



SPARTAN SWIM CLUB FAMILY HANDBOOK

TABLE OF CONTENTS

	Page Number
▪ Welcome	1
▪ Introduction	1
▪ Program Information – Development Groups	3
▪ Program Information – Junior Groups	4
▪ Program Information – Advanced Groups	5
▪ Fee Information	6
▪ 2014-2015 Fee Schedule	7
▪ Swimming Natation Canada/ Swim BC	8
▪ Fee Responsibility	9
▪ Parent Participation & Points	10 - 11
▪ Development Flowchart	12
▪ Executive	13
▪ Coaching Staff	13
▪ Parent Involvement	13
▪ Parent's Role	14
▪ Communications	14 - 15
▪ Swimmer Moving Up	16
▪ Swim Meets	16 - 21
▪ Travel Policy	21 - 23
▪ Swimmer & Parent Code of Conduct	24



WELCOME TO THE SPARTAN SWIM CLUB

It is the Club's intention that its members, especially the first year swimmers and their parents will find this booklet helpful and informative. It is a statement of Club policy and guidelines to be observed by all. If you have any questions or comments, please contact one of our Executive or come to our monthly meeting of the Club Executive.

INTRODUCTION

The Spartan Swim Club is a youth competitive swimming club dedicated to the pursuit of personal excellence at all levels.

The Club's Objectives are:

1. To provide a program of development and training which; will enable every swimmer in the Club to develop to the full extent of his or her individual level of interest, commitment and ability.
2. To build and maintain a standing in the swimming community.
3. To recruit suitable coaching staff and obtain their best performances.
4. To obtain, productively use and safeguard the Club's financial resources.
5. To obtain, productively use and safeguard the Club's physical resources.
6. To provide effective communication among the membership, coaching staff and swimmers.
7. To contribute to, build and maintain a good standing in the local communities we serve.

The program is ultimately directed towards competitive swimming in organized age group and senior level swim meets held on a regular basis. It is this program which gives full meaning to the swimmer's training and development. It provides the swimmer with the results of what his or her efforts are achieving. Involvement in swim meets, locally and throughout the province, allows members to meet and compete with swimmers from other clubs...in the process have a lot of fun.

The Club's swimming programs are held at the Cheam Leisure Centre and the Chilliwack Landing Leisure Centre. Based on a swimmer's ability as deemed by coaching staff swimmers are assigned to a specific group.

Program Philosophy

The Spartan Swim Club employs a long term athlete development model. The focus for younger swimmers is on technique and skill acquisition. Our program is based around the development of all four strokes of the individual medley. We do not encourage stroke specialization at an early age. We also want to develop an aerobic fitness base in our swimmers by having them train for the distance freestyle events. Athletes who are involved in aerobic training pre-puberty can actually grow a larger heart muscle and more capillaries in the muscle fibers. They, in essence, create a bigger engine to drive their body. We develop our swimmers with an eye on the future so that they can enjoy the sport in their teens. Short term gains are not made at the expense of long term development.

History

Established in 1976, the Spartan Swim Club was originally a military club. The Spartan Swim Club retains those roots as they continue to train at the Cheam Centre pool in Chilliwack. The Club uses the Chilliwack Landing Leisure Centre as the main part of its training area. The team lost the name CFB Chilliwack in 1988, when it grew to include more community than Military families. It then became the Fraser Valley Spartan Swim Club and it has continually brought in swimmers from all over the Upper Fraser Valley. The Club now goes by "Spartan Swim Club" and is recognized as one of the best "small" clubs in Canada. The Club boasts numerous provincial records. Spartan swimmers and graduated swimmers have represented Canada at all major international Games, including the Olympics and Paralympics. Other Spartans have been selected to various Provincial and Canadian Senior and Youth teams.

PROGRAM INFORMATION

Development Groups:

Spartan Starters #1 (11 & under) or Maroon #1 (12 & over) is an introduction to competitive swimming. Swimmers learn all 4 competitive strokes, starts and turns. Young swimmers increase their endurance during the one hour sessions. Mini-meets are run each two months. These are low key, fun sessions where the swimmers get to measure their improvement.

There are several different levels inside the Starter program. Your child will be placed with a coach who has a group of swimmers at a similar level. The swimmers in that small group will progress through the skills program for their appropriate level. The skills in each level build in progressions as your child improves.

Choose one: All options are at the CHEAM POOL

Option #1: Mon & Wed 4-5 pm

Option #2: Tue & Thurs 4-5 pm

Option #3: Tue & Thurs 5-6 pm

Monday	Tuesday	Wednesday	Thursday
4:00 - 5:00 PM	4:00 - 5:00 PM 5:00 - 6:00 PM	4:00 - 5:00 PM	4:00 - 5:00 PM 5:00 - 6:00 PM

Spartan Starters #2 (11 & under) or Maroon #2 (12 & over) is an introduction to competitive swimming. Similar to Starter #1 & Maroon #1, except these two groups swim three times per week. Swimmers learn all 4 competitive strokes, starts and turns, with increased endurance during the three one hour sessions. Training three times a week will result in a constant and steady improvement of both the swimmer's strokes and times. Swimmers begin competition in the P.A.S.S. meets.

