



Member Handbook

Cranbrook Triton Swim Club

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1. CLUB BACKGROUND

Cranbrook has had a competitive swim club since the early 70's. It has produced National level swimmers in every decade since and continues to provide programs that encourage its members to make the most of their athletic talent. The Club's objective is to provide a program of development and training which will enable every swimmer to develop to the full extent of their individual level of interest, commitment and ability.

All swimmers who join our program are instructed in the basic skills for competitive swimming, learning to balance in the water and swim efficiently. Our practices involve constant activity, so that swimmers' endurance improves. All swimmers participate in competitions appropriate to their level of skill and experience; progress is measured against each swimmer's own previous best performance. Competition provides the best measure for a swimmer to judge the progress made in swimming efficiency and in endurance.

The Cranbrook Triton program was developed on the belief that swimming offers valuable and exciting experience in a young person's life. The club believes the swimmer will gain from their experiences, even though they may not win their races.

2. CLUB MISSION & VISION

Club Mission: Is to provide a competitive swim program that promotes a strong team atmosphere, where each swimmers' goals are supported through the leadership of professional coaches.

Club Vision: To build a swim club program that promotes, fosters, and teaches the art and sport of competitive swimming, through excellence in training, team unity, self-development and leadership, where every swimmer has the opportunity to achieve their full potential and instill a life-long love for swimming

The objectives of the club are:

- To promote, foster and teach the art and sport of competitive swimming;
- To foster self-development;
- To teach sportsmanship and foster leadership;
- To provide training and competition to ALL swimmers at levels consistent with ability, desire, and performance levels;
- To develop skills in a sport that can be enjoyed at all times;
- To provide an environment that promotes enjoyment of physical recreation; and
- To provide opportunities for social and emotional development.

3. CLUB STRATEGIC PLAN 2019-2024



Strategic Goal #1- Long-Term Stability

Key Strategic Initiatives:

1. **Coaching and Board Stability:** Long term planning must be developed with a stable coaching and board foundation that provides continuity to the club's program. This in turn will allow club growth and greater retention in the number of swimmers and increased success of the swimmers.
2. **Financial Stability:** The Cranbrook Triton Swim Club is a non-profit organization that derives its annual income from four key sources; membership fees, gaming grants, fundraising including swim meets, and corporate sponsorship. It is key to have a financial plan in place to forecast, implement plans, and manage each of the annual income sources and ensure membership fees remain at an affordable level for most families while providing a professional level of coaching. Financial stability is critical to the success of the club.
3. **Support of Volunteers and Officials:** Volunteers are the power behind a successful swim club.
 - Succession planning for board positions.
 - Implement a volunteer policy to better engage our volunteers.
 - Foster a long-term officiating plan to provide training and mentoring opportunities to ensure the club has an adequate roster of officials to host swim meets.
4. **Recruitment Program-** Develop a Recruitment Plan that allows growth to be steady and planned to ensure the resources required for the growth are in place.

*Critical that all decisions made by the Board and Coaches that impact the club consider long term stability.

Strategic Goal #2- Empowerment of Swimmers

Key Strategic Initiatives:

This is the center of the club's vision and the most important goal of the strategic plan.

1. **Swimmer Success Measures:** The following will be reviewed throughout the swim season to measure progress:
 - Retention of swimmers in the club;
 - Increased member participation at swim meets;
 - Increased confidence in swimmers through support of individual goals; and
 - Improved personal swim times.

The above measures are indications of a stable, healthy, and successful swim club.

2. **Access to Facilities and Equipment:** The Board shall ensure swimmers have adequate access to facilities and progressive training equipment.
 - Pool time with suitable water temperatures;
 - Innovative equipment; and
 - Dryland training space and equipment.



3. Engaging Competitive/Training Opportunities: To retain swimmers the Board must support competitive and training opportunities that are new and stimulating to allow long term engagement and growth.
4. Succession Planning for Mentors and Coaches: Encourage senior swimmers to embrace leadership roles as mentors and coaches. The Board and Coaches shall provide opportunities for swimmers to train as coaches, therefore giving back to the club and swim community.

* Must understand that success isn't just about winning and we celebrate achievements at all levels.

Strategic Goal #3- Excellence in Coaching

Key Strategic Initiatives:

Motivated and innovative coaching staff empowering swimmers through great leadership is the key to success. The sport of swimming is evolving, and professional development opportunities are essential for our coaches to continue to grow in the field of coaching and be able to teach, train and motive swimmers to their full potential.

1. The Board will work towards growing the training budget through club growth, fundraising, corporate sponsorship and grant applications.
2. Support grant funding applications for progressive technology and equipment.
3. The Board will work with the Head Coach to develop a performance plan to monitor and evaluate the effectiveness of the clubs current coaching staff to ensure a cohesive approach to the overall vision of the club.

Strategic Goal #4- Fostering Team Spirit and a Strong Swim Community

1. Fostering team spirit through an inclusive swim community.
2. Team Travel Opportunities: Explore options for team travel and work with Head Coach to build opportunities into the annual swim meet schedule.
3. Swim Training Camps: Invest and arrange, if financially feasible, swim camps inside and outside of the region.
*Swim camps may require additional fundraising.
4. Team Building Activities: Support coaching initiatives for team building activities inside and outside of the pool environment.
5. Social Activities: Plan social activities for parents and swimmers to build the "swim family". There are support benefits for both swimmers and parents/members.
6. Community Stakeholder Relations: Promote the sport of competitive swimming by building relationships with stakeholders within the community.



7. Community Spirit: Encourage Triton members to participate in community events, in order to show our community spirit and in turn increase recognition of our organization.

Strategic Goal #5- Active Membership Involvement

Key Strategic Initiatives:

1. As a non-profit organization, the club relies on volunteers to drive a stable, strong, and successful organization. Essentially, the volunteers are what powers the swim club! Families are encouraged to be actively involved in the club.
2. Increased Communication: Continuously improving the communication plan through success measures including membership feedback.
3. Proactive Volunteer Management Plan that clearly outlines volunteer expectations for parents and providing information on the roles so that parents are not afraid to take on new tasks. Potential new positions could include:
 - Social/Fundraising Committee
 - Swim Meet Committee
 - New Member Liaisons
 - Travel Chaperones
 - Swim Meet Hotel/Group Dinner Coordinator
4. Providing adequate opportunities for parents/members to train as officials through a long-term official's plan.
5. Grow Host Swim Meet Events: Host swim meets are run to an excellent standard to attract a greater number of teams outside of our region.



4. SWIM PROGRAM OUTLINE- TRAINING GROUPS

The program provides a progressive approach to ensure swimmers of similar ages and skills are grouped together as much as possible. Discretion is given to the coaching staff, in consultation with the swimmer's family, in the group placement.

Membership is open to children age 7 to 18 years old who meet club requirements. Membership acceptance is determined by the head coach. The minimum requirement is the ability to comfortably swim length of the pool (25 meters) and able to jump or dive into the deep end of the pool. Membership may be revoked on grounds of bad conduct or repeated failure to participate in training without notifying the coach.

PRE-COMPETITIVE: SWIM SKILLS PROGRAM

This program goal is to give young swimmers some of the basic tools they will need to learn advanced skills later in their development. Major emphasis is placed on breathing control and kicking. Once swimmers complete the criteria of the Pre-competitive Swim Skills Program, they may progress into the Competitive Swim Program. During and after the swim skills sessions, coaches will provide parents/guardians with reports on the swimmer's progress.

The swim skills program is designed for ages 8-12 years old.

This entry level program is for swimmers who can comfortably swim 25m – 1 length of the pool and be able to jump or dive into the deep end of the pool. Swimmers should be at level 3 or better in the Red Cross swim lessons.

Swim Skills I – Prerequisite competition of Red Cross level 3 or a coach's swim assessment

Swim Skills II – Prerequisite competition of Red Cross Level 6 or Swim Skills I

Swim Skills is a twice per week sessional program. Multiple sessions are offered during the swim season

COMPETITIVE PROGRAM: DEVELOPMENT GROUP

This entry level competitive training group will continue to build on basic skills learned in the Swim Skills Program. Prior to entrance into this group, swimmers must be able to swim 150 Freestyle, 100 Backstroke, 75 Breaststroke, 25 Butterfly and working towards the 100 Individual Medley.

Swim Skills II is a pre-requisite for the Development Group, or subject to coach's assessment.

This is a program for swimmers who wish to continue to develop all competitive strokes, starts, turns and are working towards a sub 4-minute 200 Individual Medley & 200 Freestyle. They will compete locally with opportunities for a few travel meets at the coach's discretion.

Swimmers attend 2- 3 – 60-minute swim sessions per week



COMPETITIVE PROGRAM: REGIONAL GROUP

Prior to entrance into this program, swimmers should have achieved or be close to achieving a sub 4-minute 200 Individual Medley & 200 Freestyle.

The main emphasis of the group is to still pursue the proper technique but in a more competitive environment. Evaluation and monitoring process (testing) will be applied. All swimming strokes will be trained as the main focus will be 200 Individual Medley & 400 Freestyle. Swimmers should be setting goals towards attaining Provincial Standard times. They will compete at all regional meets and are encouraged to attend meets that they qualify.

Swimmers will swim up to 5+ hours a week in 4 workouts

COMPETITIVE PROGRAM: PROVINCIAL GROUP

Swimmers are fully committed to a training program of the competitive swimming calendar. The program focuses on the further technical development of the swimming skills appropriate for the age and stage of the swimmer's development. Endurance training (longer structured swim sets) and interval training are the main training tools. A dryland program is introduced focusing on body awareness, stretching and injury prevention exercises.

Swimmers are training and racing with the goal of competing at Provincial Championships.

Swimmers will swim up to 9+ hours a week in 6 workouts

COMPETITIVE PROGRAM: PROVINCIAL+ GROUP

This group will include swimmers striving for high-level performance and achievement at the Provincial, Junior National or National level. It will include more intensive training and high-level performance. The program focuses on technical development and training skills appropriate for the age and stage of the swimmer's development. Swimmers are training and racing in order to achieve qualifying standards for Provincial and National Championships.

Dryland, yoga and weight training sessions are offered to those that require this training to supplement water training. Additional swim times are scheduled during specific training cycles. A higher commitment to quality training and appropriate competition is required. Swimmers must fully commit to the training and competition program.

Swimmers will swim up to 15 hours a week in 8 or 9 workouts

*Operation of the provincial plus training group will be subject to pool lane availability during COVID 19 Pandemic.

*At the discretion of the coaching staff swimmers will be placed in the appropriate group for their age and ability. Throughout the season identified swimmers may be invited to swim up into the next group depending on ability, age and commitment.

5. REGISTRATION



REGISTRATION FOR SWIM PROGRAM

Swim BC/ SNC Fees- All swimmers are required to pay a mandatory Swim BC/ SNC (Swimming/Natation Canada) fee prior to entering the pool with the club (non-refundable). This fee is charged as part of the registration process and provides insurance coverage for our swimmers and our club. These fees go to SNC and are set by the association, not by the club. For the current fees schedule please visit the Swim BC website at www.swimbc.ca

Membership Fee - The annual club membership fee is \$100.00 per family (non-refundable)

Program Fees- are assessed annually by the Board of Directors and are due upon registration. Current swim fees may be found on the Club's website at <https://cranbrooktritons.com/about>

Please note, Swim BC/SNC Fees and family membership fee are payable upon registration and pre-authorized payment schedule must be set up in the online registration system prior to swimmers entering the pool.

Your swimmer will not be able to participate in the program until fees have been paid and Pre-Auths set up. Please contact the Club President if this is an issue for your family.

REGISTRATION FOR SWIM MEETS

Each competitive swimmer will receive a meet entry request by email or an application form from his/her coach. This meet entry request will list each event, total cost, entry deadline, cancellation deadline, and provide additional information such as the meet package.

