



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 motivate 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. Younger swimmers may join to the discretion of coaches, dependent on their ability to meet 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

Group 1a and b

Our FUNdamentals group introduces swimmers—typically ages 7 to 9—to the basics of speed swimming in a fun, friendly environment. We focus on building confidence, improving efficiency in the water, and making new friends.

To join, swimmers should be able to swim one length of the pool (25 metres) several times during a 30-minute swim assessment with one of our coaches. After the assessment, the coach will chat with you to determine the best group placement for your child. If they already have a friend in the club, let us know—we'll do our best to keep them together!

In the pool, the foundations of all four strokes are worked on, while also teaching safety and comfort in the water.

Swimmers attend 3 – 30-minute swim sessions per week.

Group 2 - Learn to Train Group

Our Learn to Train group builds on the basics, developing strong technique in all four strokes and introducing swimmers to the excitement of competition. Swimmers in this group train three times a week, with typical ages being 9–12 for boys and 8–11 for girls.

A key goal at this stage is completing a 100-metre Individual Medley (IM) legally—one length of each stroke, back-to-back. Competing in even a single swim meet can spark a love for racing that often stays with swimmers throughout their time in the program.

Coaches work closely with athletes to refine their technique and build good training habits, ensuring



they're ready to smoothly transition into the next group when the time comes.

Swimmers can choose to take part in more than one swim meet but will need to register as a competitive swimmer with SwimBC through the club.

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

COMPETITIVE PROGRAM:

Group 3 - Train to Train

This is our *Train to Train* group, swimming five times a week with additional dryland sessions. At this level, swimmers are building on the skills they've already learned and applying them more consistently in training. Their bodies are ready to learn, adapt, and improve, making it the perfect time to refine strokes and improve technique.

Our coaching team makes the most of this by encouraging a love for training and helping athletes develop strong goal-setting habits. This is also when competition becomes a bigger part of their swimming journey. Throughout the season, swimmers will have opportunities to travel to multiple meets—often across western BC and parts of Alberta—testing their skills alongside friends and competitors.

Training is designed to give athletes a broad base of experience. We challenge them to explore most events available at swim meets, encouraging them to become well-rounded, adaptable swimmers.

Swimmers attend 5 – 60-minute sessions per week and 2 – 45-minute dryland sessions per week.

Group 4

This is our top training group, swimming five days a week, including two early-morning practices and two dryland sessions. At this stage, swimmers start discovering their strengths and aiming for qualifying meets such as Divisionals and Provincials. These competitions require achieving specific time standards in order to race.

Training remains varied in both distance and intensity since athletes' bodies are still developing. While they won't yet specialize in a single stroke or race, they will begin to find their preferences and grow a genuine love for competition—and for the club community that so many swimmers before them have cherished.

Along the way, they develop leadership, determination, and passion—qualities that will serve them well both in and out of the pool, as they proudly see themselves as swimmers.



Swimmers attend 7 – 60 - 120-minute swim sessions per week and 2 – 45-minute dryland sessions per week.

*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

Program Fees

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 are payable upon registration and a credit card number must be set up in the online registration system prior to swimmers entering the pool. Please contact the club treasurer (treasurerctsc@gmail.com) if you need to make other arrangements, rather than having a credit card number on file.

Your swimmer will not be able to participate in the program until SwimBC fees have been paid and there is a credit card number on file. Please contact the Club President (swimtritons@gmail.com) if this is an issue for your family.

Volunteer Commitment:

Group 1: \$100 fee per family will be charged at year-end if you do not:

- Volunteer at 1 session (or equivalent) during a home swim meet, and/or
- Participate in fundraising throughout the year, and/or
- Hold a board position

Group 2: \$300 fee per family will be charged at year-end if you do not:

- Volunteer at 3 sessions (or equivalent) during a home swim meet and/or hold a board position

AND

- Participate in club fundraising throughout the year

Group 3 and 4: \$300 fee per family will be charged at year-end if you do not:

- Volunteer at 3 sessions (or equivalent) during a home swim meet and/or hold a board position



AND

- Participate in club fundraising throughout the year

REGISTRATION FOR SWIM MEETS

Each competitive swimmer will receive a copy of the meet package by email. The meet package will list each event, registration and cancellation deadlines. The meet package will also outline the fees for the meet such as deck entry or event fees. In addition to the fees outlined in the meet package, swimmers will be charged a \$75 coaching fee. There is a \$25 coaching fee for any additional family member. Coaching fees cover travel expenses and salary costs incurred for the meet.