Choose one: All options are at the CHEAM POOL

Option #1: Mon, Wed & Fri 4-5 pm

Option #2: Tue & Thurs & Fri 4-5pm & Fri. 4-5 pm

Option #3: Tue & Thurs & Fri 5-6pm & Fri. 4-5 pm

Monday	Tuesday	Wednesday	Thursday	Friday
4:00 - 5:00 PM	4:00 - 5:00 PM 5:00 - 6:00 PM	4:00-5:00 PM	4:00 - 5:00 PM 5:00 - 6:00 PM	4:00 - 5:00 PM

Junior Groups:

Spartan Yellow (11 & under) is a new group designed for swimmers 11 and under who would like to advance their training and commitment to the program. Participants will attend regularly scheduled Regional competitions (L.M.R.) meets. Entry standard is a 200 IM in less than 4 minutes and 300 Freestyle under 5:40. Total training time per week is 6 hours. The goal for the yellow group is to promote excellence with our program at a younger age; swimmers will be provided a high level of coaching in this group and will be expected to attend practice and swim meets on a regular basis.

- Swimmers for this group will need to be invited by a Spartan Coach before entry.
- Equipment Required: water bottle, flippers & pull-buoys & snorkel

Mon, Wed, Fri 4-5 pm, Tues & Thurs 4-6 pm @ Landing

Monday	Tuesday	Wednesday	Thursday	Friday
4:00 – 5:00 PM Landing	4:00 – 6:00 PM Landing	4:00 – 5:00 PM Landing	4:00 – 6:00 PM Landing	4:00 – 5:00 PM Landing

Stroke & Development (12 & over) is training in the basic development of all 4 strokes. This group is for swimmers 12 years and older and gives athletes the option to be a non-competitive swimmer. In this group swimmers will maintain fitness, be given competitive stroke correction from a qualified coach and given the opportunity to participate in a competitive swim program but not be required to attend swim meets.

- Equipment Required: water bottle, flippers, pull-buoys & snorkel

Mon, Wed, Fri 4-5 pm, Tues & Thurs 4-6pm @ Landing

Monday	Tuesday	Wednesday	Thursday	Friday
4:00 – 5:00 PM Landing	4:00 – 6:00 PM Landing	4:00 – 5:00 PM Landing	4:00 – 6:00 PM Landing	4:00 – 5:00 PM Landing

Spartan Bronze (12 & over) is the equivalence of our Spartan yellow group but for 12 and over swimmers. The goal for Bronze is to advance the training time for young swimmers and promote excellence within the group. Participants will attend regularly scheduled Regional competitions (L.M.R.) meets. Entry standard is a 200 IM in less than 4 minutes and 300 Freestyle under 5:40. Total training time per week is 8.5 hours.

- Equipment Required: water bottle, flippers, pull-buoys & snorkel

Mon, Wed, Fri 5-6:30 pm, Tues 5-7 am & Sat 7-9 am @ Landing

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
5:00 – 6:30 PM Landing	5:00 – 7:00 AM Landing	5:00 – 6:30 PM Landing		5:00 – 6:30 PM Landing	7:00 – 9:00 AM Landing

Advanced Groups:

Spartan Silver is for swimmers at the “AA” level of swimming or higher. In this group swimmers will be provided a high level of coaching and training. Goals for this group are to increase endurance, perfect stroke techniques, train all energy systems and advance athletes to the next level in their swimming. The expectations for this group is that swimmers will commit to the training schedule, regularly attend required swim meets and have a competitive drive for the sport. Total training time per week is 10.5 hours, plus some additional time for dry land training.

- Equipment Required: water bottle, flippers, pull-buoys, big-paddles, snorkel & band

Mon, Wed, Fri 5-6:30 pm @ Landing, Tues 5-7 am @ Landing, Thurs 5-7am @ Cheam & Sat 7-9 am @ Landing

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
5:00 - 6:30 PM Landing	5:00 - 7:00 AM Landing	5:00 - 6:30 PM Landing	5:00 - 7:00 AM Cheam	5:00 - 6:30 PM Landing	7:00 - 9:00 AM Landing

Spartan Gold is for swimmers who have chosen swimming as a sport for them. “AAA” time standards or faster are required for this group. Similar to the Silver group swimmers will be provided a high level of coaching and training. Goals for this group are to increase endurance, perfect stroke techniques, train all energy systems and advance athletes to perform at the best of their abilities. The expectation for this group is that swimmers will commit to the training schedule, regularly attend required local and travel swim meets and have a competitive drive for the sport. Total pool time per week is 13.5 hours, plus some additional time for dry land training.

Spartan Gold + is an additional level of Spartan training for the Gold swimmers.

- Equipment Required: flippers, pull-buoys, big-paddles, snorkel & band

Mon 5-6:30 pm, Tue 5-7 am, Wed 5-6:30 pm, Fri 5-6:30 pm @ Landing, Thurs 5-7 am @ Cheam & Sat 7-9 am @ Landing

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
5:00 - 6:30 PM Landing	5:00 - 7:00 AM Landing 4:00 - 6:00 PM Landing	5:00 - 6:30 PM Landing	5:00 - 7:00 AM Cheam 4:00 - 6:00 PM Landing @ Coaches discretion	5:00 - 6:30PM Landing	7:00 - 9:00AM Landing

FEE INFORMATION

Full Fee Schedule outline on page 7

Payment may be made on line, by Monthly post-dated cheques (1st of the month) or payment in full. All payments: Club Registration, Swim BC Insurance, Monthly Fees, and Parent Participation Points **must be** received at the time of registration. ***All fees must be received prior to swimming with the club.***

Notes:

- Club Registration Fee “Early Bird” is \$35 for all returning swimmers if registered before July 2, 2014

September payment includes:

- Club Registration Fee + Swim BC Insurance + Annual or September (*Monthly*) fee

October – June payments:

- 9 post-dated cheques for monthly fees (*dated for the first of each month*)

Additional Family Members Plan

1st swimmer (*highest level registered pays all stated fees*).

2nd swimmer from the same family will receive a 15% discount off monthly/yearly fees

3rd and subsequent swimmers from the same family will receive a 20% discount off monthly/yearly fees.

