

# **PRINCE GEORGE BARRACUDAS SWIM CLUB**



## **HANDBOOK**

**P.O. Box 551, Prince George, B.C. V2L 4S8**

## Table of Contents

1.0 INTRODUCTION .....	6
2.0 PHILOSOPHY .....	6
3.0 STATEMENT OF GOALS AND OBJECTIVES .....	7
4.0 COACHING STAFF .....	7
5.0 THE SWIM CLUB .....	8
5.1 Prince George Barracuda Age Limit Policy .....	8
5.2 Developmental Program .....	8
5.3 Competitive Program .....	8
5.4 Group Structure.....	9
5.4.1 Youth / National.....	9
5.4.2 Elite.....	9
5.4.3 Development I.....	9
5.4.4 Development II .....	9
5.4.5 Development III.....	9
5.4.6 Junior / Senior Development .....	9
5.5 Practice Times.....	10
5.6 Attendance .....	10
5.7 Equipment.....	10
5.8 Social Events.....	11
6.0 REGISTRATION .....	11
7.0 SWIMMING COMPETITIVELY .....	11
7.1 Individual Times .....	12
7.2 Time Standards .....	12
7.3 Swim Meet Levels .....	13
7.4 Types of Meets.....	13
7.4.1 Time Trials.....	13
7.4.2 All Level Meets.....	13
7.4.3 Invitational Meet.....	13
7.4.4 Provincial Championships (AAA's).....	13
7.4.5 Club Nationals .....	14
7.4.6 Western and Eastern Canadian Championships .....	14
7.4.7 National Meets.....	14
7.4.8 International Meets .....	14
7.5 Swim Meets .....	14
What is a Swim Meet? .....	14
What Happens at a Meet? .....	15
What do the Barracudas Do? .....	15
7.5.1 Selection for a Meet.....	15
7.5.2 At the Meet .....	16
7.6 Club Uniform/Team Gear.....	16
7.7 Meet Calendar/Schedule.....	16
7.8 Course, Meets, Competitive Swimming Strokes and other Definitions .....	16
7.8.1 The Racing Course.....	16
7.8.2 The Meet.....	16

7.8.3 Freestyle Events .....	16
7.8.4 Backstroke Events.....	16
7.8.5 Breaststroke Events.....	17
7.8.6 Butterfly Events .....	17
7.8.7 Individual Medley .....	17
7.8.8 Medley Relay .....	17
7.8.9 Starts and Turns .....	17
7.9 Strategies.....	17
7.10 Heats, Finals and Seeding.....	18
7.11 Officiating at Meets .....	18
7.11.1 General Guidelines for Officials.....	19
8.0 TEAM TRAVEL .....	20
8.1 Travel Director.....	20
8.2 Travel Information.....	20
8.3 Clothing and Gear for Out-of-Town Trips.....	20
8.4 Spending Money .....	21
8.5 Cost of Transportation .....	21
8.6 Travel Guidelines.....	21
8.6.1 General.....	21
8.6.2 Billet Meets.....	21
8.6.3 Hotel Meets.....	22
8.6.3.1 Behaviour and Expectations for Hotel Meets .....	22
8.6.5 Chaperones.....	22
8.6.5.1 Priorities and Obligations .....	22
8.6.6 Travel .....	23
8.6.7 Billeting.....	23
8.6.8 Hotel.....	23
8.6.9 Food .....	23
8.6.10 Money .....	24
8.6.11 Discipline.....	24
9.0 EXPECTATIONS.....	24
9.1 Club Responsibilities .....	24
9.1.1 Training.....	24
9.1.2 Coaching .....	24
9.1.3 Swim Meets .....	24
9.1.4 Travel .....	24
9.1.5 Administration .....	25
9.2 Swimmers' Responsibilities.....	25
9.2.1 Team and Individual Goals.....	25
9.2.1.1 Team Goals.....	25
9.2.1.2 Guidelines for Establishing Individual Goals.....	25
9.3 Swimmers' Code of Conduct.....	25
9.4 Prince George Barracuda Swimmer's Conduct Policy.....	26
9.5 Parents Responsibilities .....	26
9.6 Club Operations .....	26
9.7 Fundraising .....	26

9.8 Fundraising Levy .....	26
9.9 Prince George Barracuda Meet Funding Policy .....	26
9.10 Billeting.....	27
9.11 Prince George Barracuda Billeting Policy .....	27
9.12 Guidelines for Billeting During Swim Meets .....	27
9.13 Officiating at Swim Meets .....	27
9.14 Financial Support.....	28
9.15 Meetings.....	28
9.16 Suggestions for Parents.....	28
9.17 Coach’s Responsibilities.....	29
10.0 HARASSMENT POLICY .....	29
11.0 FINANCIAL .....	30
11.1 Budget.....	30
11.2 Fees .....	30
11.3 Training Fees .....	30
11.4 Swim BC Registration .....	30
11.5 Meet Fees.....	30
11.6 Travel Fees.....	31
11.7 Coaching Fees.....	31
11.8 Fundraising Levy .....	31
11.9 Fundraising Events.....	31
11.9.1 Bingos .....	31
11.9.2 Raffles .....	32
11.9.3 Chocolate Bars .....	32
11.9.4 Corporate Challenge .....	32
11.9.5 Swim-a-thon.....	32
11.9.6 Other Projects.....	32
12.0 CLUB ORGANIZATION .....	32
12.1 Barracuda Organization .....	33
12.2 Meetings.....	33
12.3 Constitution and By-Laws .....	33
12.4 Membership .....	34
12.5 Obligations of Members .....	34
12.6 General and Special Meetings .....	35
12.7 Votes of Members.....	35
12.8 Executive.....	35
12.9 Financing.....	37
12.10 Amendments .....	37
12.11 Audit of Account.....	38
12.13 Common Seal.....	38
12.14 Books and Records .....	38
13.0 DISCIPLINARY COMMITTEE .....	38
13.1 Purpose.....	38
13.2 Membership .....	38
13.3 General Disciplinary Procedures .....	38
13.4 Conduct of Hearings .....	39

13.5 Records .....	39
13.6 Conflict of Interest .....	40
13.7 Appeals .....	40
14.0 NUTRITION.....	40
14.1 Selecting Foods for Performance and Health .....	40
14.2 Watch what is eaten between meals.....	41
14.3 Eating on the day of the meet .....	41
15.0 SPONSORSHIP .....	42
15.1 Supporting Sponsors .....	42
15.2 Meet Sponsors.....	42
16.0 CONTACTS AND WEB SITES .....	43

# PRINCE GEORGE BARRACUDAS HANDBOOK

## 1.0 INTRODUCTION

Welcome to the Prince George Barracuda Swim Club. This handbook is intended as an introductory guide for new and old swimmers and their parents by providing information that will help you cope with the terminology and activities as part of competitive swimming. It also serves as a continuing resource for all involved in Barracuda swimming.

The Prince George Barracuda Swim Club currently operates from the Prince George Aquatic Centre. Generally, the Club organizes an information night to take place during practice times in the month of October. This night is intended to answer questions face-face and to get a feel for Who's Who in the Club.

We are looking forward to your participation in the activities that make the Barracudas a dynamic swim club. Together, we can provide the environment that will allow swimmers to achieve their maximum potential.

The activities of a swim club somewhat resemble a pyramid. There is an ever-increasing degree of intensity, commitment and time involved in the training program. We hope that every member will work to ensure that every level of the Club functions well. Please lend your support to all the club activities, even if your swimmer isn't involved in a particular activity this year.

*Swimming is a way of life that helps young people become physically fit and mentally alert. It teaches swimmers to help each other improve as swimmers and competitors. It encourages young people to take pride in their performance and responsibility for their own development.*

## 2.0 PHILOSOPHY

*Mission Statement – The Barracuda Swim Club is a dynamic winning team dedicated to the development of excellence in swimming.*

The primary objective of the Barracudas is to provide an opportunity for each of its swimmers to attain his or her maximum potential in competitive swimming. In pursuing this goal, it is our belief that each swimmer will derive significant benefits in the following areas:

- **CHARACTER DEVELOPMENT**: understanding the value of hard work and commitment and learning to contribute to team effort; and
- **INTERNAL REWARDS**: experiencing the unique satisfaction that follows a 100% commitment.

The first benefit alone justifies participation in the program and progress in the areas of self-confidence and commitment can usually be observed almost immediately after the swimmers become involved. On the other hand, several years of participation culminated by a period of solid commitment and a great deal of sacrifices required are to attain the second benefit. Although many of our swimmers may not choose to take this step, it is important that the program be designed to allow and encourage this to occur if our primary objective is to be achieved.

A well defined, long term approach of gradually increasing degrees of commitment is essential if swimmers are to reach their peak. The emphasis in the early stages of participation must be placed on developing

technical skills and a love for the sport. In the later years, a more demanding physical and psychological challenge is introduced to the training program. In this respect, “too much, too soon” is more often the cause of failure to achieve maximum potential in senior swimming than is the reverse situation.

In addition to emphasizing long-term rather than short-term results, it is also important that we establish training groups of swimmers who are compatible with respect to abilities, commitment levels and goals. Unfortunately, this is not always the most convenient approach to take but it is always the most productive.

*Perhaps the most significant consideration of all in the pursuit of our primary objective is the importance of teaching our swimmers that it is neither the time nor the place on the scoreboard that determines the degree of success or failure, but the extent to which they perform up to their capabilities.*

By placing the emphasis on this aspect of performance, every swimmer will be given the opportunity to “*Be the Best That You Can Be*” and to become a better person in the process.

### **3.0 STATEMENT OF GOALS AND OBJECTIVES**

The Prince George Barracuda Swim Club is a competitive winter swim club with a pre-competitive level. The Club aims for the development of competitive swimming skills as well as providing an environment, which encourages each swimmer to achieve his or her maximum potential as an individual within a team atmosphere. Along with the physical aspect of the sport, strong emphasis is placed on personal growth.

At all times, the Club and its members will strive to promote competitive swimming as well as carry a positive image of our club and pride in our community to all those we come in contact with through our swimming and other club endeavors.

### **4.0 COACHING STAFF**

#### **Head Coach - Jerzy Partyka**

Jerzy has been the Barracuda Head Coach since September 1993. Previous to that, he spent 1 year as the Head Coach for the St. Thomas Jumbo Jets Swim Club on Ontario. The year before, Jerzy worked as Assistant Head Coach in the Kenora Aquatics Swim Club. Before coming to Canada Jerzy was the Assistant Head Coach for 2 years to a 1<sup>st</sup> division swim club in Stuttgart, West Germany. His five-year head-coaching career began at the Poznan Swimming School and Club in Poland. Both European clubs have given Jerzy considerable international experience.

Jerzy’s educational credits include:

- Degree in Physical Education from the University of Poznan and a Masters Degree in 1983.
- Post Graduate Degree in swim coaching from the University of Warsaw in 1985.
- NCCP Level 2. Level 3 in progress.

#### **Assistant Coach - Jason Smith**

Since March of 1999, Jason has been a coach with the Barracudas. Jason brings 12 years of coaching experience to the club. Before leaving his home province of Ontario, Jason coached with Etobicoke Swim Club, Timmins Marlins, Quinte Blue Fins, Whitby Dolphins and the Canadian Cross Training Club.

Educated at Durham College in Oshawa with a diploma in sports Administration, Jason is currently working to complete his level 3.