Meet entry forms must have the consent of a guardian before they are returned with the required meet entry fee, to the pool by the date and time shown on the form. Fees may be paid by E-transfer or cheque. If the form and fees are not returned as indicated, the swimmer(s) will not be entered.

All competitive swimmers enter into a swim meet are expected to participate in relays.

During COVID 19 Pandemic traditional swim meets have been postponed to ensure compliance with Provincial Health Orders. Swim BC is currently looking at ways to deliver virtual swim meets and the Cranbrook Swim Club will consider local Tritons only time trials and swim meets for our club this season.

6. FINANCES

CTSC PAYMENT POLICY

Family membership and SNC insurance and competitive license fees are payable immediately upon registration.

1. Program fees can be paid in full upon registration (Nov. 2), in two payments (Nov.2 and March 15). If a swimmer quits or leaves the club, giving 30 days' notice or for medical reasons, refunds will be prorated.
2. Refunds of program fees will not be made after the 15th of the month, except in cases requiring medical treatment. If a swimmer stops part way through a month without advance notice or for a non-medical reason, no refund will be given for that month. If you know in



advance that your swimmer will only swim for a part of the month, for instance, stopping on the 25th of the month and will not be returning, please give the registrar or treasurer one month notice and the program fee for that month will be prorated accordingly.

3. Programs are available only on a full fee basis. No fee reduction will be made for part time attendance, i.e., swimming three out of a five day a week training program.
4. A late fee charge, currently set at \$25 per occurrence, will be levied for late payments.

FUNDRAISING

It cannot be overstated that the survival of our club, like many other sport clubs in Canada, depends on successful fundraising. Fundraising is essential to keeping the cost of the programs down and within reach of most families, and to maintain the level of excellence within the programs. Without fundraising, our program fees would need to be increased by approximately 30%.

The Cranbrook Triton Swim Club typically has 4 main fundraising activities other than our swim meet:

All Club members are expected to support the club fundraising activities.

7. COMMUNICATION

Good communication is essential to maintaining a healthy and vibrant organization. The Cranbrook Triton Swim Club is committed to maintaining a strong communication and information network.

Our primary method of communicating to parents is through email. **Please ensure that you have provided a current email address(es) upon registration and please read all emails from the Triton Swim Club.**

The Cranbrook Triton Swim Club web site is located at www.cranbrooktritons.com. The website will be kept up to date and will include information such as registration, swim schedules, meet information, fundraising information and what is happening with the club. Newsletters will be sent out regularly throughout the year.

Get to know your child's coach. We encourage discussions with your child's coach with regards to his or her swimming ability, progress and development. If you have concerns about your swimmer's performance or progress, please discuss them directly with the child's coach at a mutually agreeable time. This is the best way for communication to take place and for both you and the coach to understand each other's concerns. The coaches are happy to discuss these matters with parents. Please DO NOT attempt to talk with the coach while they are coaching a session.

The Cranbrook Triton coach's and Board of Directors are here to support your needs. If your questions are related to workouts, meets, events, goal setting, and other swimming related needs, please contact your child's coach or the head/senior coach. Coaches are available before and after practice and by phone or email. For all questions related to administration, such as dues, safety, or policy issues, please contact one of the board members. If you have any problems with any aspect of the program and are unable to reach a solution with the coach, please contact one of the board members.

Questions and comments are expected and encouraged, so please don't hesitate to ask. Parent involvement is the lifeblood of the club!



8. RESPONSIBILITIES OF PARENTS

We want both the club and your child to have a successful season. In order for that to happen we need parent support. Parents are asked to do the following:

Be Punctual: Ensure your children arrive at the pool on time for practices and meet warm-ups as determined by the coaches. Being late is disruptive to the team environment.

Be Supportive & Enthusiastic: Our club supports and encourages individual swimmers establishing their own set of goals. Please be mindful not to impose your own performance standards upon your swimmer. Do not pressure your swimmer with unreasonable expectations when it comes to performance, winning or achieving best times or qualifying standards. The club's vision is to encourage learning and fun, which will support a positive self-image within your child.

Leave the Coaching to the Coaches: They are all trained, professional coaches who know their business. Please don't coach your swimmer on the way to the pool, at breakfast and so on. Constant advice, pep talks and instructions put a great amount of pressure on the child which can be very difficult for them to deal with. If you need to talk with a coach, please make an appointment prior or after swim practice. Parents are not permitted on deck during practice time and are asked to observe from the seating areas. This allows the coaches to focus their attention on the swimmers without distractions. During COVID 19 Pandemic, there will be no viewing options for Parents or Guardians due to the Provincial Health Order regarding group sizes. There will be exceptions for parents and guardians who volunteer as officials during team swim meets and time trials.

Swimmers Medical Condition: Coaches depend on parents to inform them if their swimmer is ill or injured. If a swimmer is diagnosed with a communicable disease, it is very important that they not enter the pool or be on deck for the protection of other swimmers and pool patrons. The coach may require a doctor's note prior to allowing the swimmer back into training after an illness or injury.

Please see [Appendix- CTSC COVID Return to Swim Plan- Appendix B CTSC Illness Policy](#)

If a swimmer is recovering from an injury, the coaching staff will have full discretion over allowing a swimmer to participate in practice or competition. However, parents must make the final decision if the coach gives approval for the swimmer to participate.

Respect Pool & Club Policies: The Cranbrook Triton Swim Club must operate within the rules and regulations of the Western Financial Place and the City of Cranbrook. If you have any questions concerning the pool rules and regulations, please discuss with the Board's Vice President. The Triton's Swim Club has several policies appendage to this handbook, please review.

Get Involved: Read the communication that the club sends out. Attend and participate in the Annual General Meeting and monthly Board Meetings. Dates, times and locations will be posted in advance of each. Ask questions of parents that have been involved with the club. They'll be more than happy to help or point you in the right direction of someone who can help. Board members can always use a hand with any of the committees or projects. This is a great way to meet new friends, find carpool partners and learn the ins and outs of being a swim parent. Be supportive of the efforts of the coaches and parents that volunteer their time as board or committee members. If you have an idea, let them know. And while you're at it, let them know how you can help bring your idea to fruition! Participate in the fundraising activities and volunteer



when needed.

Please see [Appendix- CSTC Code of Conduct Policy](#)

Lastly, read this manual and keep it in an accessible place! The information in it is important and will answer many of the questions you may have during the year.

9. RESPONSIBILITIES OF SWIMMERS

All of our swimmers are ambassadors of our club and community, when they are at practice, meets, training camps, and team building events in the community. It is expected that swimmers conduct themselves in a manner that will ensure the club is portrayed positively within the community and public. Always be positive and supportive of your teammates.

When Training

- Attend scheduled training sessions on a regular basis
- Notify your coach if you are unable to attend practice
- Report to your coach whenever you are going to be late, or if you need to leave early
- Be on deck 15 minutes prior to start of your session to begin activation (10 minutes before during COVID 19 Pandemic)
- For safety reasons, do not enter the water until directed by the coach
- Obey all pool rules and regulations as instructed by the City of Cranbrook lifeguards

When Fundraising in the Community, Attending Team Building Events, & Travelling

- Behave in a respectful manner when using public facilities or dealing with others
- During team travel meets, be responsible of the condition of the transportation and accommodations. Leave the space in the same condition that you found it in.
- Swimmers must wear their Triton shirts during fundraising in the community

When at Swim Meets

- Swimmers are to report to their coaches at least 15 minutes prior to warm-up unless otherwise directed by the coach
- All swimmers are to remain in the designated club area within sight of their coach
- Swimmers must never leave the deck, without permission of the coach
- Swimmers must wear their Tritons shirts and bring their required swim equipment.
- Always be positive and supportive of your teammates and other swimmers. Cheer for your teammates without obstructing officials
- Be respectful to officials, they are volunteering so you can swim
- The meet officials' decisions are final. Only the coach may protest
- Make sure the designated club area is free of garbage

At all times look after your personal belongings and ensure that your name is clearly marked on your equipment.

All swimmers are prohibited from having illegal substances on their person or premise at all times.

10. VOLUNTEERING & OFFICIATING



VOLUNTEERING

The Cranbrook Triton Swim Club is a parent run club. Our coaches are paid but the administration of the club is managed by a Board of parent volunteers. In addition to Board and committee positions, volunteers are required for a number of activities throughout the year such as swim meets, fundraising and social events.

Many sport organizations, including other swim clubs, have a formal volunteering policy and a volunteer bond (where a post-dated cheque or credit card pre-auth is submitted at the start of the season and is returned if the family fulfills the volunteering requirements or processes if they do not). The Cranbrook Triton Swim Club does not have a volunteer bond. We are committed at this time to maintaining an organization that members support with their time and energy because they want to.

Volunteering is critical to the operation of the club but also shows support for your child, is a great learning opportunity and is fun and rewarding. It is an opportunity to meet other parents and become part of the local swimming community.

All parents are expected to:

- Try to **Attend the Annual General Meeting and Monthly Board Meetings**. This is a great way to learn about how the club is run, voice your ideas/concerns and find out ways that you can contribute. The meetings take place during the week, usually at 7:15pm, and are about 90 minutes long.
- **Participate in fundraising & social events**. Without fundraising, fees would be much higher. Our swim club has several fundraisers throughout the year that members are expected to participate in each of the fundraising events.
- **Volunteer at swim meets**. In addition to the officials roles, many other volunteers are required for the meet to be successful, for example, organizing and distributing food to officials and coaches, selling tickets and heat sheets, setting up, taking down, preparing awards, running the electronic timing equipment and many other behind the scene positions that do not require special training. There is truly a place for everyone, and the volunteers are often in the best positions to watch their kids swim!
- **Attend Officials training**. The Tritons hold at least one sanctioned swim meet each year and several regional and pre-competitive meets throughout the year. Officials of many types are required in order to run a swim meet. We need several timers, judges of stroke and turn, starters and a referee just to name a few. All parents should take part in the Level 1 training clinic and are strongly encouraged to attend the Level 2 Stroke and Turn Training clinic described below. Some of the training can be taken online but these two are best done with an instructor. They will be offered at least once during the swim season, are free of charge and are about two hours long. We are fortunate to have good instructors in our area with extensive knowledge and experience in the sport of swimming.

In addition to the above, there are several executive and committee positions that need to be filled each year. Committee leads will be recruiting helpers – many hands make light work!

OFFICIATING

In order to host sanctioned swim meets, our club must have qualified Officials. Officiating provides opportunities for parents to learn more about the sport that your children are competing in. Below is the list of official positions and training;

Level One: Includes timer, safety marshal and meet marshal.



Level Two: Consists of chief timer, clerk of course, chief timekeeper, meet manager, judge of stroke/inspector of turns.

Level Three and Four: Requires certification of all Level 2 positions, additional courses and experience, and conducting Level 1 and 2 training clinics, ultimately becoming qualified as a referee.

Level Five: Requires working as an official at a certain number and level of meets.

OFFICIAL ROLES: DESCRIPTION AND QUALIFICATIONS

Timers: Timers are responsible for getting the time for the swimmer. The job usually entails taking the time of the swimmer using the club's equipment.

Head Timer: The head timer who is a designated timer who is not assigned a lane but would have a stopwatch running each race and would be available to back up a lane in case one of the lane timers did not have a watch running that race.

Marshalling: The marshall is the person at the meet who would help organize the swimmers before their races. The marshal actively groups the swimmers into their heats and line them up before races. The marshal also reviews the starting procedures and pool exists with the swimmers

Clerk of course: The clerk of course is the person working on deck who would accept any scratches or late entries to the meet and notify the referee of any changes. They may help run the timing equipment to ensure accurate results. Training is required.

Stroke and Turn: Stroke and Turn officials are responsible for making sure the swimmers do not make any infractions. Ideally, there are about 6-8 stroke and turn officials working each session of the meet. Training is required.