- Discounts do not apply to Club registration or Swim BC Insurance.

Monthly Dues: The swim season is from September to June (*10 months*). Forgiveness of fees as a result of illness or other reasons will be at the discretion of the Executive Committee and must be issued in writing.

Swim Group Changes: Parents will be involved in any proposed change in the group and may request a review of their swimmer’s group by contacting the Head Coach. The swimmer will move to the next level when all additional fee dues are paid to the registrar.

SPARTAN SWIM CLUB FEE SCHEDULE

2014/2015 SWIM SEASON

GROUPS	Non-Refundable		Swim BC Annual Insurance ²	FEES		ADDITIONAL FEES
	Annual Club Reg. Fees ¹			Annual fees or monthly dues ³ (Sept 2014 - June 2015)		Parent Participation Points ⁴
	<i>*Early Registration Before July 2, 2014</i>			ANNUAL	MONTHLY x 10	(May 31, 2015)
*STARTER #1 11 & Under 2x week	*\$35	\$80	NON-COMPETITIVE \$38	\$750	\$75	Mini-meets
*MAROON #1 12 & OVER 2x week	*\$35	\$80		\$800	\$80	
*STARTER #2 11 & Under 3x week	*\$35	\$80	COMPETITIVE 8 & Under - \$79 9 & 10 - \$99 11 to 14 - \$145 15 & Over - \$187 <i>based on age as of December 31, 2014 & Swim BC/Canada criteria.</i>	\$1050	\$105	Mini-meets or PASS meets
*MAROON #2 12 & over 3x week	*\$35	\$80		\$1150	\$115	
Stroke & Development 4x/week	*\$35	\$100		\$1600	\$160	\$250
YELLOW 11 & Under 5x/week	*\$35	\$80		\$1650	\$165	\$250
BRONZE 12 & Over 5x/week	*\$35	\$100		\$1850	\$185	\$300
SILVER 6x/week	*\$35	\$100		\$2150	\$215	\$300
GOLD 7x/week	*\$35	\$100		\$2400	\$240	\$300
GOLD + 7x + FT/week	*\$35	\$100		\$2450	\$245	\$300

Payment may be made in full, by Monthly post-dated Cheque or on-line payments. All monthly fees are due the 1st of each month.

- **ALL PAYMENTS:** Club Registration fees¹, Swim BC Insurance², Monthly Fees³ and Parent Participation Points⁴ **MUST BE** received at the time of registration.



SWIMMING • NATATION CANADA AND SWIM B.C. REGISTRATION INSURANCE & COMPETITIVE FEES:

The Spartan Swim Club is affiliated with Swimming Canada and as such must register each swimmer with the B.C. section/ national section. The amount varies based on the age/competition level of the individual swimmer. Swim B.C. is not included in your monthly dues. Each Swimmer must pay the Swim B.C. fees upon registration with the Spartan Swim Club.

2014-2015 Registration Fees:

The combined Swim BC/SNC registration fees are as follows:

Non-Competitive Swimmers:

- Non-Competitive (any age): \$38.00

Competitive Swimmers (age as of December 31, 2014):

- 8&U: \$79.00
- 9-10: \$99.00
- 11-14: \$145.00
- 15&O: \$187.00

Personal Information Protection & Electronic Documents Act – Consent Form

All registrants are required to complete the PIPEDA Registration Form giving consent to the collection and use of personal information as described in the form. This form must be complete with all Registration forms.

Registering your swimmer:

Each swimmer will receive a generated system email from registration@swimming.ca

Subject line: Swimmer Registration Confirmation. Upon completing this online registration you/your swimmer are considered officially registered and a member of Spartan Swim Club and then covered by the insurance policy.

FEE RESPONSIBILITY:

Overdue accounts: Any overdue accounts of more than 1 month will result in suspension of the swimmer from travel, meets and training, unless special arrangements have been made with the Club Executive.

Returned cheques:

Must be covered immediately and will carry a \$25.00 service charge.

Financial Policy:

1. At registration, fees shall be paid:

- a) in full *or*
- b) by post-dated cheque *(as outlined on Spartan Swim Club Fee schedule) OR*
- c) on-line option (PayPal)

2. As the Club needs a constant income to cover pool costs and coaching salaries, fees should be considered an annual cost, even if paid once a month. Therefore, vacations, and minor illnesses do not qualify a member for rebates for sessions/days missed. In situations of a more serious nature, the Executive will deal with each case individually, upon written/e-mail notice.

3. All members of the Club are required to pay full fees. There will be no credit for work done or services given, unless specifically approved by the Executive.

4. When a member leaves the Club during the year, the Executive must be notified in writing. Parents are responsible for all fees and assessments up to the date of termination. A minimum of one month **(30 days)** written notice at the beginning of the month is required by the Executive. *No refunds will be given after April 30th.*

5. When a member leaves the Club during the year, the parent participation program assessment will be pro-rated accordingly and must be paid at the time the member leaves the club.

6. One member from each family, in the Club, has voting privileges at any Spartan Swim Club meeting.

PARENT PARTICIPATION POINTS: (PPP)

In order for the Spartan Swim Club to run efficiently and smoothly, the club relies on volunteer contributions from its members. A cheque (amount varies depending on level of swimmer) is collected upon registration. Each swimmer's family is required to volunteer for various positions and roles in the club. A list of volunteer opportunities and their \$ value is listed on **(page 11)**. If a family has more than one swimmer in the club, they are only required to earn the points assigned to the highest level of swimmer. The number of points required does not change through the year even if the swimmer moves to a higher level. The parent participation assessment is reconciled at the end of May.

Hosted meets by the Spartan Swim Club requires all families to volunteer.