## **Other Coaches**

### **Magda Partyka**

Magda has been swimming with the club since she was seven years old. She has coached Special Olympics as a volunteer as well as the Barracuda Triathlon Swim Camps. This past summer she also helped coach the Barracuda swim clinics. Magda is currently attending CNC and is finishing her Level 1 coaching certification. When she doesn't coach she swims with the Barracudas Masters group in the club.

### **Matt Partyka**

Matt has been swimming with the Barracudas since he was six years old. Last year he was a volunteer coach for the younger groups in the club. Matt is currently attending CNC and is in his first year. He has his Level 1 coaching certification and is also a certified lifeguard. Outside of swimming, Matt enjoys listening and playing music.

Please watch the Bulletin Board for pictures and a list of this year's Coaches.

## **5.0 THE SWIM CLUB**

The Barracuda swim club is an age group club that is divided into several groups for the purposes of training and competition. These groups are determined by the coaching staff and are indicative of the level of skill of the swimmer. Generally, they also follow age groups with a few exceptions. There are two general divisions, the pre- competitive program and the competitive program.

### 5.1 Prince George Barracuda Age Limit Policy

***“In the year a swimmer reaches the age of 19, that swimmer will no longer be eligible to swim with the Prince George Barracuda Age Group Club. The only exception to this policy is if a swimmer is in full time attendance at a Secondary or Post Secondary Educational Institution, they may at the discretion of the head coach be eligible to swim with the club. After the age of 18, swimmers may opt to swim with the Barracuda Masters Program.”***

### 5.2 Developmental Program

The pre-competitive groups are designed to prepare young swimmers for the demands of a competitive program. The focus at this stage is solidly on skill development. This is approached through a series of drills, aerobic activities and dry land skills, which are set out in a format that allows learning in a fun environment. These swimmers train three to four times per week. Many will have the opportunity to compete at regional or at – home mini meets.

### 5.3 Competitive Program

This program is designed for the swimmer who is seeking an advanced level of training and skill development. As the swimmer progresses through this program, the development of technical skills is

combined with mental training and an increasing focus on endurance. These swimmers train four to ten times per week and their season extends to the end of June or even into July. They may compete at as many as eight to twelve meets during the year.

All group sizes are limited because of space in the pool and the need for close supervision. Swimmers can be moved up or down throughout the season as skills develop and spaces become available. There are attendance expectations for all groups; swimmers who fail to meet these expectations may be asked to move to a different group.

## 5.4 Group Structure

### 5.4.1 Youth / National

This is the top group of swimmers in the Barracuda Swim Club. These swimmers exhibit a solid background in competitive swimming and training skills. They have a strongly developed work ethic, are disciplined, and dedicated to pursuing excellence in the sport of swimming. These swimmers are expected to attend all top-level meets they qualify for. Attendance requirement is 75% minimum.

### 5.4.2 Elite

The Elite swimmer is focused on stroke and training technique, and age group swimming. They are dedicated swimmers who have decided to pursue excellence in swimming, and therefore exhibit a solid background in the sport. These swimmers are expected to attend all top-level meets they qualify for. Attendance requirement is 75% minimum.

### 5.4.3 Development I

In this group, emphasis is placed on stroke and competitive skill development. These swimmers have competitive swimming experience but are still encouraged to have an interest in other sporting activities. Swimmers will find this group to be challenging and fun. Expected attendance is 75% minimum.

### 5.4.4 Development II

This group is for novice swimmers. They focus on stroke and skill development, as well as body awareness and feel of the water. There are several levels in the program to accommodate varying skill levels. In this group, practices are designed to be fun and worry free. Expected attendance is 75% minimum.

### 5.4.5 Development III

This group is for young swimmers new to the sport. Emphasis is placed on fun, while learning the basics of stroke technique. Swimmers are divided into groups according to their skills. Training is set out in a format that allows for learning in a fun environment. Expected attendance is 75% minimum. This level is also strictly non-competitive. These swimmers are not registered to compete in any sanctioned meets.

### 5.4.6 Junior / Senior Development

This group is for swimmers who wish to continue in the sport, but train at a reduced schedule. The focus of this group is on continued stroke development and refinement of competitive skills. This group will have the option of competing regionally and will be eligible to compete at a higher level if they qualify.

### 5.5 Practice Times

The regular schedule for the various swim groups is available at registration. However, during Christmas and Spring Breaks, the schedule will vary, as well as during the month of September when we use the Four Seasons Pool. Updates will be included in the newsletter and posted on the Bulletin Board. Please check with your coach if you have any questions. The practice times are very rigid for several reasons. Firstly, pool time itself is very expensive and is strictly adhered to, as there are many users of the pool; being late therefore, reduces training time. Secondly, dry land and water training is designed as a team Endeavour; tardiness affects those in your group as well as yourself. Finally, an important aspect of swimming is commitment and self-discipline, one element of which begins at the time practice starts. The coaches clearly expect swimmers to be on time; wise parents will themselves ensure punctuality. Please note that the expected time to be on deck is always 15 minutes prior to the scheduled start time of practice.

### 5.6 Attendance

As noted earlier the expected level of attendance is **75% minimum**. Level of attendance is directly proportional to the level of performance, especially at the higher levels. Help your swimmer by expecting a high standard of participation and attendance from day one.

### 5.7 Equipment

TEAM GEAR – Required for all Swim Meets

- Navy Blue Suit
- Orange Cap with logo.
- Goggles
- Team T- Shirt (blue or orange)
- Deck Shoes
- Blue or Black shorts or pants

Swimmers are expected to wear their Team T-shirts on deck while not swimming. It is recommended to have an extra pair of goggles, cap and suit.

For practice any color cap and suite are fine. Some choose to wear the blue suit for practice as well as competition. T- Shirts and shorts are recommended to wear for dryland practice and warm ups.

Any other equipment needed is based on what group your swimmer is in:

- **D2C & D3** - extra small pull buoys.
- **D2AB** - small pull buoys and short fins.
- **D1** – pull buoys, short fins and paddles

The pull buoys will help keep them balanced in the water while they are learning to have a better feel of the water. The short fins will help strengthen their legs while continuing to improve on their kicking skills. The paddles will help strengthen their shoulders when performing certain movements underwater and will also give them a better feel of the water that they do not experience when pulling with their hands.

The Club stocks goggles and caps and sells them at reasonable prices to its members. All other equipment can be purchased at **STRIDE AND GLIDE SPORTS LTD.** at a 20% discount off the retail price.

Occasionally the Club organizes special opportunities to purchase Swim bags, Sweat suits, Personalized caps etc. Please watch the Bulletin Board or newsletter for these occasions.

Please ask your coach if you need assistance in choosing the right size of equipment for your swimmer. Once you have purchased the required equipment for your swimmer, please remember to have them put their name on all of their things.

### 5.8 Social Events

The club organizes several social events throughout the year; Awards Night, Fundraising Dinner, Year End Barbecue as well as smaller social events within the groups. The Club has a Social Director as well as volunteer parents from each group who act as links in our phone tree structure. Please consider being a part of this volunteer opportunity.

The Club is always looking for volunteers. Regardless of the level of your swimmer, we need some level of involvement by all families. It doesn't have to be large. Helping out with social events is one fun way to get to know the other parents in the Club.

## **6.0 REGISTRATION**

Registration with the Prince George Barracudas has several important aspects. One, of course, relates to the financial status of the Club and will be addressed more thoroughly in a later section. However, registration also assures insurance protection for your swimmer during practice and competition.

It is also required before a swimmer can enter SNC (Swimming/Natation Canada) meets and obtain official times. Qualification to enter some meets is based upon eligibility and official times, particularly as the swimmer advances competitively.

1. Swimmers must complete a registration application and have made financial arrangements before beginning to practice.
2. A registered swimmer who wishes to transfer from one club to another club within the province must complete a transfer form. Details are available from the Registrar.
3. A registered swimmer from another province must obtain a release from the old club and the provincial section in order to transfer to a club in BC. Details again are available from the Registrar.
4. An insurance policy carried by Swim BC covers all nationally and provincially registered swimmers and coaches, officials and parents as determined by the club roster. The payment is included in your registration fees. Further details are available from the registrar.
5. Swim BC fees allow a swimmer to compete in sanctioned meets and obtain official times. These fees are determined by Swim BC and are based on the swimmers age, group level and official times.
6. Periodically, a coach may wish to move a swimmer to another group. This move would be discussed with both the swimmer and parents. Any additional fees will be due at that time. Once a move has been registered with Swim BC, the Swim BC upgrade Fees cannot be changed back.
7. It is important that any changes of status, address changes, etc. be reported to the registrar as soon as possible. The Club newsletter and memos from the coach are usually communicated through e-mail. Please make sure that the club has the proper family e-mail address.

## **7.0 SWIMMING COMPETITIVELY**

The Prince George Barracuda Swim Club is a competitive racing club. This section is intended to assist new parents and swimmers to understand the various types of meets and competitions that will be encountered.

## 7.1 Individual Times

In many ways, swimming is an individual sport. The only way to advance is to improve your own times. Training is centered on the individual swimmer. Swimmers learn many details of the “pacing of racing”, focusing on their own times and improving those times. At practice, swimmers learn to gauge precisely their strokes and laps. Pacing is also used to build aerobic and anaerobic endurance, to strengthen specific strokes and to warm up and warm down.

When a swimmer is entered in a race, his or her own time for a specific event must be known since many meets have minimum qualifying times. Entry times are also used to place swimmers in appropriate heats (see Heats, Finals and Seeding).

For swimmers, times are based on certain standards, which are determined by SNC and Swim BC. These standards are discussed briefly below. The “time” of the swimmer is for each event; one swimmer may have an “AA” time in one event and still have an “A” time in another event. As swimmers train and develop, their times for each event become faster and they qualify for a higher time standard. For example, a swimmer might be entered in the 100m Freestyle with an “AA” time, but might swim a faster “AAA” time in the actual race. This new “AAA” time becomes his or her official time and is used for entering subsequent meets.

Times for events are also age related. There are separate time standards for “10 and under”, 11 and 12 years of age”, 13 and 14”, 15 and 16” and 17 and over”. When swimmers change age groups, their official times are applied to the new age group standard.

The third division for time is by sex. Girls’ times are often faster than boys in the lower age groups, and then reverse in the older age groups.

## 7.2 Time Standards

The time standards are shown below. Every fall, actual time standards for each event in each age group will be published. In the event that these time standards should change throughout the year, updates will be posted at the pool. The head Coach will have up to date records of your child’s times.

**“A” Times:** enables a swimmer to enter any All Level Meet.

**“AA” Times:** are faster than “A” times. These times enable a swimmer to enter any All Level Meet, Regional Qualifying Meets and Provincial AA Championships.

**“AAA” Times:** are also known as “Provincial Championship Times”. Swimmers aim for these times, which then qualify them for the Provincial Championships and some Invitational Meets

**Junior National Times:** The Youth/National group will aim not only for their “AAA” times, but also for a Junior National time. These are faster than “AAA” times and are required for the Junior National Championships (19 & under).

**National Times:** are achieved by only a few swimmers. These times enable the swimmer to compete at the Canadian Nationals; held twice a year.

**Trials:** are specific times set for special meet trials such as the Olympic Trials, Commonwealth Trials, World Championships, etc. These times are usually faster than National time standards.

### 7.3 Swim Meet Levels

From the above discussion of swimmer's times, it is clear that there are various types of swim meets.

