA Provincial Qualifying standards

The swimmers in this group are those who have qualified from the Nova Tech program and the coach of that program feels they are capable of the extra work done in the Junior B group. This group is looking to qualify for the Nova Scotia AA Provincial Championships. The standards required for this competition can be found on SwimNovaScotia.com

Junior B swimmers continue to work on the skills they were introduced to in the Nova Tech programs, but as they get stronger and swim more often they improve quite quickly. Again, it must be stressed that competition is optional, but encouraged. This group does 5 pool practices and are introduced to dry land activities. This group may also have younger athletes who have the qualifying standard for AA Provincials, but the coach may feel that they do not

require the extra training that Junior A expects. These athletes may transfer to Junior A at the coach's discretion.

4) Junior A: Age Group Swimmers who have met AA Provincial Qualifying standards.

The work this group does assists them to qualify for the next standard, which is the AAA Provincial Championships. Much of the work the Junior A group does is similar to the Senior group, only they do fewer practices. This group does 6 pool practices & one dry land.

5) Senior: Age Group swimmers with AAA Nova Scotia Provincial Qualifying standards

The senior group are swimmers who have senior provincial time standards and are 15 years old this swimming season OR have at least one national AG qualifying standard. The swimmers in this group spend a great deal of time in the water & are fairly dedicated to their sport. This group swims 8 practices and do 3 dry land workouts.

Competition

The Wolfville Tritons Swim Club is a competitive swim club. While it recognizes that each member may have differing levels of competition and performance, it nonetheless depends on its members from all of the competitive levels in the club for representation at all relevant competition opportunities.

While the Wolfville Tritons Swim Club is considered a competitive swim club & our coaches encourage competition, at no time is a swimmer forced to compete. Competition for some can be frightening; we recognize this and our coaches will support all swimmers who choose to stand back from competition. Sometimes a swimmer will feel more comfortable with competing once their skills are more developed. We enjoy watching each of our members improve.

Swimmers attending swim meets are required to have the following equipment:

- Blue Team T-Shirt with current WTSC Logo
- Blue Team swim cap
- Goggles x 2 - goggles tend to break when they are needed!
- Swim suit

- Water Bottle
- Socks and runners - not flip flops.
- Skipping Rope
- Snacks
- Track pants for warmth

Prior to any swim meet the athletes are made aware of start times and other important issues. They are encouraged to ask questions and to feel comfortable in the planning of a meet.

Each level of the WTSC program and the respective competition opportunities are designed to be age and developmentally appropriate within the context of Long Term Athlete Development (LTAD). Swimming Canada and the Canadian Sport Centers have developed an LTAD model upon which the WTSC program is based.

Swimmers in the Novice Training Group are considered to be pre-competitive. This means that they may not compete at the start of the season, but the goal of the program is to help them develop and progress with competition readiness as the desired outcome. Many swimmers at this level are competing regularly by the end of the season.

Swimmers in the Intermediate Training Group will be competing in the Nova Tech program of provincial competition. Swim meet opportunities occur roughly every eight weeks.

Swimmers in the Junior B, Junior A and Senior Training Groups compete in the Age Group program of Swim Nova Scotia. Swim meets occur roughly every four to six weeks and can range from invitational meets to the provincial and national level. Swim meets at the provincial and national level require swimmers to meet qualifying standards for admission into the meet.

A schedule of swim meets for the invitational, provincial and national levels are available on the Swim Nova Scotia website at <http://www.swimnovascotia.com/yearround-meets>.

Payment of Club Fees

Monthly fees are due on the first day of each month (post-dated cheques or money order). An interest charge of 2% per month (24% per annum) will be assessed on accounts over 30 days. Cash will not be accepted - please make cheques or money orders payable to WTSC. A fee of \$30.00 will be assessed on NSF cheques. In the case of athletes traveling to major events outside the province (meets, training camps), families will be required to pay the full airfare at time of booking and 90% of estimated costs for hotel and van rental. The final 10% will be paid upon return from the trip. Refer to the WTSC Out-of-Province Travel Policy for full details.

WTSC University & Alumni Policy

In the interests of retaining a positive and long-standing relationship with WTSC alumni who have graduated from the program, the club offers training to former WTSC swimmers who wish to train and compete with the club at the end of the university season. In return, those swimmers are asked to volunteer their time to help mentor the club swimmers, as per the coach's direction. Available lane space will also be considered.

