

Bridgewater Barracudas  
Swim Club

Policies (updated 2013)

<b>Revision</b>	<b>Date</b>	<b>Approver</b>	<b>Nature of revision</b>
Original	April 28, 1993	D. Liot, President	
Amended		C. Randall, President A. Ferrier, Vice- President	New Registration policy
Amended	May 8, 2007	M. Pitman, President D. Kelley, Vice President	2. Operating guidelines (removed date) 3. Registration policy process change 4. add wording "performance appraisal" 5. clearer definition of roles 6. Define code of conduct 7. Add personnel committee in Discipline policy 8. Remove old points no longer needed due to meet template system 9. clarify insurance

			with Swim NS. 11. change purchase amount from \$100 to \$500
Amended	June 17, 2011	Norma Patterson, President Deanne Oickle, V.President	Selection of competing team Added description of relay team selection for age 13 and up (50 m races to be held with ample notice given for swimmers to participate).
Amended	May 28, 2013	Andrew Tanner, President Karen Bears, VP	Code of Conduct modified to include athletes, coaches and parents.
Amended	July 31, 2013	Andrew Tanner, President Karen Bears, VP	NSF payments will be required to be paid in cash, money order, bank draft.

## Table of Contents:

<u>Section</u>	<u>Subject</u>	<u>Page</u>
1.	Philosophy	3
2.	Operating Guidelines	4
3.	Registration	5
4.	Staff Selection	7
5.	Role of Personnel Committee	8
6.	Code of Conduct	9
7.	Discipline	10
8.	Selection of Competing Team	11
9.	Insurance	12
10.	Transportation	13
11.	Property Acquisition	14
12.	Advertising and Sponsorship	15
13.	Awards and Honoraria	16
14.	Policy Change	17

## **1. PHILOSOPHY**

The Bridgewater Barracudas Swim Club exists to promote and develop competitive swimming for the youth of Bridgewater and surrounding area during the summer months.

The philosophy of the Swim Club is based on competitiveness, sportsmanship and fair play. It is hoped that through training and coaching, swimmers will improve their level of skill and enjoy the benefits of being part of a team.

The club believes swimmers benefit where there is direct involvement by parents/guardians. To this end, it is an expectation of the club that there be a significant level of support from parents/guardians during the swim season.

Approved: April 28, 1993 *Doug Lick*, President

## **2. OPERATING GUIDELINES**

The Bridgewater Barracudas Swim Club is guided by both By-Laws and Policies with a view to providing consistency and continuity in its operation.

Club By-Laws, as amended from time to time, document how the club is governed. Club policies as approved from time to time, outline how the team operates on a week to week basis.

By-Laws and Policies should be reviewed on a regular basis to ensure they continue to meet the needs of this swim program.

Approved: May 8, 2007 *Malcolm Pitman*, President

### 3. REGISTRATION

1. Registration is open to any resident of Nova Scotia and/or any youth in Bridgewater and surrounding area.
2. In order to compete, no swimmer shall have reached the age of 19 years prior to July 1 of the current season.
3. Swimmers must meet the regulations of the summer swimming training policy 4.2 as per Swim Nova Scotia and submit the family affidavit when registering.
4. Registered winter swimmers are not eligible to compete with the Bridgewater Barracudas Swim Club.
5. Fees shall be set by the executive annually and announced prior to the date of registration. NSF issues will require that the second payment be made in cash, bank draft, or money order.
6. All swimmers shall pay the full fee, regardless of anticipated participation.
7. No part fees or refunds will be considered except where a child moves from the area, is medically incapable of participating by doctor's note, or other unusual circumstance as agreed upon by the executive. An administrative fee of \$25 will be charged on all refunds.
8. The executive may accept as fully paid, a youth submitted to them from Community Services or Parks and Recreation, who is deemed to benefit from being part of the team.