### 7.4 Types of Meets

Swimmers compete in two different lengths of swimming pool: 25m and 50m. Short course meets (SC) are swam in a 25meter pool. The short course season runs from September until the end of March. Long course (LC) meets are held in 50meter pools only. The long course season is from April through August.

Not only distance but also time differences occur between SC and LC events. Long course times are slower than short course times. For the same event, the SC time is roughly 98% of LC, or, conversely, LC is about 102% of SC, although there is some variation among events and distances. The reason for this is that the push-off from a turn is faster than the swimmer could swim in the same distance. SC times are, therefore, faster because they have more turns.

The following is a brief description of the types of meets you are likely to encounter through competitive swimming.

#### 7.4.1 Time Trials

Regularly throughout the year we will host time trials. These events usually take 2-3 hours and are basically a mini-meet where 1 or 2 events only will be swam. The Time Trials are usually scheduled to take place on Saturday morning. The time trial is sanctioned by Swim BC, so the times achieved will be "official" and be used in qualifying meets.

The set-up at the pool is very similar to a regular meet so our swimmers get a feel for a meet without traveling out of town. These time trials are also great opportunities for our officials to practice their skills.

#### 7.4.2 All Level Meets

These are official SNC meets held throughout Canada. These meets have no qualifying times and are open to all swimmers. Prince George Barracudas attend meets of this level in both BC and Alberta. Any competitive swimmer wishing to attend any such meet must indicate so on the "sign up" sheet. This is a list posted on the bulletin board at the pool prior to any upcoming meet. However, all entries are subject to both parental and coaches' approval. We assume that all swimmers registered in Development II and up will at a minimum compete at our local swim meets. Please inform your coach beforehand if this is not your wish.

#### 7.4.3 Invitational Meet

A club who "invites" others to compete hosts these meets. They vary somewhat although many require "AA" times. An example of this type of meet is the Hyack Invitational.

#### 7.4.4 Provincial Championships (AAA's)

Provincial Championships are Age Group Champs are held twice yearly in March and July. The short course meet is for swimmers 17 and under while the long course meet accommodates swimmers up to senior (17+) level. Competitors must have achieved an AAA standard.

#### 7.4.5 Club Nationals

Club Nationals happen once a year in the summer during the long course season. The major change in the meet format is the different time standard for the different age categories. Previously the time standards were the same across the board.

#### 7.4.6 Western and Eastern Canadian Championships

The Western and Eastern Canadian Championships are held in the spring every year. All provinces west of Ontario compete at the Western Championships. All provinces east of Manitoba compete at the Eastern Championships. The championships are short course

#### 7.4.7 National Meets

Winter short course Nationals are held in January or February while long course Nationals are usually in July or August. Entry requires proven national level times in specific events.

#### 7.4.8 International Meets

International meets include the various Games listed below:

##### Pan American Games

- Countries from North and South America
- Held every 4 years

##### Pan Pacific Games

- Countries from the Pacific Rim
- Held every 2 years

##### Commonwealth Games

- Countries from the British Commonwealth
- Held every 4 years

##### Olympic Games

- Countries recognized by the IOC
- Held every 4 years

##### World Championships

- Countries recognized by FINA
- Held every 4 years

There are also World Cup races every season around the world. These races are a circuit that Canada's National Team will participate in. There are money prizes for top swimmers.

#### 7.5 Swim Meets

##### **What is a Swim Meet?**

Swim meets are organized competitions between two or more teams or swim clubs. They allow the swimmer to demonstrate swimming skills under the pressure of competition. During the course of every swim year, a competitive swimmer will have the opportunity to participate in several meets with swimmers of a comparable level of ability.

## **What Happens at a Meet?**

The meet procedure is fairly well established. When the doors open (usually between 6:30 – 7:30AM), coaches have their swimmers warming up, while the Meet Manager may hold a scratch meeting (where she/he finds which swimmers have been scratched and adjusts heats if necessary). Approximately 15 minutes before the meet begins, the Referee calls an officials meeting to inform Timers, Place Judges and Stroke and Turns Judges of their responsibilities.

Approximately five (5) minutes before the meet starting time, the Referee clears all swimmers from the pool. The Chief Timers with the assistance of the Starter performs a stopwatch accuracy test.

As the meet gets underway, the first heat of swimmers have found their way to the starting blocks and are ready to race. The Starter will call them to the blocks and begin the race. Meanwhile, the next heat of swimmers moves into place and so the process continues.

## **What do the Barracudas Do?**

The Club hosts 3-4 swim meets annually. Generally, the third week of November, the end of April and the beginning of June are designated as our own Invitational. In the past the Barracudas have hosted the BC Provincial Championships, which have been very successful.

In order to run these meets, our club has a responsibility to provide competent officiating. It requires as many as seventy-five officials at all times to run each session of a meet. It is important that club parents give their full support to these meets, both by taking officials clinics to train themselves and by assisting on the deck.

### 7.5.1 Selection for a Meet

Coaches will normally select swimmers for attendance, taking into account the swimmer's need for an official time, readiness for a competitive situation and the opportunity to swim new events. However, there are many All Level meets that require swimmers to "sign-up". These sign-up sheets are posted on the bulletin board at the pool and coaches will advise the swimmers when to look for these. Encourage your child to discuss his or her intentions with you BEFORE they sign-up for the meet. It is important that they keep you posted because once they have signed up, there can very well be financial responsibilities that you will be held accountable for, even should you wish to cancel out of the meet. Please refer to the section on Travel.

The head coach maintains club swim records. These records are updated after each meet and contain the best current times for each swimmer in each event. It is these times that are used as entry times on the swimmers meet entry cards.

Entry fees, other than for own meets, must be sent to the host club two weeks in advance and are not refundable. In addition, travel arrangements must be made for all out-of-town meets and are dependent upon the number of swimmers attending. While emergencies do occur, once a meet commitment has been made, it should be honoured.

The Travel Director makes travel arrangements for out-of-town meets. Please refer to the section on Travel for this type of information.

### 7.5.2 At the Meet

Be punctual, warm-ups are mandatory. There will normally be a one-hour warm-up period before the meet starts. Swimmers need to arrive at the pool early enough to change and be on deck for the start of stretches. These begin 20 minutes prior to the start of warm-ups. Before and after every swim the swimmer should go and talk to their coach. This will ensure that any last minute instructions and preparation are dealt with.

### 7.6 Club Uniform/Team Gear

Barracuda swimmers are expected to wear Team Gear at all swim meets. Barracuda T-shirts are mandatory. The Club has made a good effort to provide quality at an affordable cost. This will enable us to project a more “professional” image when in public.

In the event that heats and finals take place, it is expected that team gear is to be worn by all swimmers, including those that did not qualify for the finals.

Swimmers should remember that they represent their club and should always dress and act in a manner, which reflects their pride in the Barracuda Swim Club.

### 7.7 Meet Calendar/Schedule

The head coach in consultation with the Executive Committee determines the Club’s meet schedule. It may vary from year to year depending upon many factors. Details are published regularly in the Club newsletter. Not all swimmers attend all of the scheduled meets. The coaches in consultation with parents make the decision. Factors influencing the decision include the following: qualifying times for a meet, the attitude of the swimmer, and the importance of the particular meet in the specific training schedule of the individual swimmer. The meet calendar is therefore intended only as a guideline in planning your activities over the year. Please check with your coach and the bulletin board to clarify each swim meet.

### 7.8 Course, Meets, Competitive Swimming Strokes and other Definitions

#### 7.8.1 The Racing Course

The length of a long course racing pool is 50 meters and a short course is 25 meters. The pool has eight lanes and each lane is 2.5 meters wide. The water temperature must be kept at 26 degrees Celsius.

#### 7.8.2 The Meet

There are normally 13 individual events and three relays for men and women in a swim meet.

#### 7.8.3 Freestyle Events

In the freestyle, the competitor may swim any stroke he or she wishes. The usual stroke used is the front crawl. The alternate overhand motion of the arms characterizes this stroke. The freestyle is swam over 50, 100, 200, 400, 800 and 1500 meters distances.

#### 7.8.4 Backstroke Events

In the backstroke, the swimmer must stay on his or her back at all times. The stroke is an alternating motion of the arms. At each turn a swimmer must touch the wall with some part of the body. Swimmers must surface within 15 meters after the start and each turn. Backstroke race distances are 50, 100 and 200 meters.

#### 7.8.5 Breaststroke Events

Perhaps one of the most difficult strokes to master, the breaststroke requires simultaneous movements of the arms on the same horizontal plane. The hands are pushed forward from the breast on or under the surface of the water and brought backward in the propulsive stage of the stroke simultaneously.

The kick is a simultaneous thrust of the legs called a frog or whip kick. At each turn a swimmer must touch with both hands at the same time. Breaststroke races are distances of 50, 100 and 200 meters.

#### 7.8.6 Butterfly Events

The most physically demanding stroke, the butterfly features the simultaneous overhead stroke of the arms combined with the butterfly kick. The dolphin kick features both legs moving up and down together. No flutter or whip kicking is allowed.

The butterfly was born in the early 1950's due to a loophole in the breaststroke rules and became an Olympic event in Melbourne, Australia in 1965. Butterfly races are swam in 50, 100 and 200-meter distances.

#### 7.8.7 Individual Medley

The individual medley, commonly referred to as the IM, features all four competitive strokes. In the I.M., a swimmer begins with the butterfly, changes to the backstroke after one-fourth of the race, then the breaststroke for another quarter and finally finishes with the freestyle. The IM is swum in 200 and 400-meter distances.

#### 7.8.8 Medley Relay

In the medley relay all four strokes are swam by four different swimmers. No swimmer may swim more than one leg of the relay, which is swum in backstroke, breaststroke, butterfly and freestyle order. The medley relay is 200 or 400 meters distances.

#### 7.8.9 Starts and Turns

Many races are won or lost in starts and turns. The swimmer is called to the starting position by the starter, who usually checks that all swimmers are motionless. Then, once the starter is satisfied, the race is started by either a gun or electronic tone.

Quick turns are essential to a good race. In all events the swimmer must touch the wall, but in the freestyle and backstroke the swimmer may somersault as he or she reaches the wall, touching only with the feet. In the other two competitive strokes, the swimmer must touch the wall with both hands before executing the turn.

### 7.9 Strategies

The sprint races (50 and 100 meters) are an all-out burst of speed from start to finish. The slightest mistake can cost precious hundredths of seconds - and the race.

The 200-meter events require the swimmer to have a sense of pace as well as the ability to swim in a controlled speed.

The 400, 800 and 1500m meter freestyle require the swimmer to constantly be aware of where they are in the water and how tired they are becoming. Swimming the first portion of the race at too fast of a pace can sap a swimmer's strength and cause a poor finish. Swimming the first portion of the race too slowly can separate the swimmer from the pack and make catching up impossible.

There are two ways to swim a distance race. Swimmers may elect to swim the race evenly (holding the same pace throughout the race) or they may negative split the race. A negative split occurs when the swimmer covers the second half of the race faster than the first half.

### 7.10 Heats, Finals and Seeding

Swim meets are generally run with both preliminary heats and finals or with timed finals. In the first, there are a number of heats swam earlier in the day and only the faster swimmers are entered in the finals. In the latter, all swimmers swim only once for each event. In both cases, it is usual for swimmers to be seeded.