Upon receipt of the meet package by email, families can register their swimmer via PoolQueue. Under the events section. If you have any questions or need clarification please ask the coach.

Non-competitive swimmers may participate in one swim meet per year. If they choose to participate in more than one meet, they will need to register as a competitive swimmer with SwimBC and families will be responsible for paying the difference between the two fees. Please see SwimBC website for the current fees.

All competitive swimmers who enter a swim meet may be asked to participate in relays. There will be no additional cost to the swimmer for any relays they are entered into.

Invoices for meet fees will be sent out by the club treasurer, with a date fees will be due after the swim meet.

6 FINANCES

CTSC PAYMENT POLICY

BC Fees are payable immediately upon registration.

1. Program annual fees can be paid in full upon registration or in 6 equal payments (Sept., Oct., Nov., Dec., Jan., Feb.). Invoices will be created on the 8th of the month and due on the 15th of the month.
2. If a swimmer wishes to withdraw from the club, written notice, including their reason for withdrawal, must be sent to the club registrar (registrarcontactctsc@gmail.com) 15 days prior to the end of the month. No other notification will be accepted. Please also talk to your coach prior to withdrawing from the club.
3. If a swimmer leaves the club prior to December 31, they will be eligible for reimbursement of up to 50% of the annual fees.
4. In the case of withdrawal or pausing membership for medical reasons, a doctor's note must be provided to the club.
5. Payments can be made by EFT to treasurerctsc@gmail.com, or by credit card. Payments made by credit card will be charged an additional 2.9% to cover processing fees.



FUNDRAISING

Fundraising is essential to keep the cost of fees down and to maintain club equipment. All club members are expected to participate in fundraising activities throughout the year. Participation in fundraising will also go towards volunteer fee credit.

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 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. Contact information can be found on the club website.

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.

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.

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 swimparent. 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! 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 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.
- 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 for the condition of the transportation and accommodations. Leave the space in the same condition that you found it in.

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 bring their required swim equipment and are encouraged to wear any Tritons clothing.
- 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 7:00pm, 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 marshal 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. 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 can be found in the meet package sent out by the coach and additional information may be provided by your coach.
3. Swimmers should arrive at the pool with enough time to be changed and on the pool deck to connect with their coach 15 minutes before warm-up begins.
4. 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.

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 or an older swimmer will help 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 (please no candy)
- If they have a cell phone, swimmers should keep them in their bag as much as possible

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.

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.

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

Please see Appendix G

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

See the following Appendices

APPENDIX A
Swimming Canada Swim BC Acknowledgement and Assumption
of Risks Form

Draft



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 or 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 B
Athlete Protection Policy

Draft



Cranbrook Tritons ATHLETE PROTECTION POLICY

- *Taken from Swim BC Athlete Protection Policy form template*

In this document “Organization” refers to the Cranbrook Tritons Swim Club

Definitions:

1. Terms in this Policy are defined as follows:

- Athlete – An individual who is an Athlete Participant in the Organization who is subject to the policies of the Organization and to the Code of Conduct and Ethics.
- Minor – Any Participant who is under the age of 19 years old at the time and in the jurisdiction where the alleged maltreatment has occurred. Adults are responsible for knowing the age of a Minor.
- Participants – Refers to all categories of individual members and/or registrants defined in the By-laws of the Organization who are subject to the policies of the Organization, as well as all people employed by, contracted by, or engaged in activities with, the Organization including, but not limited to, employees, contractors, Athletes, coaches, instructors, officials, volunteers, managers, administrators, committee members, parents or guardians, spectators, committee members, and Directors and Officers.
- Person in Authority – Any Participant who holds a position of authority within the Organization including, but not limited to, coaches, instructors, officials, managers, support personnel, chaperones, committee members, and Directors and Officers.
- Vulnerable Participants – Includes Minors and vulnerable adults (people who, because of age, disability, or other circumstance, are in a position of dependence on others or are otherwise at a greater risk than the general population of being harmed by Persons in Authority).

Purpose

2. This Athlete Protection Policy describes how Persons in Authority shall maintain a safe sport environment for all Athletes.

Interactions Between Persons in Authority and Athletes – the ‘Rule of Two’

3. The Organization requires that the ‘Rule of Two’ be followed for all Persons in Authority who interact with Athletes, to the maximum extent feasible. The ‘Rule of Two’ is a directive that says that an Athlete must never be alone one-on-one with an unrelated Person in Authority.