In cases of age group swimmers who have left the WTSC program on positive terms (moving, etc), WTSC will waive registration fees for these swimmers on short-term basis (short stays of 1 week per year), provided they are in good standing with the club. In cases where a former WTSC swimmer or swimmers from other clubs/provinces who wish to train with WTSC for extended periods of time, registration fees will be prorated based on the duration of the stay and the level of the club the swimmer(s) will be training in.

In the instances of returning WTSC university swimmers, the Parent Participation Points and fundraising obligations will be waived. In the instances of returning WTSC swimmers or swimmers from other clubs joining WTSC mid-season, the Parent Participation Points and fundraising commitments will be pro-rated for the duration of the season.

In all of the situations above, these swimmers will still have to pay for any meet fees and Provincial Sport Organization/National Sport Organization fees required for them to compete.

Out-of-Province Travel Policy

The WTSC has designed the following travel policy to be used for out-of-province competitions and training camps:

- The TEAM always comes first. No athlete will be entered for any out of province meets who does not attend regular practice as outlined by the Head Coach. Athletes travelling with the club are representing the club at its best and must be shown to do so.
- The club may make the flight arrangements unless you wish to fly by air miles or make own bookings - then book your own flight and make ground transportation arrangements to the hotel (if you are on a different flight)
- Airfare must be paid at time of booking. Provide cheque or money-order payable to WTSC, dated the day of booking
- Swimmers will stay in team rooms, unless otherwise designated by Head Coach
- Accommodation and ground transportation costs will be divided evenly among all swimmers, regardless of how many per room (or van)
- An *estimate* of total costs will be presented to families' approximately 2 to 4 weeks before travel. Families will be required to pay 90% of this estimate, due according to the payment schedule outlined for that particular event. The remaining fees will be collected within 2 weeks of notification of final costs.
- Parents may elect to come to these events. If they wish to travel with the team, they will pay an equal share of ground transportation and hotel accommodation (please note that swimmer arrangements will come first, and if there is room, parents will be accommodated in the team van or rental vehicle).
- It is recognized that some parents may choose to make their own accommodation and ground travel arrangements (i.e. staying with friends, family hotel room etc). If this is the case, the Head Coach must be notified well in advance of the meet and the club/coach will not bear any responsibility for this athlete's travel or well being except during the competition.
- Swimmers will maintain a code of appropriate dress and behaviour and exercise good judgment as per the code of conduct.

- Swimmers will comply with training, traveling, competition curfew and behaviour guidelines as set by the Head Coach. Athletes travelling & competing away from home are under the guidance of the Head Coach

* There is a zero tolerance policy for the purchase, consumption or provision to others of any and all alcohol and controlled drugs at all events and meets that the Tritons attend (whether or not swimmers have reached the age of majority in the province hosting the event). Swimmers in violation of this portion of the Travel Policy will be immediately withdrawn from the competition and returned home at their family's expense as soon as return travel can be arranged. They will be in violation of the Athlete Contract of Behaviour and will be suspended accordingly.

- When parents/families are traveling with the group, we recognize they may take side trips and tours. Any such plans involving the swimmer must be negotiated with the Head Coach before leaving Nova Scotia, as it is important for the team to stay together for meals, activities etc. The coach and chaperone(s) (if designated for a particular event) take their roles very seriously and expect parent cooperation and understanding in their efforts to maintain group safety and cohesiveness.

- Athletes will be required to fill out and return the meet consent for Appendix E and the Contract of Behaviour form Appendix B.

- Athletes will be required to fill out and return a Medical Consent Form and Personal Health Form (Appendix G and H).

Team Managers

The team managers are responsible for coordinating non-coaching aspects of the teams' operations. Competitive swimmers will most often hear from the team managers with regard to meet planning. For example, the team managers keep swimmers informed of meet dates and locations, and assist with travel and accommodation arrangements. Pre-competitive swimmers will most often hear from team managers with regard to swim club events and functions.

Team managers are well placed to bring concerns related to their particular training groups via the team manager representative on the board of directors. Ideas, concerns, and questions may be channelled to the executive through each team manager.

Team managers and contact information for each swim group will be listed on the web page www.tritons.ca

Equipment

Equipment needs for each training group are identified in a letter at the beginning of the season and will vary per group. Swimmers are expected to bring that equipment to the pool each day.

Swimmers are expected to be on deck 15 minutes prior to the start of the practice, and are to arrive on the pool deck changed and ready to swim.