Seeding is the process where swimmers are ranked according to their entry times for each event and placed in specific lanes and heats.

The reason for seeding a meet is so that no swimmer is more than one half the pool width away from the likely heat winner. Seeding involves both the lane of the pool as well as which heat a swimmer is in.

In an eight-lane pool, like the Aquatic Centre, the swimmer with the fastest qualifying time for a heat is seeded in lane 4. The second fastest swimmer is placed in lane 5, the next fastest is in lane 3, the next fastest in lane 6, the next fastest in lane 2, the next fastest in lane 7, the next fastest in lane 1 and the slowest in lane 8. In time final meets, the heats are usually swam slowest to fastest according to the submitted times.

On the other hand, meets, which use a heats and finals format, are seeded differently. The fastest three heats, which are swam last, are circle seeded whereas all the earlier heats are seeded as described above.

Circle seeding of the top 3 heats involves grouping the times of the swimmers into set of 3. For example, the fastest set of 3 times swim in lane 4 (in an eight lane pool) but in separate heats. The next fastest 3 (swimmers 4, 5, and 6) swim in lane 5 in separate heats, swimmers 7, 8, and 9-use lane 3 etc. according to the seeding pattern discussed before. Swimmers who are entered in an event, but without an official time are ranked by draw and seeded slowest at the start of the preliminaries.

Most of the all-level meets are swum as time finals due to the large number of swimmers in many events. All provincial level meets and many qualifying meets are swum with the preliminaries and finals.

### 7.11 Officiating at Meets

The Director of Officials will post a sign-up sheet on the Bulletin Board 2-3 weeks prior to a meet in order to establish a working roster of officials. As mentioned previously it takes many officials to run a swim meet. Please make sure you sign up to work at the meet.

Officials' clinics will be conducted on a regular basis, commencing with Level 1. Please watch the Newsletter and Bulletin board for dates, times and location of clinics. If you have a particular interest in any area or require further information, contact the Director of Officials.

The following list outlines the requirement for certification under the SNC guidelines for the various levels. These notes are an unofficial summary of the requirements for obtaining each level of certification. Certification for any position requires successfully completing the exam for that position plus working a minimum of two meets as an apprentice. The Director of Officials can provide additional details.

**Level 1 Official** (red pin)

- Lane Timer
- Place Judge
- Marshall

**Level 2 Official** (white pin)

- Level 1 plus certified for two (2) of the following seven (7) positions:
- Recorder/Scorer
- Clerk of the Course
- Stroke/Turn Judge/Head Lane Timer
- Starter
- Chief Timer
- Chief Place Judge
- Chief Judge Electronic
- Meet Manager

**Level 3 Official** (orange pin)

- Certified as Level 2, written all seven of the above exams, be certified in six (6) positions (one of which is Stroke/Turn Judge/Head Lane Timer), plus conduct at least one Level 1 clinic.

**Level 4 Official** green pin (Senior Official)

- Certified as Level 3, as Referee (and evaluated by a Master Official), minimum of 1 year's active service as a certified Level 3 Official, organize and conduct a minimum of two (2) Level 2 and above official's clinics.

**Level 5 Official** blue pin (Master Official)

- 1 year's active service as a certified Level 4 Official with a wide variety of experiences, organize and conduct a minimum of two (2) additional Level 2 and above clinics, certified as working at National or International class meets, and recommended by the Provincial level organization.

It takes a minimum of three to four years of active work to become a Master Official. The Club recognizes that not every parent will have the time or the interest in achieving this level. It is important, however, for every family to support the Club by working as an official.

7.11.1 General Guidelines for Officials

1. Be on deck of the swimming pool at least 30 minutes prior to the start of the meet or before the time scheduled for your shift.
2. Dress in light weight comfortable "whites" – shorts are acceptable – in order to present a uniform image of professionalism. Clean gym or deck shoes are best or bare feet, remembering you are working on a wet, hard surface. Please wear your pin.
3. When you arrive on deck, check your name off the list of officials and identify yourself to the person in charge. Pick up any required materials (stop watch, clipboard, etc).
4. After your shift, get the Referee to sign your apprenticeship certificate, if required.

5. The host club provides light snacks to officials while working a session. Breaks must usually be arranged between co-workers.
6. Always be consistent and fair as well as knowledgeable regarding current swim rules. A rulebook can be obtained from the Director of Officials. Any updates or changes can also be read on the Swim BC

## **8.0 TEAM TRAVEL**

Out of town meets offer swimmers a chance to travel and meet a wide variety of other swimmers. Normally at least one parent (chaperone) and a coach accompany all out of town swim trips.

### 8.1 Travel Director

The Travel Director is responsible for transportation and accommodation arrangements as required by the Club. This includes renting buses, buying plane tickets, reserving hotel rooms and arranging billeting. Swimmers are encouraged to travel with the Club as a team. A parent must accompany swimmers not traveling with the Club. If you decide to travel as a family you must notify the Travel Director as soon as possible so that travel arrangements are not made for your swimmer. There is a lot of organization getting 30 to 40 swimmers to a meet. You may be charged the cost for travel once all arrangements have been made and the swimmer does not then travel with the team.

### 8.2 Travel Information

Approximately six weeks prior to an away meet, a sign-up will be posted on the bulletin board. It is the responsibility of the swimmer and parents to ensure that all information on the sign up sheet is accurate. Also, please read the Newsletter to ensure that you are aware of up-coming meets, so that you and your swimmer can discuss the possibility of his or her attendance.

A travel newsletter will be sent home prior to the meet and will contain specific travel instructions for each meet, as well as an invoice with travel fees due. You must arrange for your swimmer to be at the scheduled pick up point 15 to 30 minutes in advance of the departure time (in the case of a flying meet be at the airport 45 – 60 minutes before departure). Travel costs must be paid before departure.

Bus trips are often long enough to require a meal on the way (both coming and going). Please provide a lunch, nutritious juices and snacks for your swimmer, not only for the trip, but also for the meet. Chaperones will act as bankers for swimmers, holding extra monies. Please note that the Club has a “No Junk Food” policy in place for any swim meet. If a swimmer has any junk food the coaches will keep it until the end of the meet.

Parents should record the telephone number where information about bus return times will be available. Good or bad driving conditions can effect this time, and parents should therefore be both punctual in arriving for pick up and patient if the bus is late.

Finally, many of the out-of-town swim meets will be in the winter. Please make appropriate allowances for the changeability of BC’s weather and ensure that your swimmer is properly dressed.

### 8.3 Clothing and Gear for Out-of-Town Trips

Team Gear: Swimsuits – Navy Blue (2); goggles (2); swim cap – Orange with logo (2); towels (2); deck coat (optional); team T-shirt; clean runners or thongs for deck wear; sleeping bag (stow in a large garbage bag or

other waterproof cover); toothbrush other personal effects; spare clothing; games, homework, or other items to occupy idle moments; bag for stowing items on deck.

**\*Please label all items with your first initial and last name\***

Check with the Meet Manager or the pool office for lost or found items.

#### 8.4 Spending Money

Put spending money in an envelope with the swimmer's name and the amount. This should be given to the chaperone for safekeeping. The Travel Coordinator will normally suggest a reasonable daily allowance. This will depend upon whether or not swimmers will be billeted and how many meals they will have to buy. If you expect your swimmer to maintain a budget, then you must be realistic about costs and explain to the swimmer how you expect the money to be spent.

#### 8.5 Cost of Transportation

The Club charges swimmers a set fee for transportation depending upon the distance traveled to a meet. The fees collected in this way rarely cover the entire cost and the Club provides a subsidy to cover outstanding costs. Meet costs may also include coach, hotel and sometimes a snack fee where billeting is not provided.

#### 8.6 Travel Guidelines

##### 8.6.1 General

1. Swimmers will travel to meets with the Club unless accompanied by a parent.
2. When signing up for the meet, make sure you sign on the correct list (i.e. "Bus" or "No Bus").
3. Money envelopes may be given to the chaperone when you get on the bus. Each envelope should indicate the swimmer's name, the day, which the money may be used (e.g. Saturday, Sunday) and the amount enclosed. It is a good idea, particularly with younger swimmers, to have a separate envelope for each day of the meet.
4. During the return trip, the chaperone will phone the Travel Director with an expected arrival time. Through a fan out system, each family is informed of the time. If you are not going to be available that afternoon/evening, please let the Travel Director know in advance how he/she can get the information to you.

##### 8.6.2 Billet Meets

1. On the sign up sheet for the meet, indicate whom you wish to billet with. Swimmers will always be teamed up in pairs and no co-ed billeting will be allowed.
2. Should you decide not to attend the meet, for whatever reason, please inform the Travel Director as soon as possible so the host club can be informed of changes in the billeting arrangements.
3. Upon arrival, or some time during the first evening, your chaperone will help the host clubs' billet chairperson match up swimmers with their billet families. Unless absolutely necessary (e.g. medical reasons), there will be no changes made in billeting arrangements. Keep in mind that the billet chairperson is trying to satisfy not only your wishes, but also those of the billet families.
4. If desired, a small gift may be given to the billet family.

### 8.6.3 Hotel Meets

1. Rooming lists will be made up in advance. If you have specific requests, please give them to the Travel Director or Meet Director as soon as possible.
2. Do not ask the chaperone to make changes to the rooming list. There may be specific reasons why swimmers have been assigned to certain rooms.
3. In order to keep travel costs down, swimmers may sometimes be put in the same room as a chaperone.
4. Telephones in swimmers' rooms will not allow outside calls. Calls may be made between rooms in the hotel. Swimmers wishing to make outside calls may use the chaperone's phone or a pay phone.

#### 8.6.3.1 Behaviour and Expectations for Hotel Meets

1. **Show respect for other people.** Be considerate of those who wish to rest in the afternoon or get a good night's sleep by keeping quiet during these times. A hotel meet is not party time! If you are not serious about your swimming, do not plan to attend these meets.
2. **After lights out, remain in your room.** The coaches and/or chaperones will determine this time. After this time, you may not watch TV, visit with other swimmers, play loud music, talk on the telephone, turn on lights or leave your room (unless you have a medical emergency and are going to see the chaperone).
3. **Take good care of the hotel room and furniture.** If you eat in the room, take care not to spill things. If you do inadvertently make a mess, clean it up! Pick up all garbage and dispose of it appropriately. The Club will be charged for any damages to hotel rooms or contents and these charges will be passed on to the swimmer(s) involved.
4. **Follow the Club Code of Conduct** (see Section VI). Swimmers who do not follow these rules may suffer immediate consequences imposed by the chaperone and may be referred to the Disciplinary Committee for further action (see section on Discipline Committee).

### 8.6.5 Chaperones

The Club encourages parents to volunteer as chaperones. If you are interested, call the Travel Director for details; there is usually a sign up sheet on the notice board well in advance. The Club pays the cost of travel and accommodation. Chaperones also receive a per diem payment to cover out-of-pocket expenses.

Chaperones are ideally parents who are cheerful, enjoy working with young people and who are well organized. This person will work hard to gain the confidence and cooperation of athletes and who will rarely have to invoke disciplinary action as a means of control. The chaperone also acts as an ambassador for the Club and for the sport of swimming and should therefore ensure that swimmers are polite and well mannered at all times.