Approved: July 31, 2013 *Andrew Tanner*, President

#### 3b REGISTRATION PROCESS

1. Registration will take place internally first. All Barracuda swimmers from the previous year will be contacted and asked to pre-register. Registration fee (or an appropriate portion) may be payable at that time. If a swimmer decides not to return for a season, their spot on the team will only be held if they request a leave of absence prior to the start of the season. All leaves are subject to approval by the Executive and will be for the period of one year only; requests should be in writing to the President.
2. Siblings of last year's swimmers will be considered next. All new swimmers, including siblings, must meet the following eligibility requirements:
  - a. They must have completed 1 year of public school by the end of June of that year;  
They must be able to swim which includes a 25 m continuous swim; surface support, back glide. The coaching staff will determine the skill of each new swimmer at the intro swim session.

3. At this point, the Executive, in consultation with the Head Registrar will look at the numbers and determine how many vacancies there are in each division. With our existing facility on Jubilee Road, we strive to maintain a maximum number of 120 swimmers.
4. Any vacancies will be publicly advertised. The week before swim season officially begins; all interested swimmers will be invited to a session of pool time with Barracuda coaches. A registration fee may be charged to cover pool costs.
5. Each new swimmer's skill will be determined by the coaching staff to ensure they meet requirements listed under 2a.
6. In the event that there are more swimmers than vacancies, time trials may be held. Swimmers will be asked to swim a number of pool lengths appropriate for their age group. The fastest swimmers, to the maximum number of vacancies in each age group, will be invited to join the team.

Approved: May 8, 2007 *Malcolm Piman*, President

#### 4. STAFF SELECTION

1. The Personnel Committee shall determine whether in light of interest expressed by coaching staff of prior years, if advertisement of positions is necessary.
2. Any available staff positions shall be advertised locally, clearly indicating necessary qualifications.
3. Staff shall be selected based upon training, experience and performance appraisal.
4. The personnel committee shall interview applicants and make recommendations to the Executive regarding hiring of staff.
5. The coach shall be the first staff person to be hired and he/she shall participate in the hiring of the assistant coach(es)
6. Staff salaries shall be established annually by the executive.
7. Training needs shall be identified at the time of hiring.

Approved: May 8, 2007 *Malcolm Pitman*, President



## **5. ROLE OF PERSONNEL COMMITTEE**

The Personnel Committee shall consist of three members; with at least one member of the Executive and two appointed from the membership.

The Personnel Committee shall:

1. interview, select and hire necessary staff. Numbers of staff required shall be agreed upon by the executive committee.
2. identify ongoing staff training needs.
3. review coaching program with the coach on an ongoing basis.
4. conduct a performance appraisal mid-way and at the end of the swim season.
5. act as a liaison between the executive, coach and parents.
6. ensure specific responsibilities of staff, as outlined in the job description are carried out.
7. support the coach in the carrying out of his/her job responsibilities.

Approved: May 8, 2007 *Malcolm Pitman*, President

## 6. CODE OF CONDUCT

1. All swimmers and staff are expected to conduct themselves in a manner consistent with the philosophy of the club. Coaches are to act as role models both during working hours and in the community. Exercising discretion during outside activities is expected. These include, but are not limited to, the use of alcohol, tobacco products, illegal drugs, and profane / inappropriate language.
2. All swimmers, staff, parents and guardians are expected to treat officials, coaches, executive members and peers with mutual respect.
3. Disruptive behavior will not be tolerated during practices, swim meets or social gatherings. Disruptive behavior can be defined as acts of disrespect to peers / coaches and /or failure to comply with instructions and applies to swimmers, parents, guardians and staff. Disruptive behavior can result in removal from the team.
4. Personal harassment of others is not permitted.
5. The property of the team and others is to be respected at all times.
6. Failure to follow this code of conduct can result in staff or athlete reprimand or dismissal.