Web Page

The WTSC website (www.tritons.ca) is the primary method of communication from the club to the club members. All newsletters, fundraising news, notices and upcoming events will be added to the site and members are encouraged to check regularly for updates.

There is a contact page on the website as well as links to the email addresses of our Board members; please feel free to contact the club with any questions or concerns. We use the website and the email addresses provided to us during registration to keep members up to date on current happenings. Please make sure to let us know if your contact information changes during the season.

Fundraising

We will be fundraising throughout the season; fundraising keeps our swim fees lower and raises the profile of the club in the community. Volunteers for these events are always needed to help these events be successful. Please consider helping out!

Fundraisers may include:

Swim Meet Canteens, Swim-a-thon, Social functions, Candle sales, Vesey's Seeds, BBQ, etc. Established fundraisers include volunteering at the Wolfville Tree Lighting and Just Us! coffee sales.

Please feel free to bring suggestions forward for any ideas you might have.

Officiating

All parents are encouraged to get involved in officiating, as it is one of the best ways to understand and enjoy the sport. Clinics and information sessions will be available to teach you the different roles and guidelines.

Swimming is a sport that requires parent involvement, and officiating gives you a chance to contribute to your swimmer's development. Each swim club is required to provide a certain number of officials for each session of a swim meet. The number of officials which the Tritons has to supply is directly related to the number of swimmers attending a swim meet.

In Nova Scotia, clubs sending three (3) or more swimmers to any Swim Nova Scotia sanctioned competition are required to provide at least one official/volunteer per session. Clubs sending twenty (20) or more swimmers to any Swim Nova Scotia sanctioned competition are required to provide at least two officials per session. The names of the officials/volunteers are to accompany meet entries.

Please refer to the Officials' Code of Conduct in Appendix C.

Parents' Perspective

As a parent your major responsibility is to provide a stable, loving and supportive environment. Show your interest by ensuring your child's attendance, by coming to meets, and by being aware of what is going on. Parents are not participants on their child's team, but contribute to the success experienced by the child and the team - providing transportation, officiating, and fundraising are a few ways to contribute positively. If children see swimming as a sport, with an opportunity to learn skills, compete, increase confidence, and have fun they are able to go with the flow, relax and enjoy themselves while in the pool.

Be aware that your attitude will often set the tone for your children. More than likely your child will make mistakes; remember that they are still learning. Encourage all efforts, and point out the things done well. Some mistakes often made by parents are that their questions center too much on the outcome instead of the process ("Did you win?" or "How did you place?"). This emphasis sends the message that mistakes are occasions of failure rather than opportunities to learn - this is wrong. The most important part of a child's

swimming experience is that they learn about themselves while enjoying the sport. A healthy environment encourages learning and fun, which will develop a positive self-image within each child. Be enthusiastic and supportive.

Strive to be positive role models and most importantly, show good sportsmanship at all times towards coaches, officials, opponents and teammates. The coach is the only one qualified to judge a swimmer's performance and technique, so let the coach do the coaching. Coaches are not always right, but you cannot help the situation by making negative statements. Remember that your child is the swimmer, and that he/she needs to establish individual goals and make progress towards them. Be careful not to impose your own standards or goals. Please refer to the WTSC Code of Conduct in Appendix B.

Parents Participation Point Program

For any youth athletic organization to be truly successful it must be an *athlete centered, coach driven* and *parent supported* program. With an organization as broad and diverse as the Wolfville Tritons Swim Club, there are a tremendous number of roles and responsibilities to be taken on, and must be covered by the parents and guardians of the clubs' swimmers.

As with most organizations, there are often those who are willing to take on more roles and responsibilities than others. However, for every parent or guardian who *does not* contribute with club operations, there has to be someone else who takes the job to make sure the club is able to operate smoothly.

Furthermore, we must make sure that a legacy is created from one generation to the next, so that the volunteer operations of the club are able to continue with little interruption as roles and responsibilities change hands.

Keeping all of this in mind, the WTSC executive adopted a **Parents' Participation Point Program (PPP)**. Each swimmer registered within the Tritons will have a number of points allotted to them based on their level of swimming in the club. Families with multiple swimmers in the water will receive consideration of this fact in the same fashion they receive financial consideration when paying club fees.

1 Point is equal to \$25. Parents/guardians must sign a post-dated cheque (June 15 of that season) for the cumulative number of points they are expected to work at the start of the season.