#### 8.6.5.1 Priorities and Obligations

- The first priority of a chaperone is to ensure that swimmers are safe, fed, well rested and ready for competition. The purpose of traveling to meets is to produce quality swims. It is your duty to create an environment, which will allow swimmers to perform at their best. Any behavior or actions on anyone's part, which interferes with this, should not be tolerated.
- Chaperones have an obligation to coaches to help them as much as possible. They put in a tremendous amount of hard work preparing swimmers for meets and if you do not do your job, swimmers may perform poorly resulting in disappointed coaching staff. Communicate with the coach

frequently. Find out his or her expectations with respect to food, behavior, curfew times, etc. and be supportive of those decisions. Take care of details such as luggage, hotels, meals, etc. so the coach does not have to.

- Chaperones have an obligation to fellow parents. They have entrusted you with their children. Ensure you know where each swimmer is at all times. No swimmer may leave your supervision with a friend or a relative without prior written permission.

#### 8.6.6 Travel

- Be at the departure point at least 20 minutes before leaving.
- Get chaperones' bag (containing first aid kit, spare equipment) from the equipment locker and chaperone's package (containing bus list, hotel cheque, etc.) from the Travel Director.
- Check off swimmers against the bus list before departure and again before the return trip. Ensure that swimmers have all their belongings.
- Following any stops, do a head count before getting on your way again.
- At an appropriate point during the return trip, phone the Travel Director with the expected arrival time.
- Upon arrival home, check the bus for items left behind. Ensure all swimmers have been picked up.

#### 8.6.7 Billeting

- Upon arrival, help the host billet chairperson match up swimmers with billets. The host club has gone to a great deal of trouble making these arrangements, so no changes should be made unless absolutely necessary.
- Ensure your swimmers have the phone number and location of the place where you and the coach will be staying in case they need to reach you.
- The host billet chairperson should also know where you could be reached.

#### 8.6.8 Hotel

- Upon arrival, check in. Ensure that swimmers take the room that has been assigned. If there is no room assignment list provided for you, in consultation with the coach, you will determine who goes in each room. If a list is provided, stick to it - there may be reasons why rooms are assigned this way.
- If swimmers are without adult supervision in rooms, obtain an extra key for emergency access to these rooms.
- Arrange with the management that there should be no outgoing telephone calls from swimmers' rooms. Pay TV should similarly be disabled.
- Boys and girls may be in the same room prior to curfew but doors should remain open at all times.
- Set a lights-out time in consultation with the coach. Conduct room checks at that time and ensure that all swimmers are in bed.
- Know the routine for the days ahead and ensure that swimmers are ready on time.
- Upon check out, ensure that nothing has been left behind in the rooms. Pay the bill and collect a receipt for the Travel Director.

#### 8.6.9 Food

- Finding good, inexpensive and quickly delivered food is always one of the chaperone's biggest challenges. Time is always tight and you should use your creativity to ensure that swimmers are fed quickly and well. You may wish to scout out local restaurants, check menus, make reservations

ahead or arrange for food to be delivered to the hotel. Remember that fast food is typically not nutritionally sound.

- Breakfast can often be eaten in the room. Check ahead of time to see what food should be brought before departure. Even if there is no kitchenette in the room, swimmers can have a nutritious breakfast if juice, muffins, bagels, yogurt, fruit, etc. Ensure that you shop during the day if necessary.
- You should provide swimmers with a snack to take to the pool or set up a spot where they can come and get something from you during the course of the meet.
- Lunch can sometimes be made in the room, collected on the way back to the hotel (sub sandwiches etc.) or be eaten at a mall food fair.
- Coaches almost always enforce the “No Junk Food” rule you should support this and abide by it yourself.

#### 8.6.10 Money

- If the swimmers have money envelopes, collect them from swimmers before departure. Hand money out to swimmers as necessary on a daily basis to ensure that funds are not all spent on the first day.

#### 8.6.11 Discipline

Chaperones are responsible for swimmers whenever they are not on the pool deck. You should be familiar with the Club Code of Conduct and should attempt to deal with any incidents immediately and constructively. If there are any recurring problems with certain swimmer(s), or major incidents, record the details of the incident and discuss consequences with the coach.

**Before leaving:** check with the billet chairperson (if swimmers are billeted) to see if there were any problems and to record any incidents.

Upon return to Prince George, you must discuss any significant problems with the Travel Director and/or the chair of the Discipline Committee.

## **9.0 EXPECTATIONS**

### 9.1 Club Responsibilities

#### 9.1.1 Training

The Club will provide the appropriate training schedule and facilities.

#### 9.1.2 Coaching

All necessary coaching will be provided.

#### 9.1.3 Swim Meets

The Club will enter the swimmers in appropriate swim meets.

#### 9.1.4 Travel

The Club will coordinate travel to out of town meets.

### 9.1.5 Administration

All activities will be administered according to the aims and objectives of the Club.

## 9.2 Swimmers' Responsibilities

### 9.2.1 Team and Individual Goals

#### 9.2.1.1 Team Goals

1. To strengthen team and individual character.
2. To create an atmosphere of team spirit and unity, and to contribute to the development of a positive attitude.
3. To encourage the development of competitive "mental toughness" (determination, confidence and pride) as a team and individual characteristic.
4. To work harder than our opposition in the pursuit of excellence.
5. To achieve our maximum potential in competitive swimming.

#### 9.2.1.2 Guidelines for Establishing Individual Goals

1. Goals are merely estimates to be used as achievement incentives. Written short or long term goals are useful in striving improvement.
2. Goals must be compatible with the self-image.
3. Goals must be compatible with the level of commitment (on a long term basis).
4. Goals must be pursued on a daily basis and progress evaluated regularly.
5. Goals must be attainable.
6. Goals must be facilitated through communication with the coach.

## 9.3 Swimmers' Code of Conduct

Positive, respectful and sportsmanlike behavior is critical if all swimmers are to achieve their maximum potential. Such conduct also serves to enhance the reputation of the Club and the sport of swimming. This Code of Conduct is intended to achieve those ends.

The code applies to swimmers whenever they are involved in Club activities. This includes training sessions, swim camps, swim meets, social gatherings, and fundraising events and so on. The code also governs the behavior of swimmers at times when they may not be under the direct jurisdiction of the Club but are clearly acting as Club members or may be identified as such.

Breaches of this code will be dealt with as laid out in the Discipline Policy.

1. Swimmers will behave themselves at all times in a way, which reflects favorably upon themselves, the Club, and the sport of swimming.
2. Swimmers will strive for excellence according to their abilities. They will take responsibilities for attending practice sessions regularly and for working diligently towards the goals that they set for themselves or that are set by their coach.
3. Swimmers will treat fellow Club members, coaches, staff and officials with respect regardless of gender, ability or other personal characteristics.
4. Swimmers will conduct themselves in a sportsmanlike manner and will respect the achievements of opponents.

5. Swimmers will comply with the reasonable expectations of coaches, chaperones, host billets, officials, and other persons in positions of authority.
6. Swimmers will not use tobacco, alcohol or other drugs that will alter their physical ability, mood or behavior unless prescribed by a physician for medical purposes. This rule applies to the conduct of swimmers in circumstances where such use may affect their performance.
7. Swimmers will not engage in any physical contact, which causes harm, embarrassment, or humiliation to another individual.

#### 9.4 Prince George Barracuda Swimmer's Conduct Policy

***“If a swimmer is found to be in violation of any of the outlined “codes of conduct” whether at the club or elsewhere, or a swimmer has been suspended from their school for any of these violations, the swimmer must appear before the disciplinary committee who will then determine an appropriate disciplinary action.”***

#### 9.5 Parents Responsibilities

An important strength of our Club is the enthusiastic contribution of time and effort from our parents.

#### 9.6 Club Operations

An Executive Committee supported by a number of reporting positions and committees manages the Club. This structure is intended to spread out the workload as well as enable new members to take on entry-level positions. Parents should consider taking on responsibility in one area of interest.

#### 9.7 Fundraising

At the beginning of each year, the executive establishes a fee schedule for the various categories of swimmers in the club. These fees cover approximately 50% of the Club's operating budget. The remainder of the budget is met through fundraising. Examples of fundraising projects are bingos, chocolate bar sales, raffles and swim-a-thon.

The purpose of family participation in fundraising is the following:

1. To help meet the financial obligations of the Barracuda Swim Club
2. To share fairly among all families the responsibility of fundraising

#### 9.8 Fundraising Levy

The club has now adopted a fundraising fee in order to provide a more stable means of ensuring adequate income. Parents and swimmers are able to participate in a number of fundraising activities to earn credit against the fee and thus avoid having to pay the fee. Details of fundraising activities are published regularly in the newsletter.

#### 9.9 Prince George Barracuda Meet Funding Policy

***“At the beginning of each season, the Head Coach will determine and publish the Club sanctioned meets. During the season, meets may be added or deleted, both at the discretion of the Head Coach. Top level (AAA and higher) Club sanctioned meets qualify for Club subsidization. All other Club sanctioned meets will be assessed and at the discretion of the Head Coach, may become eligible for subsidization. In order***

***to qualify for the subsidy, the swimmer must travel with and stay with the club. Any swimmer not traveling with the Club will not be eligible for the Club subsidy.”***

#### 9.10 Billeting

In order to keep traveling costs as reasonable as possible, swim clubs frequently Endeavour to have their swimmers billeted by members of the host club at out of town meets. Such an arrangement can be successful if swim clubs reciprocate this hospitality and billeting. The Barracuda Swim Club has an excellent reputation for hospitality and for billeting visiting swimmers. Every Barracuda family should consider accepting at least one out of town swimmer into their home when requested to do so by the Club’s billeting committee. The host family should provide the visiting swimmer with the type of welcome they would hope their own swimmer would receive when visiting an out of town family.

When a Barracuda swimmer is to be billeted at an out of town meet, it is advisable that the swimmer takes with them a small “thank you” gift (chocolates, stationary, etc.) to be presented to the billeting family at the end of his or her visit.

#### 9.11 Prince George Barracuda Billeting Policy

***“If a family does not billet out-of-town swimmers when they come to a Barracuda swim meet, the swimmer(s) of that family may not be able to billet when they in turn travel to out-of-town meets.”***

#### 9.12 Guidelines for Billeting During Swim Meets

1. The Billet Coordinator will post a sign up sheet on the Bulletin Board 1-2 weeks prior to a meet to establish a schedule of billeting families, based on age and gender, swimmers are always billeted in groups of two or three.
2. Generally, swimmers are picked up at the pool at the end of the first day of the meet.
3. The Billet Coordinator will have a list of the visiting coaches and chaperone’s motels and phone numbers in Prince George in case of illness or emergency.
4. Check the schedule of events, starting and approximate finishing times, so that you know when to have your billet at the pool.
5. Generally, you will provide breakfast and dinner each day.
6. The visiting swimmer is the responsibility of his/her coach and chaperone during the meet. The swimmer may need to be reminded to check with his/her coach and/or chaperone before leaving the pool at the end of each competitive day.
7. After the evening swim, most swimmers will appreciate a dinner style meal even if they only make a snack of it.
8. Please make sure that swimmers are at the pool in time for warm-ups.
9. Any behavioral problems should be reported to the Billet Coordinator and the chaperones.
10. Sleeping arrangements should be comfortable but not necessarily first class. Most swimmers bring sleeping bags. Check that they have a pillow.
11. Offer to dry wet towels at night.
12. Encourage an early night if possible to facilitate good competitive swims. Outings in the evening are to be discouraged.
13. Above all, attempt to make billeting a positive experience both for your own swimmers and your guests.