4. The Organization recognizes that fully implementing the ‘Rule of Two’ may not always be possible in some instances. Consequently, at a minimum, interactions between Persons in Authority and Athletes must respect the following:

- To the maximum extent possible, the training environment should be visible and accessible so that all interactions between Persons in Authority and Athletes are observable.
- Private and one-on-one situations that are not observable by another adult or Athlete should be avoided to the maximum extent possible.
- A Vulnerable Participant may not be alone under the supervision of a Person in Authority unless prior written permission is obtained from the Vulnerable Participant’s parent or guardian.
- Persons in Authority may not invite or host Vulnerable Participants in their home without the written permission from parents or guardians or without parents or guardians having contemporaneous

knowledge of the visit.

Competitions and Training Sessions

5. For competitions and training sessions, the Organization recommends:

- a) A Person in Authority should never be alone with a Vulnerable Participant prior to or following a competition or training session unless the Person in Authority is the Vulnerable Participant's parent or guardian.
- b) If the Vulnerable Participant is the first Athlete to arrive, the Athlete's parent should remain until another Athlete or Person in Authority arrives.
- c) If a Vulnerable Participant would potentially be alone with a Person in Authority following a competition or training session, the Person in Authority should ask another Person in Authority (or a parent or guardian of another Athlete) to stay until all the Athletes have been picked up. If an adult is unavailable, another Athlete, who is preferably not a Vulnerable Participant, should be present to avoid the Person in Authority being alone with a Vulnerable Participant.
- d) Persons in Authority giving instructions, demonstrating skills, or facilitating drills or lessons to an individual Athlete should always do so within earshot and eyesight of another Person in Authority.
- e) Persons in Authority and Athletes should take steps to achieve transparency and accountability in their interactions. For example, a Person in Authority and an Athlete who know they will be away from other Participants for a lengthy period must inform another Person in Authority where they are going and when they are expected to return. Persons in Authority should always be reachable by phone or text message.

Communications

6. For communication between Persons in Authority and Athletes, the Organization recommends:

- a) Persons in Authority may only send texts, direct messages on social media or emails to individual Athletes when necessary and only for communicating information related to team issues and activities (e.g., non-personal information). Any such texts, messages or emails shall be professional in tone.
- b) Travel Electronic communication between Persons in Authority and Athletes that is personal in nature should be avoided. If such personal communication is unavoidable, it must be recorded and available for review by another Person in Authority and/or by the Athlete's parent/guardian (when the Athlete is a Vulnerable Participant).
- c) Parents/guardians may request that their child not be contacted by a Person in Authority using any form of electronic communication and/or may request that certain information about their child not be distributed in any form of electronic communication.
- d) All communication between a Person in Authority and Athletes must be between the hours of 6:00am and midnight unless extenuating circumstances justify otherwise.
- e) Communication concerning drugs or alcohol use (unless regarding its prohibition) is not permitted.
- f) No sexually explicit language or imagery or sexually oriented conversation may be communicated in any medium.
- g) Persons in Authority are not permitted to ask Athletes to keep a personal secret for them, nor are Athletes permitted to ask a Person in Authority to keep a personal secret for them.

Travel

7. For travel involving Persons in Authority and Athletes, the Organization recommends:

- a) Teams or groups of Athletes shall always have at least two Persons in Authority with them.
- b) For mixed gender teams or groups of Athletes, there should be one Person in Authority from each gender.
- c) If two Persons in Authority cannot be present, reasonable efforts should be made to supplement supervision with screened parents or other volunteers.
- d) To the maximum extent possible, no Person in Authority may drive a vehicle alone with an Athlete unless the Person in Authority is the Athlete's parent or guardian.

- e) A Person in Authority may not share a hotel room or be alone with an Athlete unless the Person in Authority is the Athlete's parent/guardian or spouse.
- f) Room or bed checks during overnight stays must be done by two Persons in Authority.
- g) For overnight travel when Athletes must share a hotel room, roommates must be age-appropriate and of the same gender identity.

Locker Rooms / Changing Areas

8. For locker rooms, changing areas and other closed meeting spaces, the Organization recommends:

- a) Interactions between Persons in Authority and Athletes should not occur in any area where there is a reasonable expectation of privacy such as a locker room, washroom or changing area. A second adult should be present for any necessary interaction between an adult and an Athlete in any such area.
- b) If Persons in Authority are not present in the locker room or changing area, or if they are not permitted to be present, they should still be available outside the locker room or changing area and be able to enter the room or area if required, for reasons including but not limited to team communications and/or emergencies.