Starter: The starter is responsible for the orderly start of the race. Training is required.

Referee: The referee is the official who is charge of the session. The referee will signal the starter that the race is ready to begin and is the person that stroke and turn officials report to in case of any disqualifications. This is a senior position and completion of all clinics must be fulfilled before starting this position.

Meet Manager: This person will work with the Head coach to organize the setup of the meet and schedule for volunteers and oversees the sessions.

Safety Marshall: This person ensures that all swimmers adhere to warm up policies.

- **All competitive families are required to have at least one family member attend the Level 1 Training Clinics** – this is a great introduction to the sport of swimming and includes training for timers (which we need a LOT of) and safety marshal training.
- **All parents are also strongly encouraged to attend the Level 2 Judge of Stroke and Inspector of Turns Training Clinic** – this is where you really learn the rules of the game. This role can be intimidating but the training is meant to prepare and includes training/shadowing on deck.



11 SWIM MEETS

WHAT TO EXPECT AT SWIM MEETS

Going to a swim meet for the first time can be a little overwhelming, so the following are a few tips to make it easier.

1. Spectators should wear cooler clothes; the pool observation areas tend to be warm and humid and can be crowded.
2. Swim meet information will be provided by your coach.
3. Unless you are there very early, when you first walk into the pool, expect to see CHAOS!!!! To the newcomer, it appears much worse than it is. (PRE-COVID 19)
4. First thing to do is, swimmer should find their coach. Although they have some running around to do, coaches try to be on the deck. If you don't see them right away - don't panic - just keep looking around.
5. If swimmer needs to scratch (be deleted from) from any event, they must talk to their coach immediately. If they need to scratch from an entire day, please contact your coach (by cell phone if it is on the day of the meet), then they can follow the proper procedure and alter the relays if necessary.
6. A swimmer must be on time for warmups (SNC rules). Warmups will be very exciting as the whole team may be swimming in one lane (warmups may divide so younger swimmers swim at a different time from the older swimmers). It can be very crowded.
7. Find out when your swimmer is swimming. There will be meet programs (Heat Sheets) for sale somewhere at the pool. The times are only approximate so use it as a guide.

Please note that it is the responsibility of the swimmer for managing themselves and their schedule. Where possible and particularly for new or younger competitive swimmers a coach will remind swimmers of their events in sufficient time, but ultimately responsibility for marshalling is the swimmer's.

SWIMMERS ATTENDING

When the swimmer attends a meet there are several critical things, they should bring with them in their competition bags:

- Team swimsuit & spare bathing suit
- Goggles plus a spare
- Team cap plus a spare
- 2 towels
- Warm jogging pants and sweatshirt
- Water bottle
- Deck shoes or flipflops
- Nutritious snacks

There are also behavioral expectations from the swimmer while they are attending meets, please see



Swimmers Responsibility Section for further details.

PARENTS ATTENDING

As spectators - Spectators and parents are generally restricted from accessing the pool deck at swim meets. Swimmers require the coach's permission to leave the pool deck. Only the coach should speak to an official regarding a dispute disqualification. Parents should never speak to an official regarding a call made. The referee may remove disruptive or disrespectful spectators or parents from a meet. Please note any team swim meets during COVID 19 Pandemic; parents will not be allowed to watch as spectators.

As officials- in addition to our own meets, it is expected that we provide officials to other sanctioned meets we attend. When attending a meet as an official please arrive and check in on time, so the meet officials know if they have enough resources. Follow all rules outlined for the specific meet, ensure you wear the requested uniform (usually red or white shirt and dark bottoms). There should be no cell phones on deck, if it is absolutely necessary, then it must be on vibrate and another official such as chief timer must be notified.

*At this time we will not be attending multi-team or invitational swim meets in other jurisdictions during the 2020-2021 swim season.

TYPES OF SWIM MEETS AND TIME STANDARDS

Each Provincial swimming governing body sets their own qualifying time standards for swimmers to achieve during each swim season in order to qualify for Provincial Swim Meets. Swim BC sets time standards annually for swimmers to attend Winter and Summer Age Group Championships and Winter and Summer Provincials. Swimming/Natation Canada sets the time standards (bi-annually on odd numbered years) for swimmers to attend National level meets.

Time Standards must be attained during the specified time period of the governing body to qualify for a specific provincial or national meet. When a swimmer ages up on their birthday their time standard will change to the corresponding age group. BC and National time standards can be found on the Swim BC Website.

Invitational Meets- Are sanctioned meets in BC or other jurisdictions that are typically 2-3 days long.

Pentathlon Meets- Are swim meets designed to encourage swimmers to compete in all four strokes and an individual medley.

Sanctioned Time Trials-

Age Group Provincial

Provincial Championships

Other Provincial Championships

BC Winter Games

Western/Eastern Championships



Canadian Junior Championship

Canadian Swimming Championships

TEAM TRAVEL

Team Travel Events has been identified in the Club 2019-2023 Strategic Plan as a goal to develop policies to support Team Travel opportunities. Currently due to the COVID 19 Pandemic this policy development has been postponed.

12. SWIM LANGUAGE

The world of swimming really has a language of its own. Some of the common terms are listed below. But be prepared to Google terms and of course ask another swim parent.

Age Group Qualifying times - A set of time standards, defined by Swimming Canada to enable goal setting by under-18 swimmers. These standards are also used to control the size of the top national meet for swimmers under the age of 18.

Age Group Championships - Hosted by Swimming Canada, the Age Group Championships, are Canada's premier championship meet for under-18 swimmers. This long-course meet is hosted in August by western and eastern Canada, alternatively. Swimmers must achieve qualifying times in 3 events to be eligible to attend this national level meet.

Block – The starting platform

Bulkhead – A wall constructed to divide a pool into different courses, such as a 50-meter pool into two 25-meter courses

Course – Designated distance over which there is a competition (Long course = 50 meters, short course = 25 meters or yards)

Cut – Slang for qualifying time (a time standard necessary to attend a particular meet or event)

Disqualification (DQ) – When an official determines that a swimmer has violated a swimming rule, he or she may disqualify that swimmer. Typically, swimmers are disqualified for an illegal stroke, turn, or finish

Entry Form – The form on which a swimmer enters a competition. Includes age, gender, event number, and swimmer's "lifetime best" time.

False Start – Moving once swimmers have been instructed to take their mark before the start is signaled. A false start may result in a DQ.

Final – A single race in which the fastest preliminary swimmers compete to determine final places and times in an event.

Finish – The final phase of the race; the touch at the end of the race.

Flags – Backstroke flags placed 5 yards or meters from the end of the pool. They enable backstrokers to execute a turn more efficiently by counting their strokes to the turn instead of turning around to look.

Flutter Kick – The kick used in the freestyle stroke. The legs alternate, moving up and down.

Free Relay – Four swimmers swim freestyle as part of a team.



Freestyle – One of the four basic individual and team swimming competitions. Uses the flutter kick and a windmill style arm stroke. Also known as front crawl or overhand.

Heat – A qualifying swimming competition that precedes semi-final races. Used due to the number of event entrants.

Heat Sheet – A listing of all swimmers by event number, heat, and lane assignments in the meet. These are available at the beginning of the meet and are usually purchased at the price of \$2 to \$5.

Invitational Meet – A meet hosted by one club who invites members from several other clubs to participate. The number of heats of each event is determined by the number of entrants for that event.

Lap – 1 lap = 2 lengths of the pool.

Lap Counter – A set of plastic display numbers used to keep track of laps during a distance race. Also, a person who counts for the swimmer, stationed at the opposite end of the start.

Length – The distance from one end of the pool to the other.

Long Course – A type of competitive pool that measures 50 meters in length. The standard size of all international competition and all world record swimming is the 50 meter course.

Medley – A race in which all four basic competitive strokes are used, each for one-fourth of the total distance. In an *Individual Medley* one swimmer performs all the strokes in the order of butterfly, backstroke, breaststroke, freestyle; in the *Medley Relay* four teammates each swim a different stroke (backstroke, breaststroke, butterfly, freestyle)

Middle Distances – Term used to refer to events of 200 meters to 400 meters in length.

National Age Group Times Standards – Time standards derived from the previous years' reported results that are broken down by age and gender. These designations are NATIONAL and may be used for entry or qualifying purposes.

Negative Split – Swimming the second half of the race equal to or faster than the first half.

Pace Clock – Large clock with a large second hand and a small minute hand to determine pace for workouts.

Prelims – In certain meets, the qualifying rounds held for each event to determine the finalists.

Proof of Time – A requirement at some meets to make certain that all swimmers have legally met the time standards for that meet.

PR (Personal Record) – Is also known as individual best time and is the best time a swimmer has swum for an event.

Qualifying Time – A time standard necessary to attend a particular meet or event

Ready Bench – An area at the meet where swimmers report before their event to be arranged into their heat and lane assignments.

Referee – The official who has the authority over all other officials at the meet. He/she makes all the final decisions and sees to the efficient running of the meet.

Relay – An event in which four individuals on each team swim with the same stroke or, in prescribed order, one of the four different strokes. Each competitor swims one-quarter of the race distance.

Sanction – A permit issued by Swimming Canada to conduct an event or meet. (Note: All athletes participating in any Swimming Canada sanctioned swim meet must be registered Swimming Canada swimmers.)

Scratch – Withdrawal of an entry from competition. The coach should be notified in the case of a scratch. Proper withdrawal procedures must be taken.

Seeding – Distributing the swimmers among the required number of heats or lanes, according to submitted or preliminary times. Heats may be pre-seeded heats or deck-seeded heats.



Pre-seeded Heats – Swimmers are arranged in heats or events according to submitted times, and heat sheets are prepared listing lane and heat assignments.

Deck Seeded Heats – Swimmers are called to report to the clerk of course for their event on the day of the meet. After scratches, remaining swimmers are seeded in the proper heats.

Set – A specific segment of a daily practice.

Short Course – Refers to competition conducted in 25-meter pools.

Split – An intermediate section of a race. Often used by the coaches to teach the concept of pacing.

Sprint – Describes the shorter events (50 and 100). In training, it means to swim as fast as possible for a short distance.

Starter – The official at a meet responsible for starting each heat and calling the next to the blocks.

Streamline – The position used to gain maximum distance during a start and/or push-off from the wall.

Stroke Judge – A certified official who determines the legality of swimmers' strokes and disqualifies those who do not conform to swimming rules.

Time Trials – An event or series of events where swimmers may achieve or better a required time standard.

Timed Finals – Competition in which only heats are swam and final placing determined those heats.

Time Standards - qualifying times usually grouped by gender and age group. Provincial time standards are set by Swim BC, national standards are set by Swimming Canada.

Touch Pad – The part of an electronic timing system that rests in the water at the finishing end of each lane. Times are recorded electronically as the pad is touched

Unattached – The status a swimmer receives when they are not part of a club. The swimmer must be unattached for 120 days from his/her last competition with the previous club. During this time they may compete individually, but not in relays.

Warm Down – Low intensity swimming used by swimmers after a race or main practice to rid the body of excess acid and to gradually reduce heart rate and respiration.

Warm-up – The period before the start of each session set aside to allow swimmers to enter the pool to loosen up, practice turns, etc.

Western Championships (Westerns) – A highly competitive age group competition held in western Canada. Swimmers compete for their provincial team not their club. Swimmers must achieve a Westerns qualifying time as defined by Swimming Canada to attend the meet.

13. CLUB ORGANIZATION

BOARD OF DIRECTORS

The Cranbrook Triton Swim Club is managed by its Board of Directors. The Board consists of the Club Executive and other Board members and all positions are held by parent volunteers. The Board meets monthly and parents are encouraged to attend the meetings. Board meetings are open to all members in good standing.

The Annual General Meeting is held once a year, and this is when the Board of Directors is determined for the year. Please consider attending the next AGM to become part of the Board of Directors or have a part in selecting your Board of Directors.