Parent Participation Points

Level one points 1 hour = 1 point
Level two points 1 hour = 1.2 points
Level three point 1 hour = 1.5 points

1-10 and under meet
2-Pass meets
2-LMR meets
5 meets total

50 points needed per year-Stroke & Turn 45 points
5 meets
10 points per meet needed
or you fill in points doing other jobs to support the club

Executive Committee	President	25 points
	VP 1	
	VP 2	
	Secretary	
	Treasurer	
	Registration	
	Fundraising	
	Knight Road Legacy	
	Equipment Manager	
	Officials Coordinator	
	Swim Meet Account	

Courses / Training	Timer and Safety Marshall	L2	2 hours
	Stroke and Turn	L2	2 hours
	Clerk of Course	L2	2 hours
	upstairs person	L2	2 hours
	upstairs person	L2	2 hours
	upstairs person	L2	2 hours
	Chief Timer	L2	2 hours
	Meet Manager	L2	2 hours
	Chief Starter	L2	2 hours
	Judge	L2	2 hours

Other Parent Point Opportunities

Annual Meeting	attendance	L1	2 hours total
year end party	organizing hours	L3	per hour
Xmas party	organizing hours	L3	per hour

Fundraiser	Organizing fundraisers for the	L2	per hour
Miscellaneous	Million other great help out	L1	per hour