Cheques will be cashed on June 30th if points have not been worked off by that date. If all of the points are worked off by the June 30th date, then the participation points' cheque will be returned to the family and/or destroyed. In the case of partial points remaining of the parent's obligation, the club will write a cheque for the value of points worked off and retain the remainder.

Excess points earned per season are not redeemable for cash or club fees, and points are non-transferable from one member to another. As well, parent participation points must also be earned by the parent/guardian of WTSC swimmer(s), and may not be earned by the swimmer(s) and/or siblings or friends.

As with any other community organization, the adage of "many hands make light work" rings true. It is hoped that the sense of community created by this point based system will ultimately lead to a healthy base of parent volunteers within the Tritons organization and to a legacy of dedicated and supportive parents helping their children succeed in and out of the pool.

In cases where the organising club asks us to send a list of volunteers, we will send your requested position to the organising club, we cannot however guarantee that you will be able to volunteer at the meet. We will try to confirm with the club where possible, and notify you if your help isn't needed. In cases where the organising clubs asks you to send your requested position and availability personally, this will be noted in the PPP confirmation e-mail. In this case it will be your responsibility to get a confirmation through e-mail from the organising club.

PPP points will only be awarded for actual volunteering at the meet. Should you end up not being needed at a meet that you received a confirmation for, we will require an e-mail confirmation for your position to award you the PPP's.

<u>SQUAD</u>	<u>1st CHILD</u>	<u>2nd CHILD</u>	<u>3rd</u>
Novice points	10 points	8 points	4
Intermediate points	12 points	10 points	6
Junior B points	16 points	12 points	8

Junior A points	20 points	16 points	12
Senior points	25 points	20 points	15
Summer Swimmer points	6 points	4 points	2

1 POINT WTSC delegate at Swim NS AGM, \$26-50 Donation / Financial referral to WTSC, Referral of new WTSC member, Attending general meetings, Volunteering at Time Trials involving WTSC swimmers (any position), Volunteering at team special events (approx. 3 hour shift)

2 POINTS Timing (WTSC hosted meet - 1 session), Timing (away meet - 1 session), CFJ (Chief Finish Judge - 1 session), Attendance at WTSC AGM, Canteen work (WTSC hosted meet - 1 shift, approximately 3 hours), Hospitality room work (WTSC hosted meet - 1 shift, approximately 3 hours), \$51-100 Donation / Financial Referral to WTSC, WTSC Subcommittee membership, Marshal at WTSC hosted NT meet

3 POINTS Stroke & Turn Judge - 1 session, \$101-200 Donation / Financial Referral to WTSC, Canteen Donation for WTSC hosted meet (\$101 or more), Clean-up at Team special events, Marshal at WTSC hosted NT Explosion

4 POINTS. Starter - 1 session, \$201-300 Donation / Financial Referral to WTSC, Hospitality Room Coordinator (WTSC Hosted Nova Tech Meet - single day), Canteen Organizer for WTSC hosted meet (Nova Tech - single day)

5 POINTS. Referee - 1 session, Member of Swim NS Board of Directors, \$301-400 Donation / Financial Referral to WTSC

6 POINTS Hospitality Room Coordinator (WTSC Hosted Meet - multi-day), Canteen Organizer for WTSC hosted meet (WTSC Hosted Meet - multi-day), \$401-500 Donation / Financial Referral to WTSC, Chairperson of WTSC subcommittee

7 POINTS \$501-600 Donation / Financial Referral to WTSC

8 POINTS \$601+ Donation / Financial Referral to WTSC, WTSC Communications Director, WTSC Website Administrator

9 POINTS WTSC Past President, WTSC Team Manager, WTSC Equipment Manager

10 POINTS Meet Manager, \$801-1000 Donation / Financial Referral to WTSC

12 POINTS Chaperone for an away meet of 3 days in length or longer, WTSC Coach for season (Level 2 certified or above), WTSC Club Secretary, WTSC Parent Participation Program Administrator

15 POINTS. WTSC Club Registrar, WTSC Club Treasurer/ WTSC Financial Officer, WTSC Club Vice President, WTSC Fundraising Chair

23 POINTS WTSC Club President

Note: In order to earn the points awarded for the executive positions, the member must attend 80% of the executive/general meetings. No partial points will be awarded.