Photography / Video

9. For all photography and video of an Athlete, the Organization recommends the following. For detailed information regarding photography and video at events, please reference the Swim BC Event Photography and Video Policy:

- a) Photographs and video should only be taken in public view. Content must observe generally accepted standards of decency and be both appropriate for and in the best interest of the Athlete.
- b) The use of recording devices in areas where there is a reasonable expectation of privacy is strictly prohibited.
- c) Examples of photos that shall be edited or deleted include:
 - i. Images with misplaced apparel or where undergarments are showing
 - ii. Suggestive or provocative poses
 - iii. Embarrassing images
- d) If any content featuring an Athlete will be used on any form of public media, a Photo and Video Consent Form (Appendix C) must be completed before the content is recorded.

Physical Contact

10. Some physical contact between Persons in Authority and Athletes may be necessary for various reasons including, but not limited to, teaching a skill, or tending to an injury. For physical contact, the Organization recommends:

- a) Person in Authority must always request permission to make physical contact from the Athlete in advance and clearly explain where and why the physical contact will occur. The Person in Authority must make clear that they are requesting to touch the Athlete and not requiring physical contact.
- b) Infrequent, incidental physical contact during a training session is not considered a violation of policy.
- c) Non-essential physical contact may not be initiated by the Person of Authority. It is recognized that some Athletes may initiate non-essential physical contact such as hugging or other physical contact with a Person in Authority for various reasons (e.g., such as celebrating or crying after a poor performance). This physical contact should always occur in an open and observable environment.

Enforcement

11) Any alleged violations of this Athlete Protection Policy shall be addressed pursuant to the Discipline and Complaints Policy.

APPENDIX C
Photo and Video Consent Form

Draft



Photo and Video Consent Form

- Taken from Swim BC Athlete Protection Policy form template

Name of Participant (print): _____

Name of Parent/Guardian (print): _____ (when the Participant is a Minor)

Date: _____

1. I, being the Participant or the parent or legal guardian of the minor Participant, hereby grant to The Cranbrook Tritons Swim Club the permission to photograph and/or record the Participant's image and/or voice in pictures or videos (collectively the "Images"), and to use the Images to promote the sport and/or the Organizations through traditional media such as newsletters, websites, television, film, radio, print and/or display form, and through social media such as Instagram, Facebook, YouTube, and Twitter. I understand that I waive any claim to remuneration for use of audio/visual materials used for these purposes. This consent will remain in effect in perpetuity.
2. I, being the Participant or the parent or legal guardian of the Minor Participant, hereby fully release, discharge, and agree to save harmless the Organizations, from any and all claims, demands, actions, damages, losses or costs that might arise out of the collection, use or disclosure of the Images or taking, publication, distortion of the Images, negatives, and masters or any other likeness or representation of the Participant that may occur or be produced in the taking of said Images or in any subsequent processing thereof, including without limitation any claims for libel, passing off, misappropriation of personality, or invasion of privacy.
3. I, being the Participant or the parent or legal guardian of the Minor Participant, **UNDERSTAND AND AGREE**, that I have read and understood the terms and conditions of this document. On behalf of myself, my heirs, and assigns, I agree that I am signing this document voluntarily and to abide by such terms and conditions.