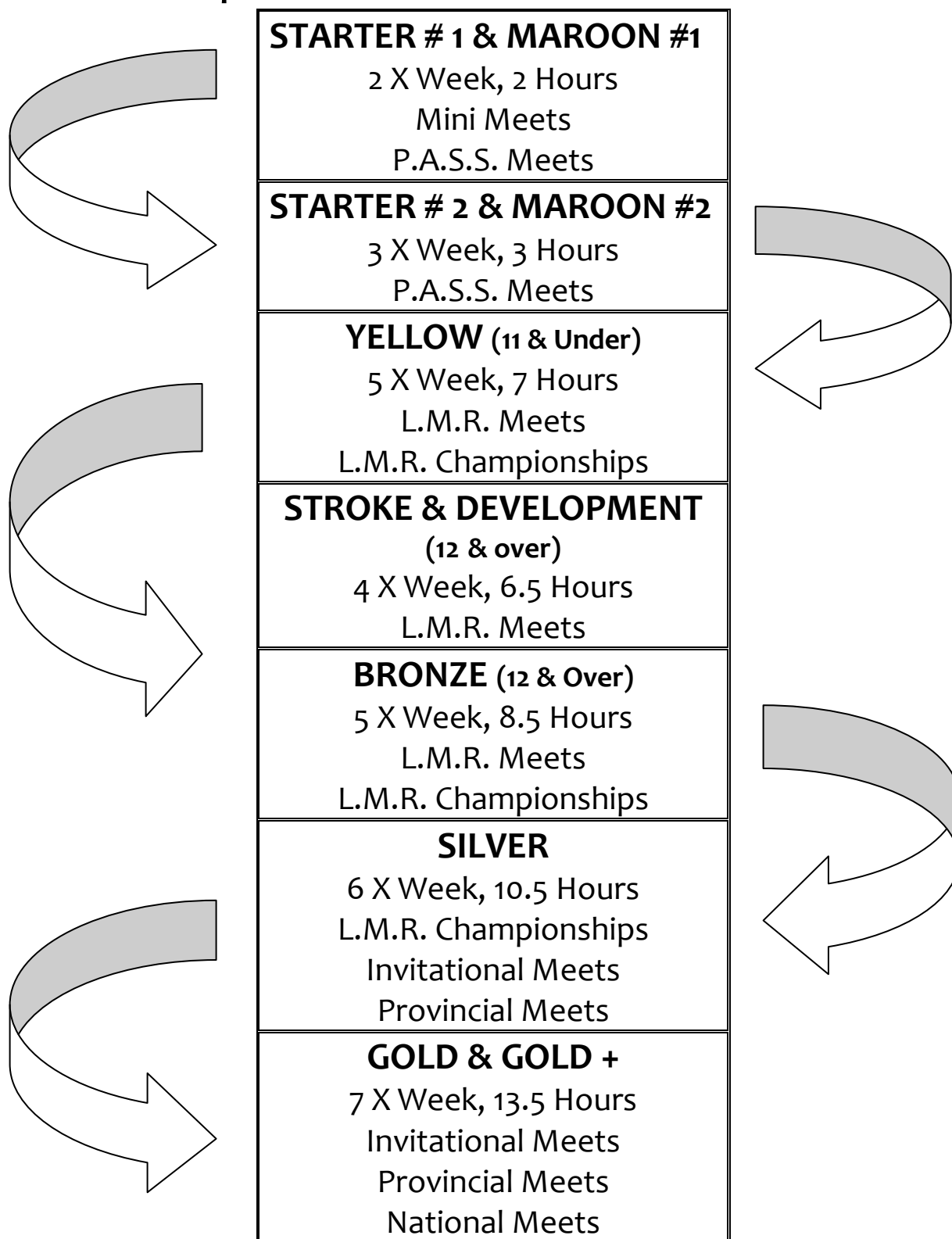
Swim Meet Required Jobs

Parent Participation Points			
Meet Manager	per hour	L3	
Clerk of Course	per hour	L3	
Starter	per hour	L3	
Judge	per hour	L3	
Chief Timer	per hour	L2	
the four people upstairs	per hour	L3	
the four people upstairs	per hour	L3	
the four people upstairs	per hour	L3	
the four people upstairs	per hour	L3	
50/50 tickets Shift one	per hour	L1	
50/50 tickets Shift Two	per hour	L1	
program seller	per hour	L1	
Timers Lane 1 shift one	per hour	L1	
	per hour	L1	
Timers Lane 2 shift one	per hour	L1	
	per hour	L1	
Timers Lane 3 shift one	per hour	L1	
	per hour	L1	
Timers Lane 4 shift one	per hour	L1	
	per hour	L1	
Timers Lane 5 shift one	per hour	L1	
	per hour	L1	
Timers Lane 6 shift one	per hour	L1	
	per hour	L1	
Timers Lane 7 shift one	per hour	L1	
	per hour	L1	
Timers Lane 8 shift one	per hour	L1	
	per hour	L1	
Timers Lane 1 shift two	per hour	L1	
	per hour	L1	
Timers Lane 2 shift two	per hour	L1	
	per hour	L1	
Timers Lane 3 shift two	per hour	L1	
	per hour	L1	
Timers Lane 4 shift two	per hour	L1	
	per hour	L1	
Timers Lane 5 shift two	per hour	L1	
	per hour	L1	
Timers Lane 6 shift two	per hour	L1	
	per hour	L1	
Timers Lane 7 shift two	per hour	L1	
	per hour	L1	
Timers Lane 8 shift two	per hour	L1	
	per hour	L1	
Safety Marshall - AM shift	per hour	L1	
	per hour	L1	
Safety Marshall - PM Shift	per hour	L1	
	per hour	L1	
Pre Meet Set Up x 4 people	per hour	L1	
After Meet Take Down x 4	per hour	L1	

Parent Participation Points				
Stroke & Turn - Shift One	1	L2	per hour	
	2	L2	per hour	
	3	L2	per hour	
	4	L2	per hour	
	5	L2	per hour	
	6	L2	per hour	
	7	L2	per hour	
	8	L2	per hour	
Stroke & Turn - Shift Two	1	L2	per hour	
	2	L2	per hour	
	3	L2	per hour	
	4	L2	per hour	
	5	L2	per hour	
	6	L2	per hour	
	7	L2	per hour	
	8	L2	per hour	
Food for Volunteers and Coaches	Food Organizer			
	Kitchen Prep Staff - Shift One	1	L3	per hour
		2	L2	per hour
		3	L2	per hour
	Kitchen Prep Staff - Shift Two	1	L2	per hour
		2	L2	per hour
		3	L2	per hour
	Food Carriers - Shift One	1	L1	per hour
		2	L1	per hour
		3	L1	per hour
		4	L1	per hour
	Food Carriers - Shift Two	1	L1	per hour
2		L1	per hour	
3		L1	per hour	
4		L1	per hour	
Pre Meet Food Prep				
Fruit Cut		L1	per hour	
Juice		L1	per hour	
?		L1	per hour	
?		L1	per hour	
?		L1	per hour	
?		L1	per hour	
?		L1	per hour	
?		L1	per hour	
?		L1	per hour	
?		L1	per hour	
?		L1	per hour	

Parent Participation Points			
Volunteer at other Swim Meets	Timer	L1	per hour
	Stroke & Turn	L2	per hour
	Judge	L2	per hour

Spartan Swim Club Flow Chart



EXECUTIVE

The club is operated by a voluntary Executive with a paid coaching and an office manager. Swimmers and their parents are expected to participate in the organization and functioning of the Club in order to keep costs down.

The Executive usually meets every fourth Saturday of the month at the Landing Leisure Centre. All parents are welcome!

Any matter, which a parent wishes to be considered, should be brought to the attention of the President. General Meetings are held on an annual basis. The Annual General Meeting is held in May or June. The election of Officers and Directors is held at this meeting. Lack of attendance will be considered to indicate agreement with the Executive.

The Executive is there to support the swimmers, families, and coaches. This year the Executive is focused on:

1. Continue to grow grassroots swim program.
2. Develop to the fullest our High Performing athletes.
3. Communication and Club awareness.
4. Growing alternate sources of revenue.
5. Continue to maintain a high level of financial control.

Please contact an Executive member about anything....anytime.

COACHING STAFF

The staff is lead by a full-time paid professional coach. All of our coaches are paid employees of the Spartan Swim Club and have specialized coach training.

PARENTAL INVOLVEMENT

It is important that parents support the swimmer and the coach in the agreed upon program including punctuality at practices and meets. They must endeavor to participate in and promote all fundraising projects, pay dues as required, and generally be prepared to assist the Club in all of its activities. It is demanding but also extremely rewarding!

Parental involvement is **VITALLY** important! Parents are asked to volunteer for one or more Club duties. They are also expected to qualify themselves in the areas of timing and officiating to assist with the work of running/hosting swim meets, and to also assist at meets that we attend. Instructional clinics are held during the year. Contact our Officials Director for the up and coming clinics available.

PARENT'S ROLE:

1. As a spectator in the sport of swimming please remember that the swimmers participate in this sport for their own enjoyment.
2. Please respect members from other clubs – without them there would be no competition.
Remember that all meets are volunteer run. Without the officials and volunteer help on our decks, there would not be any advancement of your swimmer to higher levels.
3. Once your swimmer is on the pool deck, at practice or a swim meet, they are then the responsibility of their coach.
4. It is a rule from Swim B.C. that no parent is allowed to be behind the blocks, in the marshalling area or in the officiating areas during any sanctioned swim meet unless you have signed up for one of the jobs as an official, timer or helper of some sort.
5. Please adhere to these rules. Your behavior is a reflection of the whole Club.
6. If a situation arises in which you need to discuss a problem with a coach, an official, or another member of the club, please have respect for those around you and conduct your business in private. If this problem cannot be resolved, please bring it to the attention of the President.