Swimming Terminology

Warm-ups / Start time- All swim meets all have specific warm up and start times. Warm ups are typically 1 hour long and swimmers should be at the pool 15 minutes before the specified warm up time. The start time is the time that the actual swim races will begin.

Heats & Finals- At some swim meets, there are 2 sessions per day: heats and finals. Heats are usually in the morning, where every swimmer entered in the race will swim. Finals are usually swum at night, where only the top 8 swimmers from each race swum in the morning will race again.

Timed Finals- Timed finals are events where there are no prelims/finals. The swimmer only swims the race once. All future league meets are timed finals. Some longer races at heats/finals meets may be timed finals (ex. 800 free, 400 IM, or 200 fly).

Stroke Count- the number of strokes taken in a given distance. Ex. Count strokes for one length.

LTAD - Long Term Athlete Development

PSO - Provincial Sport Organization

NSO - National Sport Organization

Short Course - 25m Long Pool

Long Course - 50m Long Pool (Olympic Sized)

SNC - Swimming/Natation Canada

SNS - Swim Nova Scotia

IM - Individual Medley - all 4 strokes swum in the following order:

Butterfly * Backstroke * Breaststroke * Freestyle

Flip Turn - Turn done by executing a somersault - used in freestyle and backstroke

Touch Turn - Turn done by touching the wall with both hands simultaneously before turning around - used in butterfly and breaststroke

Appendix A

Athlete Contract of Behaviour

Preamble:

Recognizing that Wolfville Tritons are a team of many athletes, all of whom have an equal right to take part, I _____, hereby agree to behave in a manner that encourages a positive team atmosphere and images at all junctures.

Expectations:

I, _____, shall adhere to each of the following behaviours in both competitive and training settings:

1. I will refrain from all forms of negative talk: about myself, my swims, my teammates, my coach, and other swimmers, etc.

Initial; _____

2. I will always treat others and myself with the respect.

Initial; _____

3. I will not engage in behaviours that are directly or indirectly disruptive to my teammates.

Initial; _____

4. I will not consume, purchase or provide to others any alcohol, drugs or other controlled substances at any event or meet which the Tritons are attending. This includes travel to national meets in other provinces where I

may be of legal age to purchase alcohol; this policy is in effect for the duration of the meet or event and includes the return travel home.

Initial; _____

5. I will always act as a positive role ambassador for the Tritons when dealing with swimmers, parents, coaches and officials from other clubs.

Initial; _____

6. I will be a positive role model to younger athletes: those who are members of the Tritons as well as those who are from other clubs.

Initial; _____

7. I shall abide by all reasonable requests from my coach without incident.

Initial; _____

8. Should I disagree with my coach, I will ask to speak with him or her to address the matter in a calm, dignified and respectful manner. This will happen within 24 hours following the practice or meet involved.

Initial; _____

a. Furthermore I recognize that my coach and I may continue to disagree, but that I am expected to carry out the initial request/decision of the coach without incident.

Initial; _____

Consequences:

Should I fail to live up to the behaviours and expectations listed above, the consequences shall be as follows, in sequence:

Step 1

A one week suspension from swimming with WTSC, as well as all other SNC sanctioned organizations and events during that period.

Initial: _____

Step 2

A one month suspension from swimming with WTSC, as well as all other SNC sanctioned organizations and events during that period of time.

Initial: _____

Step 3

A suspension from swimming with WTSC for the remainder of the current swim season.

Initial: _____

Agreement:

I, _____ with the support and agreement of my parents, have read and hereby agree to each of the above listed behaviours and consequences for the remainder of my career with the Wolfville Tritons Swim Club

_____ Date _____

Athlete Signature

_____ Date _____

Parent/Guardian's Signature

_____ Date _____

Head Coach Signature

Wolfville Tritons Swim Club Code of Conduct

The WTSC is committed to providing our athletes with an environment that will enable them to achieve their potential as well as an environment in which all individuals (athletes, coaches, officials, volunteers and families) are treated with respect. Encouragement goes a long way in the development and achievement of a swimmer and affects the environment that they train/ compete in. We like to promote a supportive atmosphere for all of our athletes and families. Support your swimmer's sport of choice!