Signature of Participant: _____

OR, if the Participant is a Minor

Signature of Parent/Guardian: _____

APPENDIX D
CTSC Code of Conduct Statement and SwimBC Conduct and Ethics
Policy

Draft



Cranbrook Triton Swim Club – Codes of Conduct Statement

Definitions

1. Terms in this Code are defined as follows:

- a) Abuse – Includes Psychological Maltreatment, Physical Maltreatment, Neglect, and/or Grooming of Vulnerable Participants by Persons in Authority and which can have the following warning signs:
 - i. Recurrent unexplained injuries
 - ii. Alert behaviour, individual seems to always be expecting something bad to happen
 - iii. Often wears clothing that covers up their skin, even in warm weather
 - iv. Individual startles easily, shies away from touch or shows other skittish behaviour
 - iv. Constantly seems fearful or anxious about doing something wrong
 - v. Withdrawn from peers and adults
 - vi. Behaviour fluctuates between extremes (e.g., extremely cooperative, or extremely demanding)
 - vii. Acting inappropriately younger than their age (like an infant; throwing tantrums)
 - viii. Acting out in an inappropriate sexual way with toys or objects
 - ix. Self-harm (e.g., cutting, burning or other harmful activities)
 - x. Not wanting to be alone with a particular individual
- b) Athlete – An individual who is an Athlete Participant in the Organization who is subject to the policies of the Organization and to this Code.
- c) Bullying - is offensive behaviour and/or abusive treatment of a Participant that typically, but not always, involves an abuse of power. Examples of behaviour that may constitute Bullying include, but are not limited to:
 - i. Spreading malicious rumours, gossip, or innuendos with the intent of causing harm or suffering to a Participant
 - ii. Excluding or isolating a Participant socially with the intent of causing them harm or suffering
 - iii. Making offensive jokes or derogatory comments to a Participant or to others
 - iv. Yelling, verbally berating or using profanity
 - v. Assigning unreasonable duties or workload which are unfavourable to a Participant; or
 - vi. Any form of cyber bullying which can include:
 - vii. Sending mean or threatening emails or text/instant messages
 - viii. Posting embarrassing photos of someone online
 - ix. Creating a website to make fun of others
 - x. Pretending to be someone else
 - xi. Tricking someone into sending pictures or videos or revealing personal information
 - xii. Sending personal information (including pictures and videos) about someone else to a third-party
- d) Discrimination – Differential treatment of an individual based on one or more prohibited grounds which include race, citizenship, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, or disability.
- e) Harassment – A course of vexatious comment or conduct against a Participant or group, which is known or ought reasonably to be known to be unwelcome. Types of behaviour that constitute Harassment include, but are not limited to:
 - i. Written or verbal abuse, threats, or outbursts
 - ii. Persistent unwelcome remarks, jokes, comments, innuendo, or taunts
 - iii. Racial harassment, which is racial slurs, jokes, name calling, or insulting behaviour or terminology that reinforces stereotypes or discounts abilities because of racial or ethnic origin
 - iv. Leering or other suggestive or obscene gestures
 - v. Condescending or patronizing behaviour, which is intended to undermine selfesteem, diminish

- performance, or adversely affect working conditions
- vi. Practical jokes which endanger a person's safety, or may negatively affect performance
- vii. Hazing – which is any form of conduct which exhibits any potentially humiliating, degrading, abusive, or dangerous activity expected of a junior-ranking individual by a more senior individual, which does not contribute to either individual's positive development, but is required to be accepted as part of a team or group, regardless of the junior-ranking individual's willingness to participate. This includes, but is not limited to, any activity, no matter how traditional or seemingly benign, that sets apart or alienates any teammate or group member based on class, number of years on the team or with the group, or ability
- viii. Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing
- ix. Deliberately excluding or socially isolating a person from a group or team
- x. Persistent sexual flirtations, advances, requests, or invitations
- xi. Physical or sexual assault
- xii. Contributing to a poisoned sport environment, which can include:
 - Locations where material that is discriminatory is displayed (e.g., sexually explicit posters and racial/racist cartoons)
- xiii. Groups where harassing behaviour is part of the normal course of activities
- xiv. Behaviour that causes embarrassment, awkwardness, endangers a person's safety or negatively affects performance.
- xv. Behaviours such as those described above that are not directed towards a specific person or group but have the same effect of creating a negative or hostile environment; and
- xvi. Retaliation or threats of retaliation against a person who reports harassment to the Organization.
- f) Minor – Any Participant who is under the age of 19 years old at the time and in the jurisdiction where the alleged maltreatment has occurred. Adults are responsible for knowing the age of a Minor.
- g) Participants – Refers to all categories of individual members and/or registrants defined in the By-laws of the Organization who are subject to the policies of the Organization, as well as all people employed by, contracted by, or engaged in activities with, the Organization including, but not limited to, employees, contractors, athletes, coaches, instructors, officials, volunteers, managers, administrators, parents or guardians, spectators, committee members, and Directors and Officers.
- h) Person in Authority – Any Participant who holds a position of authority within the Organization including, but not limited to, coaches, instructors, officials, managers, support personnel, chaperones, committee members, and Directors and Officers.
- i) Workplace – Any place where business or work-related activities are conducted. Workplaces include but are not limited to, the registered office(s), work-related social functions, work assignments outside the registered office(s), work-related travel, the training and competition environment, and work-related conferences or training sessions.
 - i. Workplace Harassment – Vexatious comment or conduct against a worker in a Workplace that is known or ought reasonably to be known to be unwelcome. Workplace Harassment should not be confused with legitimate, reasonable management actions that are part of the normal work/training function, including measures to correct performance deficiencies, such as placing someone on a performance improvement plan, or imposing discipline for workplace infractions. Types of behaviour that constitute Workplace Harassment include, but are not limited to
 - ii. Bullying,
 - iii. Workplace pranks, vandalism, bullying or hazing,
 - iv. Repeated offensive or intimidating phone calls or emails,
 - v. Inappropriate sexual touching, advances, suggestions or requests,
 - vi. Displaying or circulating offensive pictures, photographs or materials in printed or electronic form,