COMMUNICATIONS

Coaches are happy to discuss your swimmer's progress with you. Please make sure that you do not interrupt practice to do this. Wait till the end of the session or telephone/ e-mail the coach. Inquires about the program can be made by leaving a message on the Spartan club phone 604-858-7946. One of the coaches will return your call. You can also e-mail questions to spartans@spartanswimclub.com Swimming is a sport that is very new to most people so don't hesitate to ask a question of a coach or an executive member. There is no such thing as a dumb question!

Communication is a formidable task in a volunteer organization where, in addition to total Club functions, information must be distributed on varied swim group events. Parents as well as swimmers must take upon themselves the responsibility for keeping informed.

The following are the Spartan Swim Club's major communication channels:

- a) **Website:** www.spartanswimclub.com will be updated regularly to notify members and their families of upcoming events, past events and general news regarding the Club and its members.
- b) **E-Mail:** spartans@spartanswimclub.com
- c) **Bulletin Board:** The Club maintains a bulletin board at the Cheam Centre and Landing Leisure Centre. Swimmers and parents should check the board on a frequent basis to keep advised of upcoming meets and special notes from coaches and committee heads.
- d) **Face to Face:** ask questions at the pool
- e) **Club Phone:** 604-858-7946 (swim) leave a message if there is no one available

Car Pooling:

Members are encouraged to arrange car pools with other swimming families during training sessions. Distance and car pool problems are recognized and changes in schedules may be discussed on an individual basis with the coaching staff. Coaches are not responsible for car-pooling arrangements.

Swimmer Attendance:

Prompt and regular attendance of swimmers during training sessions will benefit the entire group. Although attendance is voluntary, it is expected that swimmers will maintain a regular program. If too many sessions are missed, the swimmer may be at a disadvantage in future sessions. Training three times a week will result in a constant and steady improvement of both the swimmer's strokes and times. Please e-mail the coach if your swimmer is unable to attend practice. If your swimmer has a timetable conflict, please discuss it with the coach.

Pool Deck Discipline:

Swimmers on the pool deck and in the changing rooms are under the complete control of the coaching staff. Certain rules, and regulations and general courtesies must be adhered to, both in and out of the water. Swimmers will be dismissed from workouts if their conduct is a detriment to the overall functioning of the work out. Any complaints from swimmers about other member's conduct should be addressed to their group's coach. If this does not resolve the issue, please contact your Club's President.

Please remember that we share these facilities with other paying members and it is our responsibility to respect their space. Decorum in all areas of the buildings that we share is required. Please do not allow family members or others that you are responsible for to run freely through the buildings.

Swimmer Moving Up:

When the coaching staff feels that your child has met the minimum requirements and is mentally prepared, you may be asked to have your child move to the next level. This involves a change of schedule, fees, and expectations.

Swimmers are constantly being assessed by the coaching staff. When your child's coach feels your child is ready, your child may be asked to move up to the next level group. This is, of course, your choice. Some parents feel that their child may not be ready for or want to make the commitment at the next level. Recommendations for advancement are made with your child's improvement in mind. Swimming is a training based sport. The more training one can do, the faster you swim. Therefore when a child moves up a level it means more time in the pool, something that both the child and family have to be ready for.

One of the benefits often noted by parents of increased swimming is an improvement in their child's time management skills. When a child is motivated to come to the pool, they make sure that their homework and other responsibilities are taken care of.

Social Activities:

Various activities are planned throughout the year for swimmers and their families. In previous years, two main family events have been the Christmas Party and the year-end party at the lake.

SWIM MEETS

P.A.S.S. (Participant Athlete Skill Session)

These are regional meets with other Lower Mainland clubs (Surrey, Haney, and White Rock). Meets are 4 hours in length, 1 day only. Emphasis is skill development.

Entrance	100 Individual Medley (I.M.)	legal strokes
Level 1	100 Individual Medley	under 2:15
Level 2	200 Individual Medley	under 4:15
	200 Freestyle	under 4:00

A swimmer advances to the Regional meet level once they have swum a 200 I.M. under 4:00 and a 300 Freestyle under 5:40.

Lower Mainland Regional

These meets involve clubs from throughout the Lower Mainland. Meet sessions are usually around 5 hours, over 2 days. Clubs are split up and there are generally 6-7 different clubs at a meet. Emphasis is the honing of skills over longer distances that will lead to swimmers qualifying for the next level of meet. There is also an L.M.R. Championship Meet held twice per year, which has qualifying times

Invitational

Club attendance is by invitation from the host club. Some meets are restricted to a certain level of swimmer; others are open to all club members. We usually attend 3-4 Invitational's per year.

Provincial Championship "AA" and AAA" level Meets

Swimmers must qualify for this level of meet. These meets are held twice per year, one short course (25m. pool), and one long course (50m. pool).

National Meets

These meets also require the swimmers to make a qualifying standard. There are the Age Group National Championships, Western Championships, Senior Nationals and the National Championships for Swimmers with a Disability.

General:

1. A tentative meet calendar will be issued early in the season with updates as required to keep families aware of upcoming meets. There will be more than one draft of the meet calendar as the dates of invitational meets are sometimes moved.
2. Participating SWIMMERS and EVENTS to be swum are the decision of the coaches.
3. Head Coach, with the Executive approval, shall decide which coaches shall attend meets.
4. Travel to and from regional meets, are the responsibility of each family.
5. Car pooling is encouraged...saves costs and provides company for the trip.

Definitions:

1. Dual...competition (sanctioned or otherwise) between ourselves and one or two other teams.
2. Regional...Greater Vancouver, Lower Mainland are meets; could be Age group or designated level with or without qualifying time standards.
3. Travel...any meet outside Greater Vancouver, Lower Mainland area. (Dealt with separately in this guide)
4. Sanction...approved by Swim B.C. enabling times swum to be official.
5. Non-sanctioned...times swum are unofficial.
6. P.A.S.S. ...Participant Assessment Skills Session. Regional with other clubs for novice and developing swimmers.