- I will conduct myself at all times in a manner consistent with the values of the WTSC, which include fairness, integrity and respect. This pertains to interaction with all athletes, other parents, officials, board members and coaches.
- I will not engage in destructive gossip regarding coaches, parents, athletes or officials.
- I will demonstrate appropriate behaviour at team events. I agree that profanity and strong language are unacceptable around children's teams.
- I will remember that my child participates in this sport for his or her enjoyment, not mine
- I will ensure that my child arrives at practice and meets on time.
- If I have questions or concerns with respect to my child's swim program, I should contact my child's coach directly first. Any further concerns will be directed to the Head Coach. If my concern is still not resolved, I will contact the President/and or Vice President of the Club. I will contact my child's coach and make arrangements to meet well before practice or after but never on deck during practices or meets.
- I acknowledge that all meet line-ups, including relays, will be assigned by the coaching staff. **Swimmers are expected to be willing and available to swim in all relays** and should plan to attend the entire meet unless or until they are excused by their coach.
- I understand that coaching is conducted for the good of the group/team and not on an individual basis.
- I will encourage a healthy lifestyle including nutritious foods and adequate sleep.
- In support of team spirit and unity, I will ensure that my swimmer will have the proper equipment and team attire as per the equipment list for their swim group, as distributed at registration.
- I will be supportive of my child and the team at all times, regardless of performance level.
- I understand for myself, and will ensure that my swimmer understands that internet web sites, such as, but not limited to, Facebook, on which people socialize and exchange information, shall not be used to contact or post remarks

or pictures for any reason that that can be considered inflammatory, degrading or in poor taste toward any other athletes (Tritons or otherwise), coach, parent or volunteer.

- I will not approach coaches, swimmers, parents or officials on the swim deck or off for any reason other than for congratulatory purposes and polite conversation.
- I will support my swimmer and the Club by volunteering my time to assist in meets, social events and fundraising activities.
- I understand that volunteer organizations such as the WTSC depend on the energy and goodwill of parents to fulfill numerous, essential roles. When I have an issue with my parent rep, meet coordinators or Board members, I will respect that these are all volunteers working on my child's behalf. If I feel the need to take issue with any member of our 'team', I will do so privately and directly with the people involved. If resolution is not achieved, I will contact the club President and/or Vice President.

A productive and safe atmosphere promoting camaraderie and family values is accomplished through the collaborative efforts of our parents, athletes, coaches and staff. With these values in mind, I understand that failure to comply with these Codes may result in appropriate action as determined by the Board of Directors, including termination of membership if deemed necessary.

As a parent/guardian of _____, I promise to abide by this WTSC Code of Conduct.

Signed (parent's name):

Date: _____

Officials' Code of Conduct

1. Be at the pool ready to work at least 45 minutes before the session is to begin.
2. Report promptly to the officials' area and sign in. By doing so, you let the referee know that you have arrived.
3. Accept an assignment to officiate at a meet only if you intend to honour the commitment.
4. Accept the assignment you are given at a meet.
5. Do not leave your assigned position.
6. If you want to leave your post to watch child/children swim, make sure that you have a replacement.
7. Know the rules as they apply to your assigned position.
8. Be impartial (do not cheer for individual swimmers).
9. Dress in white shirt and black bottoms. Senior officials (stroke and turn, starter, referee) wear a royal blue golf shirt for the finals sessions at meets with prelims and finals.
10. Remember that the referee's decision is final.
11. Remain cool and professional at all times. Refer any problems that may come your way to the referee.

Signed (Official's name): _____

Date:

Swimming/Natation Canada & Swim Nova Scotia

Personal Information Consent Form

Wolfville Tritons Swim Club

Swimmer's Name: _____ (the "Swimmer")

Registration Number: _____

(if available)

Please carefully read, complete and sign this form.

A parent or legal guardian must sign for those swimmers under the age of 18 years.

The federal *Personal Information Protection & Electronic Documents Act* (and equivalent provincial legislation) requires that consent be obtained prior to the collection and use of all personal information.

The personal information you provide to the Club from this registration will be used for the purposes reasonably associated with the swimming activities conducted by the Club. These purposes include national, provincial and event registration, insurance coverage, training and competition participation, and competition results' publication.

Some of the information you provide will be passed on to Swimming/Natation Canada ("SNC") and Swim Nova Scotia, for purposes including association registration, insurance coverage and:

- a) ensuring swimmers train and compete in an age appropriate environment;
- b) establishing athlete eligibility for selection to swim teams;
- c) establishing pertinent medical records;

- d) reporting non-identifying, demographic and participation statistics to funder's, sponsors and other authorized 3rd parties;
- e) publishing athletes' names, genders, ages, club affiliations on swimming websites or in results, news releases and ranking reports; and
- f) making direct contact with swimmers as necessary for the operation of the Club, Swim Nova Scotia and SNC.