The Board of Directors is responsible for overall management of club activities, including, but not



limited to:

- Management of all assets and financial aspects;
- Providing communication with the membership through a current website, regular e-mails to the membership, monthly Board Meetings and the Annual General Meeting;
- Co-ordinating fundraising efforts for the swim club;
- Registration of swimmers with Swim BC/ Swim Canada;
- Providing a parent coach liaison;
- Hiring the Head Coach and performance evaluations of the Head Coach;
- Managing the Cranbrook Triton Swim Club home swim meets;
- Providing an opportunity for members in good standing to present to the Board;
- Representing the Cranbrook Triton Swim Club at the regional and provincial level;
- Advertising and recruitment of new swimmers;
- Supplying team equipment for members to purchase; and
- Fostering a positive environment for all swimmers.

The Club Executive consists of the President, Vice President, Secretary and Treasurer. Additional Board positions include the Registrar, Fundraising Coordinator, Director of Officials, Past President, Meet Manager, Equipment Manager, and Member(s) at Large. Please see website for Board Member Job Descriptions.

Statement of the Board of Directors

The Board of Directors is responsible for the short- and long-term management of the Cranbrook Triton Swim Club. The Board of Directors shall always act in the best interest of the entire Cranbrook Triton Swim Club. The Cranbrook Triton Swim Club mission statement and club philosophy shall be the guiding principles for the Board of Directors' decisions. Honesty, integrity and transparency must be maintained by the board at all times. Members in good standing shall be provided opportunity to meet with the Board. Throughout this, open and clear communication between the Board of Directors and the membership is of paramount importance. The Cranbrook Triton Swim Club will operate within the boundaries of its constitution and bylaws.

14. POLICIES & PROCEDURES



APPENDIX 1
COVID CTSC RESTART PLAN



CRANBROOK TRITON SWIM CLUB RETURN TO SWIMMING PLAN v1.2

Revision	Date	Description	Created	Approved
0.1	July 13, 2020	Return to Swimming Plan Initial Draft	Phil Aston	
1.0	July 20, 2020	Return to Swimming Plan v1.0	Phil Aston	Board Approved on Jul 21, 2020
1.1	Aug 12, 2020	Western Financial Place Facility Map added to Appendix F	Phil Aston	
1.2	Aug 30, 2020	Added reference and resources as per Board Approval	Liz Archibald	

CLUB MEMBER COMMUNICATION

August 30, 2020

Dear Triton swimmer and family members,

As British Columbia public health authorities develop guidelines to lift some restrictions on gathering in a responsible way, CTSC has been working with Swim BC to understand the recommendations of our Chief Provincial Health Officer and how they best apply within our sport and club environment.

The attached “Return to Swimming Plan” has been developed for our club in order to ensure that:

- health and safety of all individuals is a priority;
- activities are in alignment with provincial health recommendations;
- modifications to activities are in place in order to reduce the risks to each of our swimmers;
- our sport is united and aligned on a plan to reopen throughout the province.

While we do hope things will return to normal in the not too distant future, currently this “Return to Swimming Plan” will be the new normal until we are advised otherwise by public health authorities.

If you choose to participate, you must follow these rules:

- If you don't feel well or are displaying symptoms of COVID-19, you must stay home
- If you have traveled outside of Canada, you are not permitted at a practice until you have self-isolated for a minimum of 14 days
- If you live in a household with someone who has COVID-19 or is showing symptoms of COVID-19, you must stay home
- Wear your suit to practice (no changing at the pool)
- Wash your hands before participating
- Bring your own equipment, water bottle and hand sanitizer
- Comply with physical distancing measures at all time
- Avoid physical contact with others, including shaking hands, high fives, etc.
- Leave the facility as quickly as possible after you finish
- Comply with the policies and procedures set out in our Return to Swimming Plan and Illness Policy
- Sign and return to CTSC the CTSC Participation Agreement, the CTSC Illness Policy and the Swimming Canada/Swim BC Acknowledgement and Assumption of Risks Form.

Our “Return to Swimming Plan” is based on current public health guidance. While we are all doing our best to minimize the risk of exposure to COVID-19, while the virus circulates in our communities it is impossible to completely eliminate the risk. Each participant must make their own decision as to whether it is in their best interest to resume participation at this time. You must take into account your own circumstances and make the decision that is right for you.

Should you choose to join us, we require your full cooperation with our “Return to Swimming Plan”.

Sincerely,

Liz Archibald
Club President

Tarralin Hanson
Senior Coach

RETURN TO SWIMMING PLAN (PHASE 2)

BEFORE RETURNING TO PRACTICE

BEFORE returning to practices:

1. All swimmers (and their parents/legal guardians, if minors) will be required to read, sign, and hand in to the Club:
 - (a) Participation Agreement (Appendix A) acknowledging their acceptance of COVID-19 specific risks
 - (b) CTSC Illness Policy (Appendix B)
 - (c) Swimming Canada/Swim BC Acknowledgement and Assumption of Risks Form (Appendix C)
2. All swimmers and coaches will be required to read the CTSC Return to Swimming Plan and participate in a training session in regard to the CTSC Return to Swimming Plan
3. Swimmers and coaches **must not come to the pool if:**
 - a. They don't feel well or have shown symptoms of COVID-19 in the last 14 days
 - b. Someone in their household has COVID-19 or has shown symptoms of COVID-19 in the last 14 days
 - c. They have travelled outside of Canada within the last 14 days
 - d. Someone in their household has travelled outside of Canada in the last 14 days. For more information about COVID-19 visit <http://www.bccdc.ca/health-info/diseases-conditions/covid-19>. For COVID-19 symptoms visit <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/symptoms>
4. Swimmers with underlying conditions that place them at risk or who live with people who are at risk **SHOULD NOT PARTICIPATE** in our training at this time
[To determine if you or any of your home contacts are at risk, ask your doctor or visit <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/priority-populations>]

CLUB SAFETY OFFICER

The Club has appointed Phil Aston to act as Club Safety Officer. The Club Safety Officer will be responsible for keeping the Club up to date on provincial/federal regulations, Swim BC bulletins and other information on COVID-19, assisting in the education of swimmers/coaches/volunteers/parents in regard to COVID-19 safety measures and policies, enforcing the safety measures, and advising and assisting the Club in modifying the Return to Swimming Plan as regulations and public health directions change.

PRACTICE SCHEDULING AND PRACTICE STRUCTURE

1. Lane reservation: A schedule will be established for practices that will control the number of people present in the lanes to meet current provincial and facility social distancing guidelines
2. Number of Participants: Based on current provincial health and facility load policies, a set number of swimmers per practice session will be identified and enforced
3. Number of practices: The number of practice sessions per week for each group will be optimized within the parameters of facility availability, the Club Return to Swimming Plan, and provincial health and facility social distancing load policies, with consideration given to the age and ability of the swimmers in each group to understand and follow the safety restrictions and policies currently in place
4. Practice formats: Practices will be run in accordance with social distancing layouts - see examples in Appendix E, and utilizing techniques to minimize close interactions between swimmers, and between swimmers and coaches
Examples: staggered starts, opposite ends, number of swimmers per lane, communication with swimmers, stations, markers visible to swimmers for start and stop points, (e.g., visible spacing marks on pool deck, on lane ropes, etc.), coaches on both ends of the pool if feasible
5. Training Groups: Training groups will remain consistent to minimize group crossovers, and there will be no multi-group practices

ENTRY and EXIT PROCEDURES

1. Athletes and coaches entering the facility shall use the online **BCCOVID-19 Self-Assessment Tool** (<https://bc.thrive.health/>) and complete a **Health Survey** (Appendix D) **each time** before entering the facility. If they mark any items on the symptom list in the health survey "YES", the athlete or coach will not be permitted to enter the facility
2. Swimmers and coaches must wash their hands with soap and water (for 20 seconds or longer) or use a hand sanitizer if soap and water are not readily available, upon entering the facility
3. Swimmers must arrive with their swimsuits on
4. Swimmers must either shower at home directly before entering the facility or shower on the pool deck
5. Swimmers and coaches should use the washroom at home before coming to the pool and at home after practice
6. Swimmers may not arrive at the facility more than 10 mins prior to the swim session
7. When entering and exiting, all individuals must maintain appropriate social distancing of at least 2M, or in accordance with current provincial health policies
8. Swimmers will enter and exit through designated areas and follow directional signage (see **Appendix F**):
 - Enter through the glass doors by the spin studio and head to the viewing area door
 - Proceed to the designated (marked) space to place your belongings
 - After session, exit the pool and retrieve belongings
 - Change and exit through the designated changerooms (swimmers must shower at home and NOT in the changerooms)
 - Leave through the glass doors near the squash court
9. Entries and exits will be marked with signs reminding all individuals to maintain appropriate safety protocols
10. Swimmers must shower at home
11. Swimmers may not congregate after practice
12. After leaving the pool, swimmers must wipe down the outside of their swim bags with appropriate disinfectant and wash all their swim equipment and water bottles with soap and water before returning to the facility
13. A 15-minute block between sessions will be scheduled. The 15-minute block will be designated to disinfect the area (swim blocks and designated space for belongings) before the next group of swimmers

enters the facility

PARENT PROTOCOL

1. Parents will not be allowed to enter the facility
2. Parents must maintain proper social distancing protocol
3. Parents may not use changerooms or water fountains
4. Parents dropping off or picking up their swimmers may not exit their cars and congregate in the parking lot, or block access to drop off areas, emergency vehicle lanes, or disabled parking spaces

ATTENDANCE

Coaches shall take attendance at all practice sessions, including dryland sessions, and retain the attendance logs.

DRYLAND TRAINING

Dryland training shall be conducted either outdoors within consistent training groups and in group sizes approved by the current provincial public health policies and maintaining the 2m social distancing requirement, or remotely using a video-conferencing platform. Activation prior to entering the pool shall be brief and respecting the 2 m distancing policy utilizing markers / cones to enforce social distancing.

PREPARING TO SWIM

1. Swimmers shall bring minimal belongings to the pool and shall place their belongings in a bag in the designated areas
2. Swimmers may not share equipment
3. No food will be allowed at the pool
4. Swimmers must bring a full water bottle labeled with his/her name. Water fountains will not be accessible to anyone
5. Swimmers must use either their own personal equipment (labeled clearly with their names) or equipment provided to the swimmers for exclusive use by CTSC
6. Swimmers must avoid touching gates, fences, benches, handrails, lane ropes, etc. if possible
7. Swimmers and Coaches must use safe personal hygiene practices: cough or sneeze into elbow, no spitting or nasal clearing and avoid touching eyes, nose and mouth
8. Swimmers must use goggles at all times while in the pool
9. Swimmers must maintain 2m distance between each other
10. Swimmers must keep their towels and other personal items in their bags between uses

DURING PRACTICE

1. Swimmers and coaches must follow directions for spacing and stay at least 2m apart. On-deck instruction and discussions are prohibited if appropriate distancing may not be maintained in doing so
2. Practices will be provided via whiteboards at the end of each lane (only the Coach may touch the whiteboard)
3. All parties on deck must not make physical contact with others, such as shaking hands or giving a high five.
4. Swimmers must avoid sharing equipment, including goggles, drinks or towels
5. Swimmers and coaches must maintain social distancing when taking a break
6. Swimmers/coaches who begin to cough/sneeze for any reason, must leave the practice and exit the facility immediately

DISINFECTING

The pool water is constantly being disinfected by chlorine, but extra disinfecting of items outside of the pool will be required, as directed by the facility and to complement the facility disinfection controls and protocols.

The facility will provide disinfecting controls to CTSC to enable disinfecting of Swim Blocks and belonging storage area in between sim sessions.

After leaving the pool, swimmers must wipe down the outside of their swim bags with appropriate disinfectant and wash all their swim equipment and water bottles with soap and water before returning to the facility.