Eligibility:

1. All swimmers with required qualifying times who are appropriately registered with Swim B.C. and are in good standing with the Spartan Swim Club.
2. Other conditions as may be defined in Meet Information in other section of by-law.
3. If a Coach feels a swimmer should not be included in a particular meet due to poor attendance, attitude, training, etc., the Head Coach will notify the President. The Head Coach or Executive will contact the swimmers family with the decision and explanation if deemed necessary.

Dress Code:

1. Spartan colors are BLACK, MAROON & GOLD. When attending swim meets, Spartans **must** be dressed in club colors for both warm-up and racing.
2. Minimal requirements are the use of Spartan suits, caps, and t-shirts. Sweat shirts, sandals or shoes are strongly recommended for use between swims for warmth.
3. Fast skins may be worn for racing only, *and only*, with the permission of the Head Coach.
4. In case of double suiting, the Spartan suit must be worn on the outside.

Meet Invitations:

1. Shall be issued at the earliest possible date prior to the meet with a response deadline. Invitations will be distributed via e-mail.
2. Will include date, place, warm-up times, and events to be swum in event order, cost approximated, and any other relative information.
3. Swimmers **MUST RESPOND TO THE INVITATION BY WRITTEN FORM/E-MAIL** (signed by parent, not swimmer) if they DO NOT wish to be entered, such response to be received by deadline date.
4. Once entries are determined, a **Meet Confirmation** will be issued to the participants confirming meet costs.
5. Attendance at a particular meet may be subject to cancellation due to insufficient response.

Meet Expenses:

1. Is the responsibility of the swimmer's family once an invitation has been accepted.
2. Are payable upon receipt of **Meet Confirmation prior to each swim meet.**
3. Airline fares and other major estimated expenses **must be paid in full** prior to competition date.
4. There can be **No Exceptions** to the above, as the Club is not in a financial position to carry these expenses.
5. Please be aware that host clubs do not refund entry fees for any reason other than documented medical problems.

Relays:

The four fastest swims recorded during that day in a particular event will determine swimmers to be included in a relay. **Disqualified Swimmers** – if an event is swum with a time determined and subsequently disqualified, swimmers times will remain eligible for relay.

Swim Meet Nutrition and Dress:

At a P.A.S.S. Meet, swimmers are on the deck almost all the time and therefore require only an extra towel or two. The meets are over in less than four hours. At L.M.R. meets, more attire is needed. Hopefully everyone will have a club t-shirt to wear on the deck. Swimmers need to bring a towel for every event plus warm-up, so three to four towels per day is suggested. Swimmers should also have some sweat pants or shorts as well as a t-shirt to wear and keep warm.

Think about your swimmer as being a baby when it comes to choosing food at a meet. Things that are soft and easily digested are best. A great deal of our blood is diverted to the stomach in the digestion process. That means it is not available to take oxygen to the muscles. Therefore, one wants food to be digested as quickly as possible. Melons and bananas are easily digestible fruits whereas apples, though very healthy are not. Raw carrots and other hard vegetables are also not good at a meet. Carbohydrates are absorbed by the body quicker if they are ingested with a bit of protein. A piece of bread or a bagel with peanut butter or cheese is good. Avoid fatty foods such as processed luncheon meats as they take longer to digest. Sports drinks such as PowerAde or Gatorade can be helpful at replacing more than just fluids. They are however high in sugar and should be combined with water on a one to one basis.

Unless sitting in the stands parents are not allowed on the working deck of a swim meet. That means the area occupied by the officials and coaches. Swimmers should go directly to see their coach after their event to de-brief, which means they will get their time and feedback from the coach about what they did well and what they need to improve for next time.

At P.A.S.S. Meets there are no disqualifications for stroke and turn infractions. At the L.M.R. meets, all the rules are enforced. It is quite common for a swimmer to be disqualified at their first meet. Although instructed by their coaches about the execution of proper turns and stroke technique, swimmers who do not pay enough attention to these details in practice may get disqualified at the meet. This often becomes part of the learning process.

Officiating at Swim Meets:

Swim Meets require a vast number of Officials. Parents are required to participate in officiating or other organizational tasks during meets. Official's training clinics are held at the executive request. Upcoming clinic notices will be emailed to all Spartan families.

Parent's Responsibility

1. Provide timing or officiating assistance at each meet on which your athlete participates. You will receive Parent Participation Points for volunteering at home and out of town swim meets.
2. Respond promptly to meet invitations... provide prompt payment for fees and expenses.
3. Encourage your athlete to be well fed, hydrated, and rested prior to a competition.
4. Ensure that athlete is provided with necessary equipment, snacks, and spending money for each meet.

Swimmer Responsibility

The swimmer must realize and remember that they not only represent themselves, but their attitudes and actions also reflect upon their family, coach, Club and, for some, their province and country. Spartan Swimmers are expected to maintain excellent behavior and sportsmanship whenever they are part of the Spartan Team. Swimmers must also remember meets are not vacations. Swimmers are there to swim and to swim their best. It is a bonus if sightseeing and visiting is possible, but not necessarily part of the trip.

The focus is **SWIMMING**.

1. To follow directions from coaches during:
 - warm-up and stretching
 - training
 - competition
 - warm-down
 - other activities
2. Participate in all sessions, (warm-up, training, preliminaries, and finals) unless excused by presiding coach.
3. Consult with presiding coach immediately before and after each event swim.
4. Check in with coach when arriving or leaving pool.
5. Demonstrate respect to Officials, volunteers and chaperone at all times.