Additional personal information may be collected from time to time. Consent for the use of this personal information may be inferred where its uses are obvious and it has been voluntarily provided.

Complete texts of the Privacy/Personal Information Policies (variously the "Policy" or "Policies") may be found at: for SNC at: www.swimming.ca ; and for Swim Nova Scotia at: <http://www.swimnovascotia.com/winterregistration.php>

Should a swimmer wish to review their personal information held by the Club, Swim Nova Scotia, or SNC, they must make a request to the appropriate organization pursuant to that organization's Policy. Further, swimmers may withdraw consent to use their personal information pursuant to the Policies. Such a withdrawal however, may require the cancellation of your membership with and suspension of your activities of the Club, Swim Nova Scotia and SNC.

All swimmers or their parent or legal guardian must sign a copy of this form.

I hereby consent to the collection and use of my personal information as described above.

Signature of Swimmer (18years or older)	Date
or Parent/Guardian	

Print name and relationship to Swimmer (if signed by Guardian)

Meet Consent Form

Athlete Name: _____

Meet: _____

Date: _____

Return form by: _____

Cost Estimate per swimmer:

- Hotel estimate: _____
- Van Rental/Gas estimate: _____
- Total Estimate: _____

Pre-Payment Due Date: _____

Amount (90% of total estimate): _____

Updated Medical Information:

Health Card #: _____ *Expiry Date:* _____

Parent Agreement

I agree to:

- Read and abide by the Travel Policy, as designed by the WTSC
- Submit my checks as outlined in the payment schedule, realizing these are estimated costs and the last payment will be adjusted according to final figures
- Secure medical insurance for my son/daughter's travel, either through my current health plan or by purchasing additional insurance as necessary. Proof is required for travel outside of Canada
- Grant permission for my son/daughter to travel to this event
- Submit signed Athlete Contract of Behaviour

Parent Signature: _____

Date: _____

Wolfville Tritons Chaperone Policy

The primary concern for any chaperone is the safety and welfare of all the athletes they are traveling with. Guidelines are listed below.

Must have:

- A valid drivers license, adequate insurance, credit card, CAA (or equivalent) is an asset but not mandatory.
- Completed a Police record check.
- Current First aid and CPR. (An asset)
- Access to a cell phone for the duration of the trip, and provide the number to all families prior to leaving for the trip.
- The ratio of chaperones to swimmers should be based on the age of the group going, younger swimmers will need more support and supervision. When there are 4 or more swimmers 13 or under the ratio of chaperones to swimmers should be 4:1. With the older swimmers the ratio could be 6:1, thus allowing the chaperone to be the driver for their particular group.
- Consideration given to having one male and one female chaperone when more than one chaperone is required and there are male and female swimmers.

Responsibilities:

- Have a pre-departure meeting with parents coaches and athletes to discuss all aspects of the trip- travel arrangements, ground transportation, room assignments curfews, menus and grocery lists if cooking, meal budgets, medical concerns, behaviour expectations, free time activities.
- Keep a team bag with them at all times. This bag may contain all documents relating to the trip such as completed medical forms, health cards, all contact information, travel permission slips, any required medication, and a first aid kit.
- If the chaperone has one or more children on the trip, the parent must act as chaperone for the group first and the parent second.
- Be available to all swimmers any time, day or night.

- Responsible for Hotel check-in/out, late check out, has the phone blocked as well as the pay per view channels.
- Obtain a spare key for all rooms.
- Confirm wake up calls for everyone.
- Accompany any athlete requiring medical attention. In the case where there is only one chaperone then the head coach will assume the responsibility of all athletes until the chaperone returns. Parents of the athlete will be notified as soon as possible.
- Swimmers not staying with the team on away meets are not the responsibility of the chaperone outside of the swim complex. Parents wishing to make their own arrangements must be available at the appropriate pick up times following heats and finals.
- If swimmers are to be billeted, confirm host families have been matched with the correct athlete. Confirm meeting times with all families and swimmers. (Pick up and drop off times)
- Not to smoke or consume alcohol for the duration of the trip.
- Communicate effectively with the Coach, keeping them informed of any issues arising with the athletes (using regular meetings through out the meet, with the athletes and coaches)
- Assist the Coaching staff and athletes wherever possible. Be available (24/7) at all times and be flexible.
- If time is available, organize and monitor field trip, which would include any activities that would allow the whole team to take part, at the coach's discretion.
- The executive will deal with any exceptions to any of these policies and families will be notified.