COMPETITION

During Phase 2 of the BC Provincial Re-Start Plan, competition will remain community focused, by staying within swimmer's club home community and avoiding cross regional, inter-provincial or cross-country travel. Competitions will be limited to intra-group and inter-group time trials, provided that the provincial health order group size limit and social distancing requirements can be met.

COACHES AND STAFF

1. The Club will
 - a. provide coaches, staff and volunteers with its Employer Return to Work Safety Plan (the "Plan"), post the Plan and provide the coaches, staff and volunteers with updates and guidance with respect to the Plan
 - b. provide coaches with appropriate personal protective equipment ("PPE")
 - c. provide coaches with up-to-date education and training on COVID-19 risk factors and protective behaviors (e.g. cough etiquette and care of PPE)
 - d. when possible, provide coaches with the ability to work from home while ill in accordance with the provincial and WorkSafe BC policies
2. PPE will be
 - a. consistently and properly worn when required
 - b. regularly inspected, maintained, and replaced, as necessary
 - c. properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment, and in accordance with facility policies.
3. **Coaches will not share personal coaching equipment (e.g. stopwatches)**

OFFICE PROCEDURES

Should CTSC obtain office facilities during the period of time covered by the Return to Swimming Plan then the following procedures will apply:

1. Only one coach will be allowed in the Club Office at a time, and the coach must wipe down commonly touched surfaces (e.g. photocopiers, drawer handles, door handles) with disinfectant before leaving the office.
2. **Volunteers, parents, and/or swimmers will not be allowed in the Club Office.**
3. Coaches will be encouraged to work from home outside of training times and shall hold coach, coach/parent, and coach/swimmer meetings using video conferencing platforms.

4. The Club will provide distancing signage on the floor outside the Club Office door.

OUTBREAK RESPONSE

Roles and Responsibilities:

- CTSC President/Vice President: Communicates with Facility administration when a potential outbreak is identified. Has authority to modify, restrict, postpone or cancel activities when indicated
- CTSC Coaching Staff: Informs CTSC President if a swimmer reports symptoms of COVID-19. Head coach has the authority to modify, restrict, postpone or cancel activities when indicated
- CTSC Safety Advisors: Stays abreast of news related to COVID-19, new government regulations, Swim BC bulletins; assists in development of the CTSC Return to Swimming plan and provides education and enforcement as indicated

Actions:

- In the event that any swimmer, coaching staff member or family member/household occupant reports they are suspected or confirmed to have COVID-19, the CTSC President/Vice President will immediately notify facility administration and the CTSC Safety Advisors
- If a club member, coach, or family member/household occupant contracts COVID-19 symptoms, the CTSC President/Vice President, in communication with the CTSC Safety Advisors, will implement the **CTSC Illness Policy** and advise individuals to:
 1. Self-isolate immediately and call the provincial health authorities at 8-1-1 for directions or use the BC COVID-19 Self-Assessment Tool (<https://bc.thrive.health/>)
 2. If the swimmer or coach is severely ill, the swimmer or coach should call 9-1-1 and self-isolate
 3. Monitor symptoms daily, report respiratory illness and not return to activity for at least 14 days following the onset of COVID-19 symptoms
 4. Return to swimming/work if the individual or family member/household occupant is tested for COVID-19 and is negative
 5. Return to swimming/work if the individual or family member/household occupant is not tested, and 14 days have passed since they became ill and they are symptom free
- In the event any swimmer or coach has had to leave a practice, as a result of COVID-19 symptoms, the CTSC President/Vice President will notify the facility administration and CTSC Safety Advisors immediately to permit proper facility cleaning protocols to be followed
- In the event any swimmer or coach has a positive COVID-19 result, the CTSC President/Vice President and/or the CTSC Safety Advisors will immediately report and discuss the suspected outbreak with the Interior Health Medical Health Officer (or delegate)
- Should a medical health officer contact CTSC, the CTSC President/Vice President and/or the CTSC Safety Advisors will cooperate in the contact tracing, including ensuring attendance sheets are available

Non-medical information about COVID-19 is available 7:30am-8pm, 7 days a week at 1-888-COVID19 (1-888-268-4319). The BC Centre for Disease Control (BCCDC) is the source of truth for province-wide information, including symptoms of COVID-19 and current COVID-19 case counts.

REFERENCES & RESOURCES

Swimming Canada Natation: COVID-19 Return To Swimming Resource Document

https://www.swimming.ca/content/uploads/2020/07/FINAL_2020-07-10-Return-to-Swimming-Resource-Documnt-From-Swimming-Canada-V2-1.pdf

SwimBC: Return to Swimming Guidelines

<https://swimbc.ca/wp-content/uploads/2020-06-30-R2S-Guidelines-1.pdf>

BC's Restart Plan: Next Steps to Move through the Pandemic

<https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support/bc-restart-plan>

ViaSport British Columbia: COVID-19 Protection- Return to Sport Guidelines

<https://www.viasport.ca/sites/default/files/Phase3ReturntoSportGuidelineswebV2.pdf>

LifeSaving Society BC & Yukon Branch: Guidelines for Reopening BC's Pools & Waterfronts

https://www.lifesaving.bc.ca/Areas/Admin/Content/images/DashboardFilePdfUpload/DashboardFilePdf/Dashboard_3460267_Guidelines_for_Reopening_BC%27s_Pools_and_Waterfronts_-_May_19,_2020.pdf

Recreation and Parks Sector: Guidelines for Restarting

<https://www.bcrpa.bc.ca/media/242766/bcrpa-restarting-guidelines-final.pdf>

APPENDIX A

CRANBROOK TRITON SWIM CLUB PARTICIPATION AGREEMENT

Application - all athletes, coaches, members, volunteers, participants and family members of participants while in attendance at Club activities.

All Participants of the Cranbrook Tritons Swim Club agree to abide by the following points when entering club facilities and/or participating in club activities under the COVID-19 Response plan and Return to Swimming protocol.

- I agree to symptom screening checks and will let my club know if I have experienced any of the symptoms in the last 14 days.
- I agree to stay home if feeling sick and remain home for 14 days if experiencing COVID-19 symptoms.
- I agree to sanitize my hands upon entering and exiting the facility, with soap or sanitizer.
- I agree to sanitize the equipment I use throughout my practice with approved cleaning products provided by the club (shared and personal equipment).
- I agree to continue to follow social distancing protocols of staying at least 2 meters away from others.
- I agree to not share any equipment during practice times.
- I agree to abide by all of my clubs COVID-19 Policies and Guidelines.
- I understand that if I do not abide by the aforementioned policies/guidelines, that I may be asked to leave the club for up to 14 days to help protect myself and others around me.
- I acknowledge that continued abuse of the policies and/or guidelines may result in suspension of my club membership temporarily.
- I acknowledge that there are risks associated with entering club and/or pool facilities and/or participating in club activities, and that the measures taken by the club and participants, including those set out above and under the COVID-19 Response Plan and Return to Sport Protocols, will not entirely eliminate those risks.

Name: _____

Parent or Guardian Name: _____

Date: _____

Signature of Participant (over 18 years of age): _____

Signature of Parent / Guardian (if participant is a minor): _____

Date: _____

APPENDIX B

CRANBROOK TRITON SWIM CLUB ILLNESS POLICY

In this policy “member” includes an employee, volunteer, participant or parent/ spectator.

1. **Inform an individual in a position of authority (coach, team manager) immediately if, you feel any symptoms of COVID-19** such as fever, chills, cough, shortness of breath, sore throat and painful swallowing, stuffy or runny nose, loss of sense of smell, headache, muscle aches, fatigue and loss of appetite.
2. **Assessment:**
 - a. Members must respond to a pre-training oral questionnaire before their practice/ activity to attest that they are not feeling any of the COVID 19 symptoms.
 - b. Coaches will visually monitor team members to assess any early warning signs as to the status of their health and to touch base on how they are regarding their personal safety throughout the practice/ activity.
 - c. If members are unsure, please have them use the [BC COVID-19 Self-Assessment Tool](#) BC Support App self-assessment tool.
3. **If a member is feeling sick with COVID-19 symptoms:**
 - a. They should remain at home and contact Health Link BC at 8-1-1.
 - b. If they feel sick and/or are showing symptoms while at practice they should be sent home immediately and have them contact 8-1-1 or a doctor for further guidance.
 - c. NO member may participate in a practice/activity if they are symptomatic.
4. **If a member tests positive for COVID-19:**
 - a. The member will not be permitted to return to practice until they are free of the COVID-19 virus.
 - b. Any member who worked / practiced closely with the infected member will also be removed from club activity for at least 14 days.
 - c. Ensure work / practice area is closed off, cleaned and disinfected immediately and any surfaces that could have potentially be infected/ touched.
5. **If a member has been tested and is waiting for the results of a COVID-19 test:**
 - a. As with the confirmed case, the member must be removed from the work / practice area.
 - b. The BCCDC advises that any person who has even mild symptoms to stay home and call 8-1-1.
6. **If a member has come in to contact with someone who is confirmed to have COVID-19:**
 - a. Members must advise their employer/ coach if they reasonably believe they have been exposed to COVID-19.
 - b. Once the contact is confirmed, the member will be removed from the workplace/ practice for at least 14 days or as otherwise directed by public health authorities. Members who may have come into close contact with the member will also be removed from the workplace for at least 14 days.
 - c. The workspace/ activity area will be closed off, cleaned, and disinfected immediately and any other surfaces that could have potentially been infected/touched.
7. **Quarantine or Self-Isolate conditions:**
 - a. Any member has travelled outside of Canada or the province within the last 14 days is not permitted to enter any part of the facility and must quarantine and self-isolate for 14 days.
 - b. Any member with any symptoms of COVID-19 is not permitted to enter any part of the facility and must quarantine and self-isolate for 14 days.

- c. Any member from a household with someone showing symptoms of COVID-19 is not permitted to enter any part of the facility and must quarantine and self-isolate for 14 days.

- d. Any member who is quarantined or self-isolating as a result of contact with an infected person or in families who are self-isolating, is not permitted to enter any part of the facility for 14 days.

I have read and I understand the Illness Policy and agree to follow it at all times.

Name: _____

Parent or Guardian Name: _____

Date: _____

Signature of Participant (over 18 years of age): _____

Signature of Parent / Guardian (if participant is a minor): _____

Date: _____

APPENDIX C

**SWIMMING CANADA/SWIM BC ACKNOWLEDGEMENT AND ASSUMPTION OF RISKS
FORM**

(NEXT PAGE)



**ACKNOWLEDGEMENT AND ASSUMPTION OF RISKS FORM
(FOR ADULT PARTICIPANT AND MINOR PARTICIPANT)**

Please read this document carefully

This acknowledgment and assumption of risks form must be signed before participating in any Activity sanctioned or organized by Swimming Natation Canada, Swim BC, or Swim BC Member Clubs

As a participant, or on behalf of a minor participant, in the Activities organized, recognized or sanctioned by Swimming Natation Canada (“SNC”), Swim BC or a Swim BC Member Club (“Club”) I hereby acknowledge and agree to the following terms and conditions respecting my/their participation in any Activity.

Introduction

As a participant, or on behalf of a minor participant, in the Activities organized, recognized or sanctioned by SNC, Swim BC or Swim BC Member Clubs, I, the undersigned

_____ (name of adult participant)

OR _____ (name of a parent or legal guardian of a minor participant),

acting as _____ (parent or legal guardian)

of _____ (name of minor participant),

hereby acknowledge and agree to the following terms and conditions respecting my/their participation in any Activity.