- vii. Psychological abuse,
 - viii. Excluding or ignoring someone, including persistent exclusion of a person from work-related social gatherings,
 - ix. Deliberately withholding information that would enable a person to do their job, perform or train,
 - x. Sabotaging someone else's work or performance,
 - xi. Gossiping or spreading malicious rumours,
 - xii. Intimidating words or conduct (offensive jokes or innuendos); and
 - xiii. Words or actions which are known, or ought reasonably to be known, as offensive, embarrassing, humiliating, or demeaning.
- j) Workplace Violence – The use of or threat of physical force by a person against a worker in a Workplace that causes or could cause physical injury to the worker; an attempt to exercise physical force against a worker in a Workplace that could cause physical injury to the worker; or a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker in a Workplace that could cause physical injury to the worker. Types of behaviour that constitute Workplace Violence include, but are not limited to:
- i. Verbal or written threats to attack
 - ii. Sending to or leaving threatening notes or emails
 - iii. Physically threatening behaviour such as shaking a fist at someone, finger pointing, destroying property, or throwing objects
 - iv. Wielding a weapon in a Workplace
 - v. Hitting, pinching or unwanted touching, which is not accidental
 - vi. Dangerous or threatening horseplay
 - vii. Physical restraint or confinement
 - viii. Blatant or intentional disregard for the safety or wellbeing of others
 - ix. Blocking normal movement or physical interference, with or without the use of equipment
 - x. Sexual assault; and
 - xi. Any attempt to engage in the type of conduct outlined above.
- k) Vulnerable Participants – Includes Minors and vulnerable adults (people who, because of age, disability, or other circumstance, are in a position of dependence on others or are otherwise at a greater risk than the general population of being harmed by Persons in Authority).

Purpose

2. The purpose of this Code is to ensure a safe and positive environment within the programs, activities, and events of the Organization by making Participants aware that there is an expectation, at all times, of appropriate behaviour. The Organization prohibits discriminatory practices and is committed to providing an environment in which all individuals can safely participate in sport and are treated with respect and fairness.

Application of this Code

3. This Code applies to any Participant's conduct during the business, activities, and events of the Organization including, but not limited to competitions, training sessions, evaluations, treatment, or consultations (i.e., massage therapy), training camps, travel associated with organizational activities, the office environment, and any meetings.

4. This Code also applies to Participants' conduct outside of the business, activities, and events of the Organization when such conduct adversely affects the Organization's relationships (and the work and sport environment) or is detrimental to the image and reputation of the Organization. Such applicability will be determined by the Organization at its sole discretion.

5. This Code applies to Participants active in the sport or who have retired from the sport where any claim

regarding a potential breach of this Code occurred when the Participant was active in the sport.

6. In addition, breaches of this Code may occur when the Participants involved interacted due to their mutual involvement in the sport or, if the breach occurred outside of the sport environment, if the breach has a serious and detrimental impact on the Participant(s).

7. Any Participant who violates this Code may be subject to sanctions pursuant to the Discipline and Complaints Policy. In addition to facing possible sanctions pursuant to the Discipline and Complaints Policy, a Participant who violates this Code during a competition may be removed from the competition or training area, and the Participant may be subject to further sanctions.

Responsibilities

a) All Participants have a responsibility to:

- i. Refrain from any behaviour that constitutes Discrimination, Abuse, Harassment, Workplace Harassment, or Workplace Violence.
- ii. Maintain and enhance the dignity and self-esteem of other Participants by:
- iii. Treating each other with the highest standards of respect and integrity
- iv. Focusing comments or criticism appropriately and avoiding public criticism of Athletes, coaches, officials, organizers, volunteers, employees, or other Participants
- v. Consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct
- vi. Acting, when appropriate, to correct or prevent practices that are unjustly discriminatory
- vii. Consistently treating individuals fairly and reasonably; and
- viii. Ensuring adherence to the rules of the sport and the spirit of those rules.
- ix. Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities
- x. Maintain and enhance the dignity and self-esteem of other Participants by:
- xi. Treating each other with fairness, honesty, respect, and integrity
- xii. Focusing comments or criticism appropriately and avoiding public criticism of Athletes, coaches, officials, organizers, volunteers, employees, or other Participants
- xiii. Consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct; and
- xiv. Ensuring adherence to the rules of the sport and the spirit of those rules.