Discipline

- Have the authority to discipline any athlete for;
 - Inappropriate behaviour
 - Drinking
 - Drugs

- Excessive rowdiness

- Vandalism

- Notify coaches, athletes and parents of inappropriate behaviour, and agree to appropriate consequences, i.e. flight home.
- Arrange for transportation from the event to the hotel.
- In the event that an athlete is sent home his or her parents will assume all costs associated with sending the child home.
- If for some reason it is not possible to send the athlete home, then the athlete will be removed from the remainder of the competition.

Compensation:

- When club chaperones are traveling with a group, all costs associated with traveling will be covered by the club and/or divided between the parents of the athletes attending the meet.
- The parents of the athletes traveling to the meet will (shared equally amongst them) provide a meal allowance of \$20 per day, for the duration of the trip.
- When parents contact the chaperone via cell phone, they are responsible for any costs associated with cell phone use. (Cell phone number may be a local call; however, airtime will still generate a bill.)

Medical Consent Form- Wolfville Tritons

Swim Club (WTSC)

Swimmer's Name:

Swimmer's Home Address:

Swimmer's Home Phone Number:

Mother's Work and/or Cell Phone:

Father's Work and/or Cell Phone:

Other Emergency Contact Name and Phone Number:

Doctor's Name:

Doctor's Phone Number:

Provincial Health Card Number and Expiry Date:

Private Health Plan Name and Number:

As the parent/guardian of the above named swimmer, I/we give consent for the WTSC team chaperone(s) to obtain any medical services necessary for the health and safety of my/our child. I/we give consent to any medical practitioners to provide any medical services, including treatments, necessary for the health and safety of my child. I agree to assume any costs associated with the medical services deemed necessary.

The team chaperone(s) will not administer any medications to the swimmer unless authorized by a parent/guardian.

I/we release WTSC and the chaperone(s) against any claim by or on behalf of a swimmer as a result of their actions taken in accordance with the Medical Consent/Health form. I/we agree that WTSC, its personnel and team chaperone(s) shall not be responsible for any accident, damage, injury,

sickness, or loss at anytime during or while traveling to and from the swim meet and related activities.

Signature(s) of parent(s)/guardian(s):

Date:

All information provided is strictly confidential except when required by Health Care Providers for medical services.

Personal Health Form

Swimmer's full name: _____

Date of birth: _____ Age: _____

Height: _____ Weight: _____

1. Please list any health concerns such as asthma, diabetes etc:

2. Please list any known allergies (meds, insects, food etc) and the reaction to look for:

Does your child carry an Epi-pen?

Do they need assistance with the Epi-pen?

3. Please list any medications your child is taking (include dose and frequency):

Will the medication be held by the swimmer _____ or chaperone _____?

Does the swimmer need assistance/supervision with the medications?

No__ Yes__ (please expand)

4. If your child develops headache, fever, pain, nausea please indicate what medications the swimmer uses:

To the best of my knowledge, my child is in good health and is able to participate in all meet/trip activities. I/we certify that all of the above information is true and complete, to the best of my knowledge.

Signature of parent/guardian:

Date:

I give permission for the team chaperone(s) to administer the medications listed above in the manner listed above.

Signature of parent/guardian:

Date:

Medical Policy

The Wolfville Tritons swim club recognizes that there will be times when swimmers will not be able to train due to medical reasons.

If a swimmer will be out of the water for 12 training days or more, training fees will be waived for the duration of the dates included in the Doctor's documentation (dates must be included).

There must be must be documentation from the health professional(s) responsible for the swimmer's treatment in order for training fees to be waived.

The fee will be prorated and credited to the swimmer's account.

Wolfville Tritons Swim Club Photo Release

I understand that photos and/or videos of participants in the Wolfville Tritons Swim Club may be procured during swim meets, practices, team activities or other associated club functions and/or activities. These images/videos may be used in promotional materials, including publication on the Wolfville Tritons Website. I have indicated below whether or not I consent to the use of images, videos or likenesses of my child(ren)/ward for promotional purposes by the Wolfville Tritons Swim Club.

Swimmer's name(s):

Parent/Guardian Signature: _____

Date: _____

I consent

I do not consent

Website Administrator: webadmin@tritons.ca

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