Definitions

1. **“Activity”** or **“Activities”** means any in-person or virtual activities such as events, training camps, programs, competitions, physical training performed or conducted in water or outside water, recognized, organized or sanctioned by SNC or Swim BC or Swim BC Member Clubs.
2. **“Agreement”** means this Acknowledgement and Assumption of Risk.
3. **“Injury or Health-related problem”** means any injury, health-related issue or illness including mental health issues diagnosed by a medical practitioner.
4. **“Members”** means the members listed in Section 3.01 of Swim BC bylaws dated October 10, 2019 or Section 2.1 of SNC’s bylaws dated July 29, 2019, as revised.
5. **“Minor”** means the minor participant named in the Introduction.
6. **“Organization”** means collectively, SNC, Swim BC, Swim BC Member club and their respective coaches, directors, officers, committee members, members, employees, volunteers, participants, agents and representatives.
7. **“Registrant”** means a participant and all individuals or entities of SNC including those individuals and associations, incorporated or unincorporated, as described in SNC’s *national registration policy, procedures and rules manual* who have met the requirements of registration and the registration has been completely processed and registrants or registered participants of Swim BC or a Member Club.
8. **“Club”** means a Member club that is registered with Swim BC.
9. **“Water”** means any outdoor or indoor pools, artificial or natural water basins used for swimming.

Description of Risks

1. As a participant, or parent or legal guardian of a Minor participant in the sport of swimming and the Activities of the Organization, the undersigned agrees to the following terms and conditions.
2. I am, or the Minor is participating voluntarily in the sport of swimming and the Activities of the Organization. In consideration of my participation or the Minor’s participation in the sport of swimming and the Activities of the Organization, I hereby acknowledge that I am aware of and hereby accept the risks, dangers and hazards inherent and associated with or related to the sport of swimming and any Activities of the Organization, including any Injury or Health-related Problem, which can be severe and even fatal. These risks, dangers and hazards may include, but are not limited to, an Injury or Health-related Problem resulting from:
 - a. Exertion and stretching of various muscle groups or strenuous cardiovascular activity in or out of water;
 - b. Vigorous physical exertion or physical contact in or out of water;
 - c. Slips or falls due to uneven, slippery or irregular surfaces, including on the pool deck, in dressing rooms or other facilities or rooms at an aquatic venue and at any physical facilities in and around open water venues;
 - d. Failure to properly use any piece of swimming related equipment or the mechanical failure of any piece of equipment;
 - e. Concussions or aggravated related symptoms;
 - f. Spinal cord injuries which may result in permanent paralysis;
 - g. Travel to and from training or competitive events and associated non-competitive events which are an integral part of the Organization’s Activities;
 - h. Infectious sources such as COVID-19, as defined by the relevant municipal, provincial or federal health authorities;
 - i. Extreme weather conditions which may result in heatstroke, sunstroke or lightning strikes;
 - j. Unforeseen events.
3. Furthermore, I am aware:
 - a. That an Injury or Health-related Problem sustained can be severe and even fatal;
 - b. That I or the Minor may experience anxiety during an Activity of the Organization;
 - c. That the risk of Injury or Health-related Problem is reduced if the rules established for participation are followed; and
 - d. That the risk of Injury or Health-related Problem increases with fatigue.
4. In consideration of the Organization allowing me, or the Minor to participate in Activities, I confirm that I have not been advised by a medical doctor that my or my child’s physical condition prevents me or my child from participating in the Organization’s Activities.

Medical Assistance

In case of an Injury or Health-related Problem, I authorize the Organization, for myself for the Minor, to obtain all necessary on-site medical assistance for the medical situation, including transportation by ambulance or by other means to a hospital.

Acknowledgement and signature

I have read this Agreement, and by signing it, I understand that it is binding upon myself, my heirs, executors, administrators and representatives. If this Agreement is signed electronically, I, acknowledge and recognize that the electronic signature constitutes my official signature and that I am the person who completed this Agreement.

For a Minor participant or registrant

Name of the Minor: _____ Date of birth: _____

Name of parent or legal guardian (Print): _____

Signature of parent or legal guardian: _____

Signed in (City): _____ Date: _____

For Adult participant or registrant

Name: _____

Signature: _____

Signed in (City): _____ Date: _____

APPENDIX D

CRANBROOK TRITON SWIM CLUB HEALTH SURVEY

If an individual answers **YES** to any of the questions, they must not be allowed to enter the facility.

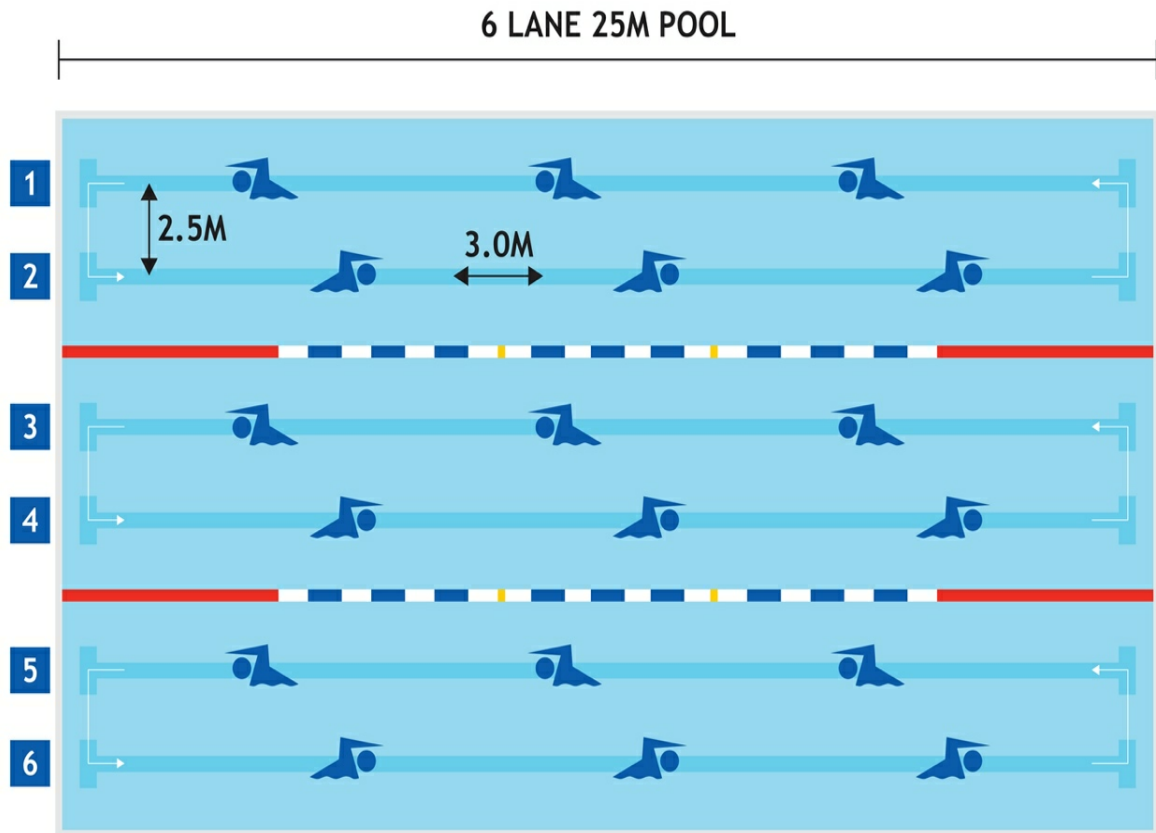
1.	Does the person attending the activity have any of the below symptoms:		
	Fever	YES	NO
	Cough	YES	NO
	Shortness of Breath / Difficulty Breathing	YES	NO
	Sore Throat	YES	NO
	Chills	YES	NO
	Painful swallowing	YES	NO
	Runny Nose / Nasal Congestion	YES	NO
	Feeling unwell / Fatigued	YES	NO
	Nausea / Vomiting / Diarrhea	YES	NO
	Unexplained loss of appetite	YES	NO
	Loss of sense of taste or smell	YES	NO
	Muscle / Joint aches	YES	NO
	Headache	YES	NO
	Conjunctivitis (reddened eyes)	YES	NO
2.	Have you, or anyone in your household, travelled outside of Canada in the last 14 days?	YES	NO
3.	Have you had close unprotected face-to-face contact (within 2M) with someone who is ill with cough and/or fever?	YES	NO
4.	Have you or anyone in your household been in close unprotected contact in the last 14 days with someone who is being investigated or confirmed to be a case of COVID-19?	YES	NO

If you have answered **YES** to any of the above questions **DO NOT PARTICIPATE**. Go home and use the *BC COVID-19 Self-Assessment Tool* (<https://bc.thrive.health/>) or call 8-1-1 to determine if you should seek medical help.

APPENDIX E

SAMPLE POOL LAYOUTS WITH PHYSICAL DISTANCE

(NEXT PAGE)

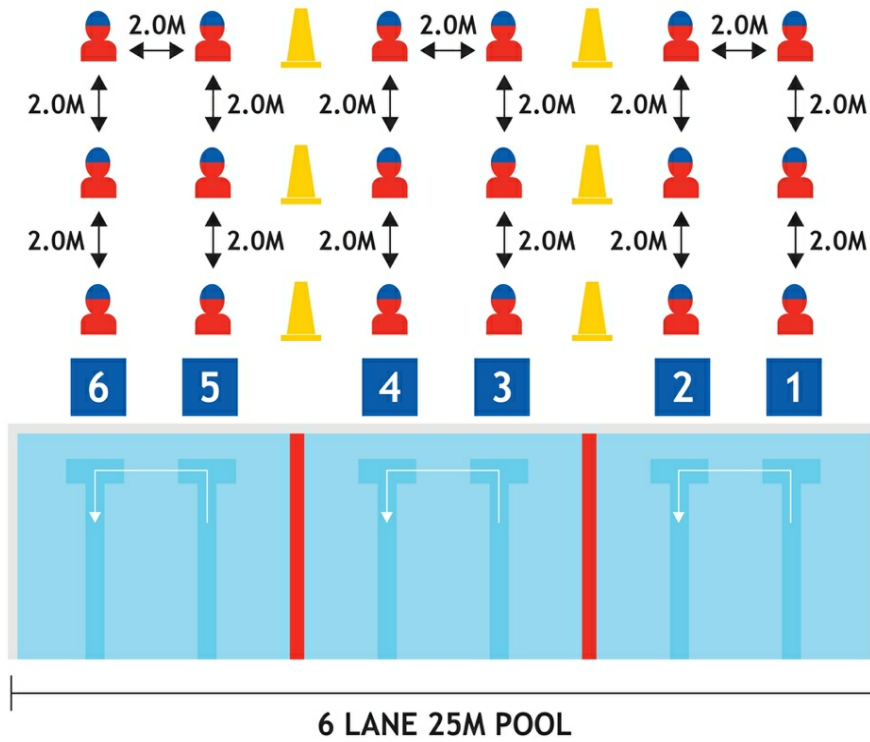


START /END OF SET - GET OUT OF THE WATER (DEEP END OPTION - IF DECK SPACE WILL ALLOW)

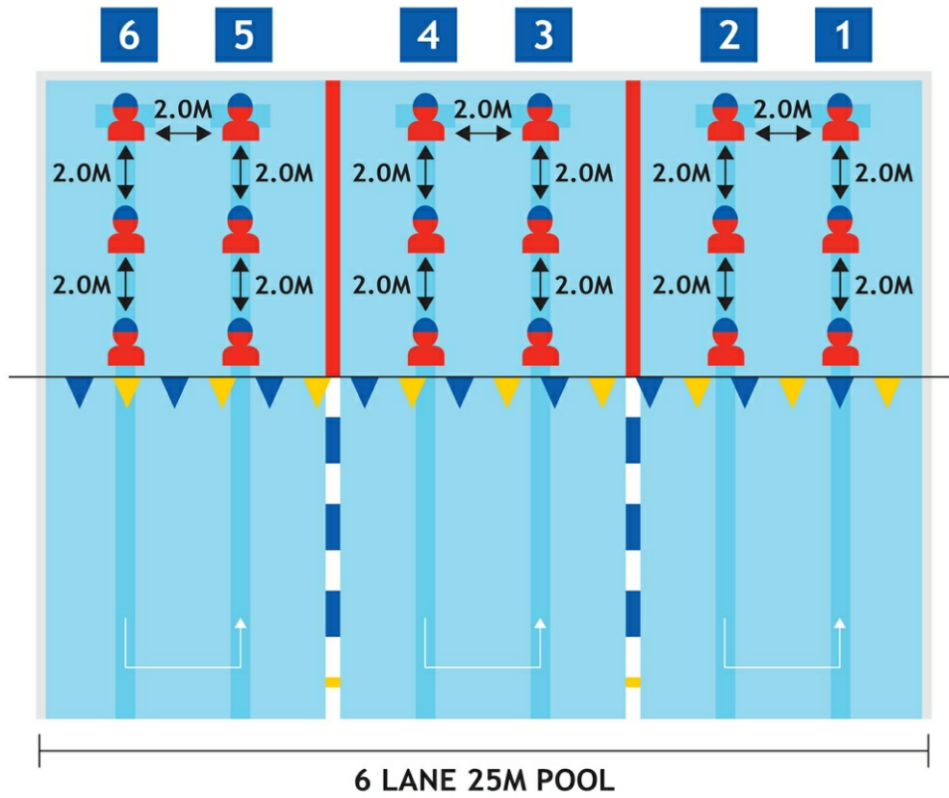
Swimmers maintain 2 meters apart. Mark deck with 2-inch wide colored duct tape. Sit down/slide in to enter water.