#### 9.13 Officiating at Swim Meets

See the section on Swimming Competitively.

### 9.14 Financial Support

Please ensure that all fees are paid promptly.

### 9.15 Meetings

The Club holds one general meeting a year - the Annual General Meeting held in October. It is encouraged for parents to attend this meeting. There are also parent/coach meetings held during the year. These meetings are an excellent opportunity to come and find out about the program and ask questions. Your participation is welcomed.

### 9.16 Suggestions for Parents

1. Make sure your children know that you love them, appreciate them and are proud of their efforts. Be the person in their life they can look to for consistent positive reinforcement.
2. Try your best to accept your children's athletic capabilities, competitive attitudes and actual skill levels.
3. Be helpful and encouraging to your child, but don't coach them on the way to the pool, at breakfast and so on. It's tough for the swimmers to be inundated with advice, pep talks and often-critical instruction.
4. Teach them to enjoy the thrill of competition, to be out there practicing their skills and attitudes. Help them develop the feel for competing, for trying hard and for having fun.
5. Don't compete with the coach. Remember that in many cases the coach becomes a hero to the athlete, someone who can do no wrong. Just wait it out. Eventually it will come full circle when the coach has to correct, criticize, discipline or ask for extra effort or sacrifice.
6. Get to know the coaches so that you can be assured that their philosophy, attitudes, ethics and knowledge are such that you are happy to expose your child to them. The coaches have a tremendous potential influence. Be supportive of the coach's efforts.
7. Don't compare the skill, courage or attitudes of your children with that of other members of the team, at least not in their hearing.
8. Always remember that children tend to exaggerate, both when praised and when criticized. Temper your reactions to the tales of woe or heroics they bring home. Try to keep an objective view of the situation.
9. If you have any concerns about coaching or other issues these should be raised directly with the coach or person responsible. If you feel that your concern has not been dealt with, and then contact the Executive directly through the President or Vice President. General concerns about Club operations should be brought directly to the Executive.

The coach will help each swimmer to make a commitment to a personal training schedule. As parents, we have the responsibility of ensuring that the training schedule is realistic and that the swimmer maintains the agreed schedule.

Have your swimmer notify the coach (preferably in advance) when school exams, concerts and similar activities will disrupt the schedule. If a swimmer is sick and unable to swim, he should notify the coach. Ask for a modified training schedule, if necessary, after a prolonged illness.

Be Punctual: individuals who arrive late for practices or meets cause the whole team to be disrupted. Parents can help the Club by demonstrating and encouraging punctuality.

### 9.17 Coach's Responsibilities

The coach is responsible for maintaining order on the pool deck both in practice and at swim meets and for the smooth functioning of the swimmers individually and as a team.

In order to assume and adequately discharge this responsibility, the coach must have full authority over each swimmer during the duration of the meet or practice.

The coach's responsibilities are the following:

1. Goal setting for individuals and groups.
2. Instruction in competitive stroke skills and strategies.
3. Program planning and training of necessary physiological systems.
4. Scheduling of practice times, places and competitions.
5. Control of swimmers during practices and, with chaperone's assistance, at meets.

### **10.0 HARASSMENT POLICY**

The club is obligated to uphold SNC's Harassment Policy adopted January 1994. Harassment takes many forms but can generally be defined as behavior including comments and/or conduct which is insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual or groups of individuals or which creates an uncomfortable environment. While this policy applies to all members of SNC and to any form of harassment, harassment on the following grounds is specifically prohibited: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed (religion), sex, sexual orientation, disability, age, marital/family status or record of offence. Harassment may include:

- ❖ Written or verbal abuse or threat;
- ❖ Sexually oriented comment;
- ❖ Racial or ethnic slurs;
- ❖ Unwelcome remarks, jokes, innuendos, or taunting about a person's body, attire, age, marital status, ethnic or racial origin, religion;
- ❖ Displaying of sexually explicit, racist or other offensive or derogatory material;
- ❖ Casual, racial, ethnic or religious references;
- ❖ Practical jokes which cause awkwardness or embarrassment, endanger a person's safety or negatively affect performance;
- ❖ Unwelcome sexual remarks, invitations or requests whether indirect or explicit or intimidating;
- ❖ Leering or obscene or offensive gestures;
- ❖ Condescension, paternalism or patronizing behavior which undermines self-respect or adversely affects performance or working conditions;
- ❖ Physical conduct such as touching, kissing, patting, pinching;
- ❖ Vandalism;
- ❖ Physical assault.

The entire policy, including complaint procedures can be obtained from the President.

## **11.0 FINANCIAL**

### 11.1 Budget

The Executive develops the annual budget for the Club, which is then approved at the Annual General Meeting in October.

The annual fees represent only about 50% of the total budget of the Club; the rest must be raised. The “Club”, of course, means you and me. There is a lot of work to be done to keep the annual fees at an affordable limit. In fact, fundraising activities including bingos, corporate sponsors, and swim-a-thon provide a substantial portion of the needed funds. Your assistance is needed for these and other efforts.

### 11.2 Fees

All fees are payable on time due. Any swimmer with outstanding or overdue fees may be asked to refrain from practice until such time that all fees outstanding are paid.

### 11.3 Training Fees

1. Annual fees are payable in advance and are to be paid at the time of registration in either of two ways:
  - ✓ As 9 post-dated cheques beginning October 1
  - ✓ One full payment at registration
2. Fees paid monthly are due at the beginning of each month. Any swimmer, whose fees are not paid by the end of the month, will not be allowed to swim. Club membership will cease if fees remain unpaid for a further month (Bylaw 8d).
3. No refunds will be issued after cheques have been processed. Please note that it is the responsibility of the parent to notify the Club Registrar immediately if a swimmer plans to leave the Club. **One full month’s notice must be given.** (Failure to provide a full calendar month’s notice of a swimmer leaving for any reason, other than medical (with physician signature), will result in forfeiture of one month’s fee). As well, any fundraising balance must be paid.
4. Adjustments in fees will be made only for extended illness or in other extraordinary circumstances. In such cases the swimmer must be away from practice for more than a month.
5. Group Changes: periodically, a coach may wish to move a swimmer to another group. If this happens, the potential move would be discussed with both the swimmer and his/her parents prior to an action being taken. Once the change has been agreed to, fees will be adjusted accordingly as of the beginning of the following month. Any additional fees (or reduction) become due at that time.

### 11.4 Swim BC Registration

Registration with Swim BC is mandatory (see Registration section). Swimmers will not be able to begin practicing with the Club unless they have been officially registered and insured. The Swim BC Fee is non-refundable.

### 11.5 Meet Fees

Meet entry fees are charged for each event in which a swimmer is entered. For out of town meets, these fees are payable in advance of the swim meet and you will be informed of the amount when you receive the meet information sheet. Please note that these fees cannot be refunded once meet information has been sent to the host club. Meet information is usually sent at least two weeks prior to the meet.

## 11.6 Travel Fees

For most clubs, these costs are the responsibility of the swimmer's family. However, because of the distances our Club has to travel to meets, it has been the history of the Club to subsidize these costs through fundraising efforts. Continued support of fundraising efforts must be made if the Club is to continue to afford to subsidize costs.

Travel costs will also be noted on the meet information sheet you will receive before a meet. These fees will not be refunded once meet information has been sent to the host club except in the case of illness.

## 11.7 Coaching Fees

This fee is set depending on the number of coaches and swimmers attending the meet. The coaching fee is not refundable after the meet information is forwarded to the host club.

## 11.8 Fundraising Levy

Fundraising is an essential part of operating a swim club. The Club has adopted a formal fundraising fee, an idea that is used in numerous clubs. Increasing costs necessitate a stable means of ensuring that funds are available to maintain the financial health of the club. This levy will do that without raising monthly fees while at the same time offering members an opportunity to work off this increased expense.

It is hoped this fee will provide some incentive to involve more people in fundraising efforts while at the same time avoiding the raising of fees and maintaining the affordability of having young people swim. Fundraising fees are set annually and are roughly one third of the yearly fee.

### **Procedure**

1. A post-dated cheque, **April 15**, must be submitted at the time of registration.
2. Dollars will be earned by fundraising in order to work off the levy amount.
3. If there is a credit balance it may be used towards the cost of meet (local and away) and bus fees if traveling with the club to away meets.
4. Any credit remaining in your account at the end of the swim season (August 31) will be forfeited to the swim club.
5. Cheques will be held until **April 15**. On this date the Club will issue a statement of account that will show a balance owing, a zero balance or a credit. You will be required to issue the club a new cheque for the balance owing before your original cheque will be returned to you. Swimmers who join or leave the club part way through the season will have their levy fee pro-rated.
6. Upcoming fundraising events will be posted on the Club's bulletin board and in the Barracuda Bulletin. Each member will be given equal opportunity to participate.
7. The Club Executive welcomes new fundraising suggestions from club members.

## 11.9 Fundraising Events

### 11.9.1 Bingos

The Prince George Barracuda Swim Club receives funds from BINGO revenues; this is one of the major fundraisers for the club that benefits every member in the club. In order to maintain this funding, our club is required to supply volunteers for the BINGO hall one Saturday per month. Please consider this a volunteer opportunity. Contact the clubs Corporate Sponsors Director for more details about this.

### 11.9.2 Raffles

The Club attempts to run at least one major raffle each year. This event is directly dependent upon members volunteering to organize this event.

### 11.9.3 Chocolate Bars

Chocolate bars are made available each year for families to sell. The club has a person assigned to organize this and chocolates will be available for pick up at the pool most every night of practice. Currently a bag of chocolates is \$48.00, which you purchase and then sell the bars for \$2.00 each. \$20.00 per bag goes towards the swimmers fundraising levy.

### 11.9.4 Corporate Challenge

Families have an opportunity to pledge support from local businesses or other private sponsors. Currently 70 % of the funds raised will be credited towards the swimmers fundraising levy. Information packages will be available about this event, as it is due to start.

### 11.9.5 Swim-a-thon

The Club, through Swim BC, sponsors a Swim-a-thon each year whereby swimmers obtain pledges from friends and neighbours for the number of lengths swam up to a maximum of 200 lengths. Currently 70 % of the funds raised will be credited towards the swimmers fundraising levy.

### 11.9.6 Other Projects

Club members are encouraged to propose or organize other fundraising projects. If you have an idea, please speak with the Fundraising Ideas Coordinator. Please note that you would be expected to help carry out the fundraising idea that you start.

## **12.0 CLUB ORGANIZATION**

Before discussing the structure of the Club, it may be of help to show the overall organization of competitive swimming and the manner in which Canadian Groups are affiliated to each other and to world bodies in swimming.

International Swimming:	F.I.N.A. (Federation Internationale de Natation Amateur)
National Organizations:	A.F.C. (Aquatic Federation of Canada)
National Sport Division:	S.N.C. (Swimming/Natation Canada)
Provincial Sections:	Swim BC
Provincial Regions:	North-East Region
Swim Clubs:	PG Barracuda Swim Club

Within this overall structure, the Barracudas are one of the North-East Regional clubs of Swim BC. PGBSC sends one member to sit on the Regional Committee.

The Executive Committee governs by its Constitution and By-Laws as well as the internal structure of the Barracuda Club.

## 12.1 Barracuda Organization

The Barracuda Swim Club is organized as a non-profit society under the Societies Act. The Constitution and By-Laws are included in this section for your information.