b) Abstain from the non-medical use of medications or drugs or the use of Prohibited Substances or Prohibited Methods as listed on the version of the World Anti-Doping Agency's Prohibited List currently in force. More specifically, the Organization adopts and adheres to the Canadian Anti-Doping Program. The Organization will respect any sanction imposed on a Participant as a result of a breach of the Canadian Anti-Doping Program or any other applicable Anti-Doping Rules.

c) Refrain from coaching, training, instructing, administrating, managing, or being involved in the athletic development of any person who has been found to have committed an antidoping rule violation and is serving a period of ineligibility imposed pursuant to the Canadian Anti-Doping Program or any other applicable Anti-Doping Rules.

d) Reasonably cooperate with the CCES or another anti-doping organization that is investigating anti-doping rule violations.

e) Not harass, intimidate, or otherwise conduct themselves offensively towards a doping control official or other individual involved in doping control.

f) Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities.

g) Refrain from consuming tobacco products, cannabis, or recreational drugs while participating in the programs, activities, competitions, or events of the Organization.

h) In the case of Minors, not consume alcohol, tobacco, or cannabis at any competition or event.

i) In the case of adults, not consume cannabis in the Workplace or in any situation associated with the

events of the Organization (subject to any requirements for accommodation), not consume alcohol during training, competitions, or in situations where Minors are present, and take reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations.

- j) When driving a vehicle:
 - i. Have a valid driver's license
 - ii. Not be under the influence of alcohol or illegal drugs or substances
 - iii. Have valid car insurance; and
 - iv. Refrain from holding a mobile device.
- k) Respect the property of others and not wilfully cause damage.
- l) Promote sport in the most constructive and positive manner possible.
- m) Refrain from engaging in deliberate cheating which is intended to manipulate the outcome of a competition and/or not offer or receive any bribe which is intended to manipulate the outcome of a competition.
- n) Adhere to all applicable federal, provincial/territorial, municipal and host country laws.
- o) Comply, at all times, with the By-laws, policies, procedures, and rules and regulations of the Organization, as applicable and as adopted and amended from time to time.
- p) Report any ongoing criminal or anti-doping investigation, conviction, or existing bail conditions involving a Participant to the Organization, including, but not limited to, those for violence, child pornography, or possession, use, or sale of any illegal or prohibited substance or method.

Directors, Committee Members, and Staff

8. In addition to section 8 (above), Directors, Committee Members, and staff of the Organization will have additional responsibilities to:

- a) Function primarily as a Director, committee member or staff member of the Organization (as applicable) and ensure to prioritize their loyalty to Organization (and not to any other organization or group) while acting in this role.
- b) Ensure that financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities.
- c) Comply with the Swim BC Screening and CRC Policy.
- d) Conduct themselves openly, professionally, lawfully and in good faith.
- e) Be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism.
- f) Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to applicable laws.
- g) Maintain confidentiality of private organizational information.
- h) When acting as a Director or Committee Member, respect the decisions of the majority (the Board or a Committee, as applicable) and resign if unable to do so.
- i) Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings.
- j) Have a thorough knowledge and understanding of all governance documents.

Coaches, Instructors, Trainers, and Athlete Support Personnel

9. In addition to section 8 (above), coaches, instructors, trainers, and athlete support personnel have many additional responsibilities. The coach-athlete relationship is a privileged one and plays a critical role in the personal, sport, and athletic development of the Athlete. Coaches must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it, either consciously or unconsciously. Coaches, instructors, trainers, and athlete support personnel will:

- a) Avoid any behaviour that abuses the power imbalance inherent in the coaching position to (i) establish or maintain a sexual relationship with an Athlete that they are coaching, or (ii) encourage inappropriate