Swimmers Records:

The Club keeps computerized records for each swimmer containing a history of his/her best times in all events. This information is used for meet entries. Swimmers are given a copy of their records at least twice a year. Families can also access their swimmers' best times online @ www.swimrankings.net

TRAVEL POLICY

Travel Costs:

Travel costs are the responsibility of the swimmers and their families. The Club does subsidize our National level swimmers to their Championship meets as finances permits.

Coaches Responsibility:

The coach or coaches attending a competition shall be selected by Head Coach jointly with the Executive. The Coach/swimmer ratio will be dependent upon the number and ages of the attending swimmers. In general, an effort shall be made to provide that the coach with the largest number of participating swimmers attend. The coach whose absence would be least disruptive to the normal training schedule will attend.

The coaches' responsibilities in general are:

1. Determine swimmers who will participate.
2. Ensure entries and/or scratches are made/submitted on time.
3. File protests deemed appropriate within the time limitation.
4. Assume responsibility for all swimmers regarding:
 - practice times and places
 - event selection/race tactics/strategy
 - behavior and sportsmanship
 - warm-up/warm-down
 - counseling swimmers before and after each event.
5. Confer, when necessary or at designated meets, with Chaperon at least daily as to schedule, work in close operation with chaperon on all relevant matters.
6. **Disciplinary Problems**
 - Major** – advise chaperone. Jointly enforce discipline as dictated by policy outlined in Swimmer Responsibility.
 - Other** – advise chaperone. Jointly determine what discipline is required if more than verbal reprimand to be administered.
7. In the event that no chaperon accompanies the team the coach will assume their responsibilities.

Chaperone Responsibilities:

In competitions involving team travel and/or overnight lodging a chaperon may be appointed to supervise swimmers outside of the immediate pool area. The chaperon and coaches will work closely together to support and direct Spartan swimmers. The chaperon will be of opposite sex to the coach whenever possible.

Responsibilities in general are:

1. Ensure all athletes in attendance at departure point by appointed hour.
2. Check in at airport... maintains control of tickets/boarding passes/stubs.
3. Assist swimmers boarding transportation and assure order during trip.

4. Check in at hotel desk upon arrival...makes self known to staff.
5. Register...distribute keys. Extra key for each room to be held by chaperon.
6. Team Meeting A.S.A.P....arrange with coach...review rules, etc...itinerary.
7. Responsible for safety, well being, and behavior of swimmers when not under control of coaches.
8. Accompany any selected swimmer to drug testing area.
9. Deal with minor problems at hotel...restaurant...team activities.
10. Be present and available at pool during warm-up, preliminaries, and finals.
11. Assume responsibility at pool for all swimmers who are not competing.
12. Disciplinary Problems:
 - Major:** Advise coach. Jointly enforce discipline as dictated by policy (refer swimmers responsibility) ASAP. Contact parents by collect call.
 - Other:** Jointly determine what action to be taken if more than a verbal reprimand is to be administered.
13. Not work on deck in any official capacity.
14. Not consume any alcoholic beverages, drugs, illegal substances for the duration of period from departure to arrival home.
15. Submit written report to President within 5 days of return.

Billeting Meets:

1. Will include a chaperone unless determined otherwise by executive.
2. Chaperone will remain at arrival area until all swimmers have been collected by host families.
3. Will record names, addresses, phone numbers of all host families.
4. Supervise swimmers at pool...remain at pool daily until all swimmers have left with hosts...ensure swimmers are fed between heats/finals.
5. Will ensure host families and swimmers are supplied with chaperone location and phone number.

Swimmer Responsibility

Discipline:

Major:

1. No use or possession of alcohol, tobacco or other illegal substances.
2. No sexual interaction.
3. No illegal activity.
4. No leaving hotel without express permission of Chaperone or Coach.
5. No violation of curfew times.

Contravention of any of the above will automatically and immediately result in removal of the swimmer from the meet.

The swimmer will be returned home at the earliest opportunity at his/her expense. Should return home not be possible, the swimmer shall be removed from all team activity for the duration of the meet.

Other:

1. Swimmers will be under guidance of coach and/or chaperone at all times.
2. Noise levels will be kept to a minimum at all times.
3. Consideration and courtesy to all others in word and action is mandatory.
4. Doors to be left ajar when rooms are visited by other than the occupants...or at the request of the chaperone.
5. Physical damage occurring in rooms is the responsibility of occupants unless some other person is proven responsible and assumes financial responsibility.

Any of the above will be dealt with by the chaperone/coach and executive (if deemed necessary) and could result in suspension, fines, lack of funding, etc.

SPARTAN SWIM CLUB ATHLETE CODE OF CONDUCT FORM

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

GENERAL RULES

- Be respectful of others and yourself
- Be respectful of property (pool change rooms, hotel rooms, equipment)
- No use of alcohol, illegal drugs or tobacco products
- No possession of pornographic, racist, or any other inappropriate material
- At travel meets; no breaking curfew set by coaches or chaperones
- Swimmers must wear Spartan team gear when competing at any competition.
- Have appropriate training gear at practice at all times.
- Strive for excellence and know your priorities: Family, School, Swimming
- Swimmers will not speak, text, email or post on social networking sites negative, rude, disrespectful comments about the club, club staff or their teammates.

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

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

I, _____ (*please print name*) as a swimmer of the Spartan Swim Club, agree to abide by the above rules.

Swimmer's Signature

Parents Name and Signature

Date _____

Spartan Swim Club Parents Role

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

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

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

As a parent of the Spartan Swim Club, I support the rules established by the club.

Please sign your name _____

Date _____