Approved: May 28, 2013 *Andrew Tanner*, President

## **7. DISCIPLINE**

1. The coach shall review any incident of misconduct or reported incident of misconduct.
2. Coaches will normally caution swimmers for violations, and if necessary communicate to the swimmer's parent and/or the President / Personnel Committee
3. The coach is authorized to temporarily suspend any swimmer pending a meeting of the executive.
4. Parents shall be notified immediately by the coach and/or President / Personnel Committee of a temporary suspension
5. A meeting of the executive is to be convened within five days of the suspension.
6. The swimmer and parent/guardian are to be given the opportunity to respond to the suspension.
7. The executive may decide whether a further suspension is in order and if so, the length of the suspension.
8. No refund or partial refund of the registration fee shall be granted in instances of misconduct.

Approved: May 8, 2007 *Malcolm Poman*, President

## 8. SELECTION OF COMPETING TEAM PARTICIPANTS

1. All swimmers shall have an equal opportunity to swim at all meets except at the Provincial meet.
2. The number of swimmers permitted to swim in a meet is as per Swim Nova Scotia policy.
3. Those swimmers representing the Club at the Provincial meet shall be selected on the basis of fastest times.
4. Times shall be obtained from meets attended throughout the summer and from Club time trials.
- 4b. Selection of Provincial Relay teams will be based on fastest time. For age groups 13 & up, 50 m races will be held to determine available spots on relay team. Races will be held at time trials and/or club champs with ample notice on the schedule, or by email, for members to have their opportunity to participate.
5. The date for club time trials shall be set at the beginning of the season to encourage attendance by all swimmers.
6. The Provincial Team shall be posted at the pool and circulated by email preceding the Swim Nova Scotia final deadline. Once the team has been submitted to Swim NS for the final deadline, changes are not permitted.
7. All swimmers shall be encouraged to attend the Provincial meet whether they are competing or not.

Approved: June 17, 2010 *Norma Patterson*, President

## 9. INSURANCE

The Club will carry liability insurance as a member in good standing with Swim Nova Scotia. Additional coverage may be reviewed on an annual basis by the Executive.

Approved: May 8, 2007 *Malcolm Pitman*, President

## 10. TRANSPORTATION

1. It is the responsibility of each parent or guardian to provide or arrange for transportation to and from all practices and regular meets.
2. The method of transportation to and from the Provincial meet will be determined annually by the membership.

Approved: April 28, 1993 *Doug Lick*, President

**11. PROPERTY ACQUISITION**

1. All non-budgeted purchases in excess of \$500.00 must be approved by the Executive.
2. All purchases become the property of the Swim Club.
3. Recommendations and requests for new equipment under \$500.00 shall be submitted to the treasurer, and approved by the President.
4. A list of all club equipment and property and its location shall be maintained by the Treasurer.

Approved: May 8, 2007 *Malcolm Pitman*, President

**12. ADVERTISING AND SPONSORSHIP**

1. The Club shall select advertising or promotions from the companies that reflect a wholesome attitude that is consistent with the philosophy of the Club.
2. Sponsorship shall not be accepted from breweries, liquor or tobacco companies.
3. The Club shall avoid advertising a sponsoring company's competitor.

Approved: April 28, 1993 *Doug List*, President



### **13. AWARDS AND HONORARIA**

1. Club awards shall be presented annually at the closing banquet.
2. The type and number of Club awards shall be determined annually by the executive and coaching staff.
3. The granting of honoraria shall be an executive decision, and shall be dependent upon club financial status and determination of appropriateness of such honoraria.

Approved: April 28, 1993 *Doug List*, President

#### **14. POLICY CHANGE**

1. Any club member may propose a new policy or change to an existing policy.
2. Proposals shall be signed by five members in favor of the proposal.
3. Proposals shall be submitted, to the executive for presentation to the membership.
4. Any policy change must be ratified by a majority vote at a regular general meeting.

Approved: April 28, 1993 *Doug Lick*, President