End of set climb out and go to assigned spot. The more "eyes" on deck the better.

Use cones or other barriers to help with separation - deck needs to be wide enough to accommodate 2 meters of social distance.



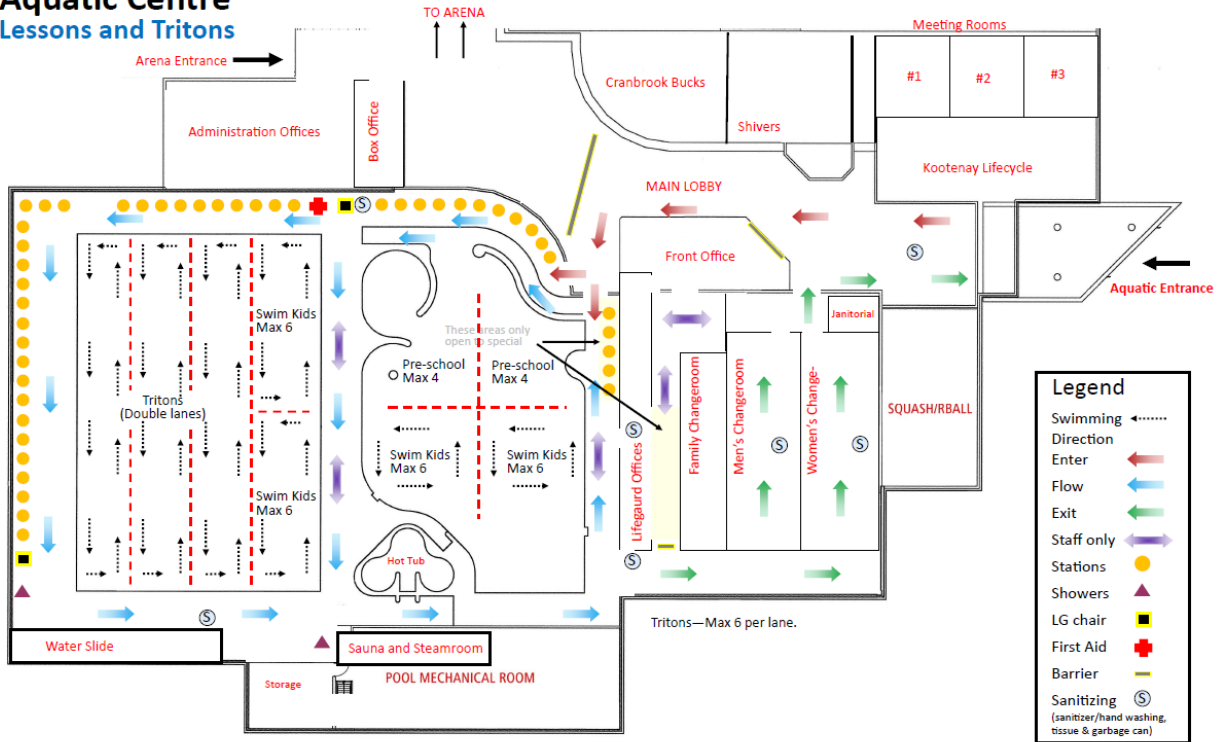
**START/END OF INTERVAL OR SET - STAY IN THE WATER
(SHALLOW END OPTION)**



APPENDIX F

WESTERN FINANCIAL PLACE ENTRY/EXIT FACILITY MAP

Aquatic Centre
Lessons and Tritons





APPENDIX 2

**CTSC CODE OF CONDUCT STATEMENT &
SWIM BC CONDUCT & ETHICS POLICY**



Cranbrook Triton Swim Club – Codes of Conduct Statement

The Cranbrook Triton Swim Club adopts Swim BC's Code of Conduct and Ethics Policy approved by the Swim BC Board on February 9, 2019.

Please refer to the Swim BC Code of Conduct and Ethics Policy found here:

https://swimbc.ca/wp-content/uploads/2019-02-09SBCCodeofConductandEthicsPolicy_Approved.pdf



APPENDIX 3

CTSC COMPLAINTS & DISCIPLINE POLICY



Cranbrook Triton Swim Club – Complaints and Discipline Policy

The goal of the Cranbrook Triton Swim Club is to make every swimmer's experience a positive one. Open communication with your swimmer's coach is encouraged. Parents and swimmers are encouraged to first speak with their coach if they have any concerns. If concerns continue, members should then discuss their concern with the Senior Coach. If further support or mediation is required, members can involve the Board of Directors to help resolve the issue.

Complaints Procedure

The following procedure is for submitting a formal complaint:

1. The grievance must be submitted in writing to the Board of Directors and must include specific information including date, time, and place of occurrence and detailed description of situation.
2. A written copy of the submitted grievance will be provided to the individual(s) the grievance is being lodged against.
3. A committee of 2-3 members of the Board of Directors will investigate the issue and report the findings to the Board of Directors who will in turn decide if any further action will be taken. Investigations and discussions related to grievances will all be held under strict confidence.
4. The Club will utilize the Cranbrook Triton Swim Club's Dispute Resolution Policy for guidance on negotiated resolution and alternate dispute resolutions when required.

Disciplinary Procedures

The club will not tolerate bullying or any type of abuse during or related to club activities and will not tolerate involvement of a parent or swimmer in illegal activities. Disciplinary action may be taken. Types of incidents requiring discipline may include, but are not limited to, excessively disruptive behavior, any behavior causing emotional distress for other members or coaches, disrespect of coaches, use of banned substances or theft of property. Communication regarding a swimmer's behaviour will be reported to the parent/guardian by the coach or board of directors in the strictest of confidence. Failure to adhere to the club's policies may result in disciplinary action as follows:

Discipline Procedures for Swimmers:

1. A reminder by the coach of the rules and a verbal request to stop the offensive action.
2. Sitting on deck in an assigned seat near coach for reminder of swim practice or swim meet or scratched from remainder of swim meet.
3. A meeting with coach, swimmer and parent.
4. A written formal warning from the Senior Coach and/or Board of Directors
5. Probation or Suspension: To be determined by the senior coach and/or Board of Directors.
6. Expulsion: To be determined by the Board of Directors.

Discipline Procedures for Members/Parents/ Guardians:

1. A reminder by the coach of the rules and a verbal request to stop the offensive action.
2. A meeting with the parent/guardian, coach or board members.
3. A written formal warning from the Board of Directors.

4. Written notice from the Board of Directors informing the member that they are banned from the pool deck during practices or at swim meets.
5. Probation or suspension of member: To be determined by the Board of Directors with recommendations from the senior coach.
6. Expulsion: to be determined by the Board of Directors.

Appeal Policy

The club will follow a similar process as the Swim BC Appeals Policy. Refer to the following Swim BC web link to view the Appeals Policy:

<https://static1.squarespace.com/static/54079aafe4b046dc42950d2c/t/5d0eedceb3f1e70001474a90/1561259471441/SBC+Appeal+Policy+-+June+16%2C+2015.pdf>



APPENDIX 4

CTSC DISPUTE RESOLUTION POLICY



Cranbrook Triton Swim Club – Dispute Resolution Policy

Definitions

1. The following terms have these meanings in this Policy:
 - a) “Parties” - The Complainant, Respondent, and any other Individuals, persons, or organizations affected by a dispute.
 - b) “Individuals” - All categories of membership defined in the Cranbrook Triton Swim Club’s Bylaws, as well as all individuals employed by, or engaged in activities with the Cranbrook Triton Swim Club including, but not limited to, athletes, coaches, officials, volunteers, managers, administrators, committee members, and directors and officers of the Cranbrook Triton Swim Club.
 - c) “Mediator” – a neutral person who assists the parties in a dispute in communicating and negotiating a settlement.
 - d) “Alternate Dispute Resolution” - processes and techniques that act as a means for disagreeing parties to come to an agreement short of litigation.
 - e) “Society” – Cranbrook Triton Swim Club Purpose
2. The Cranbrook Triton Swim Club supports the principles of Alternate Dispute Resolution (ADR) and is committed to the techniques of negotiation and mediation as effective ways to resolve disputes. ADR also avoids the uncertainty of costs, and other negative effects associated with lengthy complaints or appeals, or with litigation.
3. The Cranbrook Triton Swim Club encourages all individuals and parties to communicate openly, collaborate, and use problem-solving and negotiation techniques to resolve their differences. Swim BC believes that negotiated settlements are usually preferable to outcomes resolved through other dispute resolution techniques. Negotiated resolutions to disputes with and among individuals are strongly encouraged.

Application

4. This Policy applies to all Individuals.
5. Opportunities for Alternate Dispute Resolution may be pursued at any point in a dispute within the Cranbrook Triton Swim Club when all parties to the dispute agree that such a course of action would be mutually beneficial.
6. At any time, the Cranbrook Triton Swim Club may exercise the discretion to escalate a complaint to the *Discipline and Complaints Policy*.
7. This Policy does not supersede any other Cranbrook Triton Swim Club policy.

Mediation

8. If all parties to a dispute agree to Alternate Dispute Resolution, a mediator acceptable to all parties shall be appointed to mediate or facilitate the dispute. The mediator shall be sourced from contacts within the sport community and will be familiar with the role. In appropriate circumstances the Executive Director may act as a mediator, subject to acceptance by both parties to the dispute.
9. The mediator shall decide the format under which the dispute shall be mediated and shall specify a deadline before which the parties must reach a negotiated resolution.

10. Should a negotiated resolution be reached, the outcome shall be reported to the Cranbrook Triton Swim Club. Any actions that are to take place as a result of the resolution shall be enacted on the timelines specified therein.
11. Should a negotiated resolution not be reached by the deadline specified by the mediator at the start of the process, or if the parties to the dispute do not agree to Alternate Dispute Resolution, the dispute shall be considered under the appropriate section of the Cranbrook Triton Swim Club's *Discipline and Complaints Policy* or Swim BC's *Appeals Policy*.
12. The costs of mediation will be shared equally by the parties or, based upon the Cranbrook Triton Swim Club's sole discretion, paid by the Society.

Final and Binding

13. Any negotiated resolution will be binding on the parties. A negotiated resolution may not be appealed.
14. No action or legal proceeding will be commenced against the Cranbrook Triton Swim Club or its Individuals in respect of a dispute, unless the Cranbrook Triton Swim Club has refused or failed to provide or abide by the dispute resolution processes set out in its governing documents, including the Cranbrook Triton Swim Club *Discipline and Complaints Policy* and Swim BC's *Appeals Policy*.