The structure of the Club may be visualized as follows:

- The Barracuda Society
- Members
- Executive
- Coaching Staff Committees
- Swimmers

The current Executive and Committees of the Executive will vary from time to time; they are therefore described in the appendix at the back of the manual.

## 12.2 Meetings

Executive meetings are held monthly. Members are welcome to attend, but may not vote. The President or Executive calls General Meetings of the Society, in which members do vote. The Annual General Meeting is held in October.

## 12.3 Constitution and By-Laws

The following constitution and By-Laws were revised and approved in April 1989.

### **Constitution**

1. The name of the Society is the “Prince George Barracuda Swim Club”, herein referred to as “The Society”.
2. The purposes of the Society are:
  - a. To promote, foster, teach and perpetuate aquatic activities, and to encourage training for competition, self-development, leadership and sportsmanship in the field of aquatic activities.
  - b. To promote, encourage and maintain among its members, and others, an interest in all amateur aquatic sports, and to support the teaching of the recognized practices and methods of lifesaving, resuscitation, and water safety.
  - c. To stimulate interclub competition and competition with other communities.
3. The operations of the Society are to be chiefly carried on in the city of Prince George, in the Province of British Columbia.
4. Upon the winding up or dissolution of the Prince George Barracuda Swim Club, any assets remaining after payment of all outstanding costs shall be distributed to such charitable organizations as the Society members at the time determine. This provision shall be unalterable.

### **By-Laws**

1. In these By-Laws, unless the context otherwise requires, words and expressions as defined in the “Society Act” or any statutory modification thereof in force at the date upon which these By-Laws become binding upon the Society, shall have the meanings so defined; and words importing the singular shall include the plural and vice versa, and words importing the masculine gender shall include the feminine gender and words importing persons shall include bodies corporate,

and child shall mean any child or a member, or any child in respect of whom the member stands in loci parentis.

#### 12.4 Membership

1. Membership in the Society shall be open to any person resident in or about the City of Prince George; and such a person shall be and become a member upon acceptance of his or her application in that behalf and payment of such membership fee and other dues or fees as shall from time to time be prescribed by these By-laws or the Executive.
2. Members shall be divided into the following categories and shall have the following voting privileges:
  - a. "Active Members" shall be those members of the Society engaged in Swim practice or swim competition under the guidance of and pursuant to the direction of the Society;
  - b. "Voting Members" shall be:
    - i. Active Members 15 years of age and over whose parents do not attend members meetings; or
    - ii. The parents or guardians of Active Members under the age of 15; or
    - iii. Parents or guardians of Active Members 15 years of age and over where the parents or guardians attend members meetings;
  - c. "Honorary Members" shall be those members recognized by the Society as such from time to time as determined by Ordinary Resolution at a meeting of the Voting Members.
  - d. Active Members shall have no voting privileges;
  - e. Honorary Members shall have no voting privileges;
  - f. Voting Members shall each have one vote.
  - g. Master's swimmers shall be considered active members with no voting privileges.
2. A member shall be deemed to be in good standing when he has paid his current annual membership fee, and if applicable, his training fees and/or the training fees of his children.
3. There shall be an annual membership fee for each class of member described in clause 3 hereof of such amount as may be determined from time to time by the Executive of the Society.
4. Any member shall be eligible to participate in the Society's activities upon payment by the member of such training fee in respect of each such member as the Executive may prescribe from time to time. Training fees shall be for a period of one year, and are payable on or before the first day of September each year either in full or by post-dated cheques dated the 1<sup>st</sup> of each month. If active participation in the Society's activities begins during the swimming year, training fees shall be paid on a pro-rata basis.
5. The annual membership fee and/or all training fees shall be payable to the Society.
6. Membership in the Society shall not be transferable and shall cease:
  - a. Upon resignation which shall be effective upon the first day of the month next following receipt of notice of said resignation by the Registrar of the Society.
  - b. Upon death.
  - c. Upon expulsion if the Executive feels that the conduct of a member is prejudicial to the interests of the Society.
  - d. If any annual membership fee or training fee is unpaid and remains unpaid for more than one month after the month in which it is due.

#### 12.5 Obligations of Members

- Every member shall abide by the By-Laws from time to time in force as well as any regulations lawfully made by the Executive.

## 12.6 General and Special Meetings

1. The Annual General Meeting of the Society shall be held during the month of October in each year after fourteen (14) days written notice.
2. All General Meetings of the Society other than the Annual General Meeting shall be called General Meetings.
3. The Annual General Meeting of the Society shall be held at such place in the City of Prince George and on such a day and at such time as the Executive may from time to time determine, and the Executive shall call such meetings as are requested in writing by ten (10) or more members. Notice of all such meetings and an agenda of the meetings must be given by the Executive to all members of the Society in writing fourteen (14) days in advance. Notice shall be deemed satisfactorily given by posting of same on the Society bulletin board and/or by publication of same in the Society newsletter.
4. A quorum for a General Meeting or an Annual General Meeting shall consist of fifteen (15) members or fifteen percent (15%) of the eligible voting Members present, whichever is less.
5. The President, or in his absence the Vice-President, or in the absence of both President and Vice-President a Chairman appointed by the Voting Members present shall be the Chairman of every General Meeting or Annual General Meeting.
6. The Chairman may, with the consent of the meeting, adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. It shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.
7. Except as otherwise provided in these By-Laws, all proceedings at Executive Meetings, General Meetings and the Annual General Meeting shall be governed by Roberts "Rule of Order" Revised Edition (1951) as amended from time to time.

## 12.7 Votes of Members

1. Subject to the provisions of section 3, hereof, at all General Meetings and Annual General Meeting of the Society, each Voting Member in good standing, as defined in section 3(b) of these By-Laws, shall be entitled to one vote.
2. Every question submitted to a meeting shall be decided on a show of hands unless a poll is directed by the Chairman or demanded by a Voting Member who is present in person and the Chairman shall declare to the meeting, the decision on every question in accordance with the result of the show of hands or the poll, and such decision shall be entered in the books of proceedings of the Society. At any General Meeting or Annual General Meeting, a declaration by the Chairman that a resolution has been carried or carried unanimously, or by a particular majority, or lost, and an entry to that effect in the book of proceedings of the Society, shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of, or against, such resolution.

## 12.8 Executive

1. The Executive shall be elected at the Annual General Meeting to be held in the fall and the elected Officers or Directors shall take office on the 1<sup>st</sup> day of November in each year.
2. Nominations for the election of Officers and Directors shall be governed by the following:
  - a. At least one month prior to the election in October, the executive shall appoint a nominating committee consisting of three Voting Members in good standing, the chairman of which shall be an Executive member past or present of the Society.
  - b. The nominating committee shall prepare a slate of candidates for Officers or Directors, subject to the consent of each nominee and distribute the list of same with the notice of the meeting at which the elections are to take place.

- c. Other nominations may be made in writing to the Chairman by any two Voting Members with the consent of the nominee, or nominations will be called from the floor prior to the elections.
  - d. Any Voting Member in good standing is eligible to hold office.
  - e. The Chairman may at his discretion call for the election by secret ballot.
3. The Executive shall consist of the following officers, namely, President, Vice-President, Recording Secretary, Corresponding Secretary and Treasurer, and the number of Directors as determined from time to time by the Voting Members by Ordinary Resolution. Notwithstanding the provisions of section 22 hereof, the nominating committee, with the majority approval of the Voting Members at the Annual General Meeting, may elect to combine the positions of Recording Secretary and Corresponding Secretary for any given year so that both positions are filled by the same person.
4. Officers shall be elected in even numbered years and Directors shall be elected in odd numbered years. Casual vacancies occurring during a term shall be filled:
- a. By an Ordinary Resolution of the Annual General Meeting if the casual vacancy is caused by the removal of a Director by the Special Resolution of an Annual General Meeting; or
  - b. By the Executive if the casual vacancy occurs in any other fashion.

An Executive Member in choosing to run for another position on the Executive need not resign from his or her office but upon election shall immediately resign from his or her former executive position. Vacancies occurring in this manner will be dealt with, by election, at the time of resignation.

5. Duties of the Executive generally are as follows:
- a. The Directors and Officers shall manage, or supervise the management of, the affairs and business of the Society and shall have the authority to exercise all such powers of the Society as are not, by the Society Act or by the Constitution or these By-Laws, required to be exercised by the Society in Annual General Meetings.
  - b. Officers and Directors are to attend all Executive and Annual General Meetings and any Officer or Director, who fails to attend three consecutive meetings without good cause, shall, at the discretion of the membership by Special Resolution upon receiving the recommendations of the Executive, cease to be an Officer or Director and may be replaced as aforesaid.
  - c. The Officers and Directors shall receive no remuneration for their service and no person receiving remuneration or honorariums from the Society may hold an elected office.
  - d. The Directors and Officers shall have the power to make regulation from time to time respecting the management of the affairs and the business of the Society.

6. Duties of the Officers are as follows:

- a. President

The President shall call and preside at all meetings of the Society, and shall carry out such duties as may be imposed upon him from time to time by resolution of the Executive, and assist the Executive and committee members as required.

- b. Vice-President

The Vice-President shall co-operate in all matters with the President and in his absence, shall act in his stead and from time to time assist the Executive and committee members as required.

- c. Recording Secretary

The Recording Secretary shall prepare and keep the minutes of all the meetings of the Society and within fifteen (15) days shall provide copies of the minutes to the Executive members and make a copy available to the club newspaper edition for publication. The Recording Secretary shall keep a certified copy of the Constitution and By-Laws in the minute book, together with a copy of the Society Act, and shall perform and carry out such duties as may be prescribed from time to time by the President or the Executive.

d. Corresponding Secretary

The Corresponding Secretary shall receive and distribute the incoming mail or any other communications relating to the club that may arise, and shall keep and maintain the club's files and records. The Corresponding Secretary shall provide a permanent list of all incoming and outgoing correspondence relating to the activities of the Society and shall make the list available at all Executive and Annual General Meetings of the Society. The Corresponding Secretary shall perform and carry out such duties as may be prescribed from time to time by the President or the Executive.

e. Treasurer

The Treasurer shall be responsible for the proper records of account, and banking records of the Society, and shall, from time to time, see that the Officers and Directors are in full possession of all necessary information in regard to the finances of the Society. The Treasurer shall present a monthly report to the Executive or Voting Members and a balance sheet and statement of expenses for the year to the Annual General Meeting.

7. Duties of the Directors are as follows:

- a. The number of Directors elected shall be responsible for the maintenance of the club's internal activities as generally described.
  - b. Coordination and implementation of policies respecting fundraising, membership, programming, competition, meets and facilities, diving, synchronized swimming and any other activity undertaken by the Society from time to time.
8. The Head Coach of the club shall not hold a position on the Executive or have a vote at Executive meetings, but shall be required to attend Executive meetings for the purpose of providing input to the Executive if requested.

### 12.9 Financing

1. The Executive may, from time to time in their discretion, borrow or secure the payment of any sum or sums of money for the purpose of carrying out any of the objects of the Society in such manner and upon such terms and conditions in all respects as they think fit, **PROVIDED HOWEVER**, that none of these powers shall be exercised except in accordance with the sanction of a Special Resolution passed by the Society in a **GENERAL MEETING or ANNUAL GENERAL MEETING**.
2. In addition to membership fees, fees paid for participating privileges and money received when borrowed as provided above, it shall also be possible for donations to be made by members and supporters of the Society.