APPENDIX 5
CTSC TEAM TRAVEL POLICY



Cranbrook Triton Swim Club - Team Travel Policy

“Organization” refers to: Cranbrook Triton Swim Club

Purpose

1. The purpose of this Policy is to inform athletes, parents, and coaches travelling to events outside of the City of Cranbrook of their responsibilities and the expectations of the Organization.

Application of this Policy

2. Specific individuals have responsibilities when teams travel outside of the province. These individuals include:
 - a) Parents traveling with the athlete
 - b) Parents not traveling with the athlete
 - c) Chaperones
 - d) Coaches
 - e) Team Managers
 - f) Athletes

Travel Consent Form

3. Minor athletes traveling with individuals other than their parent/guardian must keep with them a Travel Consent Form (signed by their parent/guardian). A Travel Consent Form is attached provided at the end of this Policy.

Responsibilities

4. Parents traveling with a minor athlete are responsible for their child during the entirety of the event and have the following additional responsibilities:
 - a) Pay all event fees prior to the start of travel
 - b) Register for event accommodations in a timely manner. Accommodations outside of those arranged by the manager (such as staying with family, or at a different hotel) must be approved by the coach in advance of arrangements being made
 - c) Punctual drop off and pick up of their children at times and places indicated by coaches
 - d) Adhere to coach or manager requests for parent meetings, team meetings, or team functions and be punctual to such events
 - e) Adhere to coach requests for athlete curfew times
 - f) Adhere to coach requests for limiting outside activities (go-karting, shopping, etc.)
 - g) Report any athlete illness or injury
 - h) Report any incident likely to bring discredit to the Organization
 - i) Adhere to the Organization’s policies and procedures, particularly the *Code of Conduct and Ethics*
 - j) If travelling outside of Canada, ensure that all passports are valid and not expired
5. Parents not traveling with the athlete have the following responsibilities:
 - a) Assign to their child a chaperone from among the other parents in attendance. The chaperone may not be a team coach, assistant coach, or manager

- b) Provide the chaperone with a Travel Consent Form
 - c) Provide the chaperone with emergency contact information
 - d) Provide the chaperone with any necessary medical information
 - e) Pay all event fees prior to the start of travel
 - f) Provide the child with enough funds to pay for food and incidentals
 - g) If travelling outside of Canada, ensure that all passports are valid and not expired
6. Chaperones have the following responsibilities:
- a) Obtain and carry any Travel Consent Forms, emergency contact information, and medical information
 - b) Punctual drop off and pick up of their children at times and places indicated by coaches
 - c) Adhere to coach or manager requests for parent meetings, team meetings, or team functions and be punctual to such events
 - d) Adhere to coach requests for athlete curfew times
 - e) Adhere to coach requests for limiting outside activities (swimming, shopping, etc.)
 - f) Report any athlete illness or injury
 - g) Report any incident likely to bring discredit to the Organization
 - h) Inspect hotel rooms rented for damage before check in and after check out. Report any damage to the coach
 - i) Approve visitors to the athlete accommodations, at their discretion
 - j) Adhere to the Organization's policies and procedures, particularly the *Code of Conduct and Ethics*
7. Coaches have the following responsibilities:
- a) Arrange all team meetings and training sessions
 - b) Determine curfew times
 - c) Work in close co-operation with the chaperones on all non-sport matters
 - d) Report to the Organization incident likely to bring discredit to the Organization
 - e) Together with the chaperones, decide temporary disciplinary action to be taken at the scene of an incident, and report such incident and action to the parents of the athletes involved as well as to the Organization for further disciplinary action, if applicable, under the Organization's *Discipline and Complaints Policy*
 - f) Adhere to the Organization's policies and procedures, particularly the *Code of Conduct and Ethics*
8. Team/Event Managers have the following responsibilities:
- a) Ensure an appropriate chaperone-to-athlete ratio that does not exceed five athletes per chaperone
 - b) Organize accommodations and inform parents and chaperones how to register and pay for accommodations
 - c) Room female and male athletes separately. Coaches and chaperones must be roomed separately from athletes, unless the athlete is the child of the coach or chaperone
 - d) Coordinate and collect all travel expenses from parents
9. Athletes have the following responsibilities:
- a) Arrive at each event ready to participate
 - b) Make any visitor requests to chaperones before the visit is expected
 - c) Represent the Organization to the best of their abilities at all times
 - d) Communicate any problems or concerns to the coaches and chaperone just as they would their own parents
 - e) Check in with the chaperone when leaving their rooms

- f) Not leave the hotel alone or without permission of the coach/chaperone and check-in when returning
- g) Adhere to the Organization's policies and procedures, particularly the *Code of Conduct and Ethics*

Travel Consent Form

To whom it may concern,

I / we, the parent(s)/guardian(s) of _____ officially give my / our consent for my / our minor child to travel with the following individuals who are also associated with the Organization:

My / our child was born on _____. If required, my / our child’s passport number is _____. Attached to this form is a list of any additional medical needs my / our child requires.

I / we understand that the event is a _____ which is located in _____. Barring extenuating circumstances the event should last for a duration of _____ days between the dates of _____ and _____ .

If there are any questions about the consent provided, I / we can be reached at the following telephone number(s) _____ and the following email addresses _____ .

Sincerely,

Signed, _____

Dated, _____



APPENDIX 6

CTSC CRIMINAL RECORD CHECK AND SCREENING POLICY



Cranbrook Triton Swim Club – Screening and Criminal Records Check Policy

Approved by: CTSC BOARD APPROVAL- Michelle Lehmann, Kara Zandbergen, Liz Archibald, Shannon Featherling

Date of Approval: September 8, 2019

Next Policy Review (minimum every two years): September 8, 2021

1. Definitions

The following terms have these meanings in this Policy:

- a) "Criminal Record Check (CRC)" – a search of the RCMP National Repository of Criminal Records to determine whether the individual has a criminal record.
- b) "Criminal Records Review Program" - Government of BC program providing organizations and applicants an option to submit CRC's electronically
- c) "Criminal Records Review Act" - the Act
- d) "Designated Categories" - roles, areas of employ or volunteerism as defined by Swim BC
- e) "Individuals" – includes employees, volunteers, or contractors whose position is one of trust or authority or interaction with minors and vulnerable adults. Personnel may include but is not limited to Cranbrook Triton Swim Club Coaches, Board of Directors, Team Managers, Chaperones and Officials.
- f) "Member Club(s)" - any organized group of persons associated for the purposes of swimming and registered as a Member of Swim BC.
- g) "Society" or "Club" – Cranbrook Triton Swim Club.
- h) "Screening Officer" – a designated individual within Cranbrook Triton Swim Club structure who will be responsible for receiving, reviewing and recording all CRC's and determining whether any CRC reveals a Relevant Offence.
- i) "Club hosted event" - All competitions where activities occur in a sporting environment as defined in the Swim BC Code of Conduct and Ethics Policy.
- j) "Vulnerable Adult" - means an individual 19 years or older who receives health services, other than acute care, from a hospital, facility, unit, society, service, holder or registrant as referred to in the Act.
- k) "Work with children" - means working with children directly or having or potentially having unsupervised access to children
 - i. In the ordinary course of employment,
 - ii. In the practice of an occupation,
 - iii. During the course of an education program, or
 - iv. While providing services as a volunteer;
- l) "Work with vulnerable adults" - means working with vulnerable adults directly or having or potentially having unsupervised access to vulnerable adults
 - i. In the ordinary course of employment,
 - ii. In the practice of an occupation,
 - iii. During the course of an education program, or
 - iv. While providing services as a volunteer.

2. Purpose

- a) Cranbrook Triton Swim Club is required to adhere to the Province of British Columbia's Criminal Record Review Act.
- b) Cranbrook Triton Swim Club has an ethical, moral and legal responsibility to provide a safe sport environment for its program participants and staff.
- c) Cranbrook Triton Swim Club understands that screening personnel and volunteers is a vital part of providing a safe sport environment for all Individuals.

3. Application

- a) Swim BC has identified Individuals in Designated Categories who, based on their role, require screening through a CRC.
- b) Designated Categories have been established for application of this policy and are considered to include persons who work closely with children and vulnerable adults, and who occupy positions of trust and authority within Swim BC and Member Clubs. Swim BC will determine, based on age of participants, setting, nature of the activity and degree of supervision, which designated categories of persons will be subject to screening through a CRC
- c) Individuals in the following Designated Categories are subject to screening in accordance to this policy:
 - i. Cranbrook Triton Swim Club Board of Directors (if applicable);
 - ii. Volunteers and paid contractors appointed to Cranbrook Triton Swim Club events or competitions;
 - iii. All registered coaches of Cranbrook Triton Swim Club;
 - iv. Cranbrook Triton Swim Club Level 3, 4 and 5 officials;
 - v. Other positions as may be determined by Swim BC from time-to-time.

4. Screening Procedures

- a) All Individuals in Designated Categories seeking positions with Cranbrook Triton Swim Club will ensure a current CRC is on file with Cranbrook Triton Swim Club prior to being confirmed for the position;
- b) Cranbrook Triton Swim Club New Board members will submit a CRC within 90 days of being elected or appointed to the Board of Directors.
- c) At its sole discretion, Cranbrook Triton Swim Club may agree to accept a "Shared Result" of a previous CRC performed in BC under the Criminal Records Review Program, if such a check was performed within 18 months. The individual sharing their previous results will have to undergo future CRC's in compliance with the required maximum 3-year period between checks as stated in this policy.
- d) If an individual already employed with or volunteering for Cranbrook Triton Swim Club did not complete a CRC upon initial application, a CRC will be required upon request.
- e) Failure to participate in the screening process may result in the individual's ineligibility for the position sought.
- f) Any Individual in Designated Categories referenced in 3(c) applying for positions, other than permanent staff positions and Board of Director positions with Cranbrook Triton Swim Club shall obtain their own CRC.

5. Relevant Offences

- a) Relevant offences are those offences for which pardons have not been granted, as defined in the Criminal Records Review Act of the Province of British Columbia as Relevant and/or Specified Offences or other such offences as may be determined by the Act. The Cranbrook Triton Swim Club additionally considers any criminal offence involving the use of a motor vehicle; any child pornography offence; any violations for trafficking under the Controlled Drug and Substances Act; any crime of violence including assault; any criminal offence involving a minor or minors; any

criminal offence involving theft, fraud or embezzlement; or any sexual offence involving a minor or minors, to be a relevant offence.

- b) If a director or employee of Cranbrook Triton Swim Club is charged with or convicted of an offence, that person must report the charge or conviction to Cranbrook Triton Swim Club within 72 hours. Cranbrook Triton Swim Club must request that the charged or convicted person obtain a new CRC and determine if that person is suitable to continue carrying out their duties.
- c) An Individual's conviction of any criminal offenses may result in expulsion from the Cranbrook Triton Swim Club and/or termination from any designated positions, program, activity or event upon the sole discretion of the Cranbrook Triton Swim Club.

6. Criminal Records Review Timing

The Cranbrook Triton Swim Club requires that a CRC be conducted every three (3) years. Notwithstanding this, the Cranbrook Triton Swim Club may at any time request that an individual in a Designated Category provide a CRC to the Cranbrook Triton Swim Club if the Cranbrook Triton Swim Club has grounds to believe that results of the CRC obtained previously are no longer accurate.

7. Records

Written records obtained in the course of implementing this policy will be maintained in a confidential manner conforming to the British Columbia Personal Information Protection Act and will not be disclosed to other except as required by law, or for use in a legal or disciplinary proceeding.



APPENDIX 7

CTSC BOARD OF DIRECTORS JOB DESCRIPTIONS