### 12.10 Amendments

1. The Constitution and the By-Laws may be amended by Special Resolution of the Society. The majority required for a Special Resolution shall be three-quarters of the Voting Members present.

### 12.11 Audit of Account

1. The Executive shall annually appoint an accountant to inspect the accounts of the Society and report to the Executive and membership. Such appointment shall be subject to the endorsement of the Annual General Meeting. The Executive shall not be required to appoint an auditor annually or from time to time unless specifically so directed by an Ordinary Resolution of the Voting Members.

### 12.13 Common Seal

1. The Executive may adopt a seal, which shall be the common seal of the Society. The common seal of the Society shall be under the control of the Executive and the responsibility for its custody and use shall be determined by the Executive.

### 12.14 Books and Records

1. The Executive shall see that all necessary books and records of the Society required by the By-Laws of the Society or by an applicable statute are regularly and properly kept. Such account and books shall be open to inspection of Voting Members not being members of the Executive upon reasonable written notice to the Executive of a desire for such inspection.

## **13.0 DISCIPLINARY COMMITTEE**

### 13.1 Purpose

The purpose of the Disciplinary Committee is to enable the Club to deal with disciplinary issues affecting swimmers in a fair, impartial and consistent manner.

### 13.2 Membership

1. The Committee will consist of five adult members of the Club, two of whom will be alternates. The chairperson will be appointed from the Executive.
2. Committee member (two active, two alternates) will be solicited through a posting on the notice board each year prior to the October general meeting. If insufficient nominations are received, the Executive will approach members with a view to serving.
3. If more than four nominations are received, members will be elected at the general meeting.
4. Members will take up their positions on the Committee at the start of the new swim season following the Annual general meeting.
5. If an active member should resign, the vacant position will be filled by one of the alternate members.

### 13.3 General Disciplinary Procedures

1. In Town
  - a) Coaches are responsible for discipline during training sessions. Any issues of a disciplinary nature should first be addressed with the swimmer and subsequently with the swimmer's parents if necessary. During this process the coach may consult informally with the chair of the Disciplinary Committee.

- b) If the disciplinary breach is a serious one or if the process described above fails to resolve the issue then the coach may refer the matter to the Disciplinary Committee for a hearing.
2. Out of Town
- a) At out of town meets coaches are responsible for discipline in the water and on the pool deck. Chaperones are responsible at all other times. Should a disciplinary issue arise the coach and/or chaperone will take whatever measures are appropriate in the situation. Details of the incident should be recorded.
  - b) Upon return to Prince George the coach and/or chaperone should immediately contact the chair of the Disciplinary Committee and the Meet Director to discuss any breaches of discipline. In all cases the parents of the swimmer(s) involved must be informed as soon as possible. This contact will usually be made by the coach or chaperone but may be made by the chair of the committee.
  - c) In most cases no further action will be taken beyond informing the parents of what took place. If, however, the disciplinary issue is a serious one or if there is a substantial history of misbehaviour associated with a particular swimmer, then the coach and/or chaperone, in consultation with the chair of the Disciplinary Committee, may decide to refer the issue to the Committee for a hearing.

#### 13.4 Conduct of Hearings

1. Following referral for a hearing the Discipline Committee will meet with at least the following individuals to establish the relevant facts of the case:
  - a) The coach and/or chaperone who dealt with the issue initially;
  - b) The swimmer(s) involved;
  - c) The parents of the swimmer(s);
  - d) Other pertinent witnesses
2. The Committee may meet with these parties together or separately.
3. The Committee will then consider the facts together with any history of inappropriate behaviour on the part of the swimmer(s) and any mitigating circumstances.
4. Following these deliberations the Committee will impose such sanctions or restrictions upon the swimmer(s) as it sees fit. The only exception to this is expulsion from the club (such a recommendation must be approved by the Executive Committee).
5. The chair of the Committee will notify the parties of the decision without undue delay.
6. The Committee may make other recommendations to the Executive based upon issues arising in hearings.

#### 13.5 Records

1. The chair of the committee will keep records of all disciplinary issues communicated to him/her as well as the outcome of disciplinary hearings.
2. The purpose of these records is to track persistent misbehaviour as well as to ensure that consequences imposed at hearings are fair and consistent.
3. These records will be kept confidential and will be available only to members of the Disciplinary Committee and the Meet Director.

### 13.6 Conflict of Interest

1. If any member of the Disciplinary Committee feels that he/she is in a position of conflict of interest with respect to a particular hearing then he/she shall withdraw in favour of an alternate member.

### 13.7 Appeals

1. If any parent or swimmer is dissatisfied with the disciplinary measures imposed by a coach then he/she may refer the matter to the Disciplinary Committee for review.
2. If any parent or swimmer is dissatisfied with the outcome of a hearing then he/she may approach the President of the Club for a review by the Executive Committee.

## **14.0 NUTRITION**

### 14.1 Selecting Foods for Performance and Health

Many swimmers are confused about what they should be eating for health and fitness. For swimmers to have the energy to train as well as have the nutrients to maintain health, they must be eating a wide variety of foods that match the amount of energy they expend during their daily routine and workouts.

The Eating Right Pyramid can be used as a tool to help select foods that will provide fuel for workouts, as well as choosing foods for maintenance of health.

For example, the pyramid lists foods from five food groups with an emphasis on three groups: whole grains, fruits and vegetables. Each of the five food groups provides some, but not all, of the nutrients you need. Foods in one group cannot replace those in another. No one-food group is more important than another for good health: you need them all.

The food pyramid assigns the grain to the base or largest section of the triangle. It is recommended that you consume 6 to 11 servings of grains like breads, rice, pasta, cereal and bagels each day. If you have training, I suggest you consume close to the 11 servings a day. That will ensure you have enough carbohydrates to fuel your practices.

Fruits and vegetables fill the next slightly smaller section. It is recommended that you consume 2 to 4 servings of fruits per day, as well as 3 to 5 servings of vegetables per day. These foods also provide energy in the way of carbohydrates, but grains, fruits and vegetables, contain vitamins and minerals. If you don't eat vegetables or fruits daily, then you may put yourself at risk for a vitamin and/or mineral deficiency.

The dairy group and meat group are in the next level. For your age, it is suggested that you eat 3 to 4 servings of low fat products daily as well as 2 to 3 servings of meat like low fat beef, chicken, fish, turkey or dried beans and peas.

The apex or smallest part of the pyramid are foods that are high in fat or concentrated sources of sugar, including butter, chips, candy, soda and French fries. These foods are calorie dense; that is, they provide more calories than nutrients. These products should be consumed sparingly in the diet. That doesn't mean you can never have them, but they should be consumed only after you have fulfilled your nutrient requirements from the other food groups.

[From Jacqueline R. Berning, Nutrition Coordinator. *Swimming Technique Magazine*]

- Fat & Sugar
- Dairy 3-4 servings
- Meat 2-3 servings
- Fruits 2-4 servings
- Vegetables 3-5 servings
- Grain 6-11 servings

#### 14.2 Watch what is eaten between meals.

If a swimmer needs a snack, try to avoid empty calories in favour of the following:

- Fruits: oranges, apples, bananas, etc.
- Vegetables: raw carrots or cauliflower.
- Whole grain crackers with cheese or yogurt.
- Bread with peanut butter and jelly.

Drinking adequate fluids is essential for top athletic performance. Why? In order to replace water lost during exercise. How much? Water is the fluid replacement of choice. Drinks with a high concentration of sugar and electrolytes cause dehydration by drawing water away from intra-cellular fluid. On a daily basis, swimmers must make sure they drink adequate fluids (at least 8 large glasses of water a day).

#### 14.3 Eating on the day of the meet

If you know what to eat, when to eat and how much to eat on the day of the meet, chances are you will swim better. Here are some easy to follow tips:

- ✓ Eat a light meal, containing no more than about 450 calories, three to four hours before competing. This will make sure your stomach and upper intestine are empty.
- ✓ Make sure to include carbohydrates such as whole grain breads, buns, bagels, pasta, potatoes and/or carrots in your meals. These are the best sources of energy.
- ✓ Drink lots of cool water, about one glass every quarter to half hour.
- ✓ If you drink juice or sports drink, dilute them with water or drink cool water afterwards to dilute them in your stomach.
- ✓ Eat small amounts of food (250 to 350 calories) regularly during the day.
- ✓ Avoid greasy foods, such as French fries or any fried foods, as they take a long time to digest.
- ✓ Plan what you are going to eat on the day of a competition ahead of time. Try eating these foods on certain training days.

If the plan works for you, use it for every competition.

[[From Swimming with Alex Baumann](#). Jenő Tihanyi and Alex Baumann. Toronto: Key Porter Books, 1989]

## **15.0 SPONSORSHIP**

### 15.1 Supporting Sponsors

Supporting sponsors are businesses, organizations or individuals who provide support to the Barracuda Swim Club. Their support can be financial or in kind such as donation/loan or equipment.

We are indebted to the generosity and interest, which these groups provide the Barracudas. In joining us as sponsors, they assist the coaches and Club in supporting our developing athletes in their commitment to excellence.

Acknowledgement of sponsors will be made in a variety of ways such as the newsletter, meet information and signs.

### 15.2 Meet Sponsors

Meet Sponsors are businesses, organizations or individuals who provide financial or physical support to the hosting of a Barracuda swim meet.

These Sponsors are important to our Club in helping to defray the ever-increasing costs of these meets. The Club aims to clear a meet with some profit. This anticipated money is part of the operating budget. Thus, sponsor's support of a swim meet benefits both the meet itself and the ongoing training costs for our swimmers.

Meet sponsors will be publicized at the meet itself, in the meet programs and in the media coverage.

In addition, businesses can be event sponsors with either money or product. These donations also help defray the costs of a meet and help provide material rewards to the swimmers for their long and intense hours devoted to the sport of swimming. If you are able to help in this way, contact the Meet Manager.

## 16.0 CONTACTS AND WEB SITES

Swim Natation Canada	<a href="http://www.swimming.ca">www.swimming.ca</a>
Swim BC	<a href="http://www.swim.bc.ca">www.swim.bc.ca</a>
Prince George Barracuda Swim Club	<a href="mailto:pgbsc@shaw.ca">pgbsc@shaw.ca</a>

**PGBSC, Box 551, Prince George, BC V2L 4S8 Phone: 964-6103**

### Executive Committee 2007-2008

President	Michael Moran
Vice President	Annette Black
Secretary	Brenda Tress
Treasurer	Sheila Nelson
Registrar/Levy Accounts	(Vacant) see Jerzy Partyka
Fundraising Director	Chris Bailey
Travel/Meet Director	Carol Fedyk
Director of Officials	Christine Reid/Helen Binnema

### Reporting Positions

Equipment Coordinator	Annette Black
Social Director	Tamara Meehan
Billet Coordinator	Gwen / Cam Morris
Meet Manager	Brenda / Karl Tress

### Coordinators of Fundraising Events

Bingo	Chris Bailey
Corporate Challenge	Chris Bailey
Swim-a-thon	Chris Bailey
Chocolate Bars	Marilyn King\Cathy Godden
Fundraising Coordinator	Shelley Gammer

### Coaches

Head Coach	Jerzy Partyka	964-6103
Assistant Coach	Jason Smith	964-4949