- physical or emotional intimacy with an Athlete, regardless of the Athlete's age.
- b) Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability, and fitness level of the Athletes.
 - c) Prepare Athletes systematically and progressively, using appropriate time frames and monitoring physical and psychological adjustments while refraining from using training methods or techniques that may harm Athletes.
 - d) Avoid compromising the present and future health of Athletes by communicating and cooperating with sport medicine professionals in the diagnosis, treatment, and management of Athletes' medical and psychological treatments.
 - e) Support the coaching staff of a training camp, provincial team, or national team, should an Athlete qualify for participation with one of these programs.
 - f) Accept and promote Athletes' personal goals and refer Athletes to other coaches and sport specialists as appropriate.
 - g) Provide Athletes (and the parents/guardians of Minor Athletes) with the information necessary to be involved in the decisions that affect the Athlete.
 - h) Act in the best interest of the Athlete's development as a whole person.
 - i) Comply with the Swim BC Screening and CRC Policy.
 - j) Report any ongoing criminal or anti-doping investigation, conviction, or existing bail conditions to the Organization, including those for violence, child pornography, or possession, use, or sale of any illegal or prohibited substance or method.
 - k) Not coach, train, or otherwise support athletes if they use methods or substances prohibited by the Canadian Anti-Doping Program without valid and acceptable justification.
 - l) Under no circumstances provide, promote, or condone the use of drugs (other than properly prescribed medications) or prohibited substances or prohibited methods and, in the case of Minors, alcohol, cannabis, and/or tobacco.
 - m) Respect Athletes competing for other jurisdictions and, in dealings with them, not encroach upon topics or actions which are deemed to be within the realm of 'coaching', unless after first receiving approval from the coaches who are responsible for the Athletes.
 - n) Not engage in a sexual or intimate relationship with an Athlete of any age in which the coach is in a position of trust or authority.
 - o) Disclose to the Organization any sexual or intimate relationship with an athlete over the age of majority and, if requested by the Organization, immediately discontinue any coaching involvement with that athlete.
 - p) Recognize the power inherent in the position of coach and respect and promote the rights of all participants in sport. This is accomplished by establishing and following procedures for confidentiality (right to privacy), informed participation, and fair and reasonable treatment. Coaches have a special responsibility to respect and promote the rights of participants who are in a vulnerable or dependent position and less able to protect their own rights
 - q) Dress professionally and use appropriate language.

Athletes

10. In addition to section 8 (above), Athletes will have additional responsibilities to:
- Report any medical problems in a timely fashion, when such problems may limit their ability to travel, train, or compete.
 - a) Participate and appear on-time and prepared to participate to their best abilities in all competitions, training sessions, and evaluations.
 - b) Properly represent themselves and not attempt to participate in a competition for which they are not eligible by reason of age, classification, or other reason.
 - c) Adhere to any rules and requirements regarding clothing and equipment.

- d) Dress to represent the sport and themselves with professionalism.
- e) Act in accordance with applicable policies and procedures and, when applicable, additional rules as outlined by coaches or managers.

Officials

11. In addition to section 8 (above), officials will have additional responsibilities to:

- a) Maintain and update their knowledge of the rules and rules changes.
- b) Not publicly criticize other officials.
- c) Work within the boundaries of their position's description while supporting the work of other officials.
- d) Act as an ambassador of the sport by agreeing to enforce and abide by national and provincial rules and regulations.
- e) Take ownership of actions and decisions made while officiating.
- f) Respect the rights, dignity, and worth of all Participants.
- g) Act openly, impartially, professionally, lawfully, and in good faith.
- h) Be fair, equitable, considerate, independent, honest, and impartial in all dealings with others.
- i) Respect the confidentiality required by issues of a sensitive nature, which may include discipline processes, appeals, and specific information or data about Participants.
- j) Comply with the Swim BC Screening and CRC Policy.
- k) Honour all assignments unless unable to do so by virtue of illness or personal emergency, and in these cases inform a supervisor or the Organization at the earliest possible time.
- l) When writing reports, set out the actual facts to the best of their knowledge and recollection.
- m) Dress in proper attire for officiating.

Parents/Guardians and Spectators

12. In addition to section 8 (above), parents/guardians and spectators at events will:

- a) Encourage athletes to compete within the rules and to resolve conflicts without resorting to hostility or violence.
- b) Condemn the use of violence in any form.
- c) Never ridicule a participant for making a mistake during a competition or training session.
- d) Respect the decisions and judgments of officials and encourage athletes to do the same.
- e) Support all efforts to remove verbal and physical abuse, coercion, intimidation, and sarcasm.
- f) Respect and show appreciation to all competitors, and to coaches, officials, and other volunteers.
- g) Never harass competitors, coaches, officials, parents/guardians, or other spectators.

Clubs

13. Clubs must:

- a) Adhere to all of the Swim BC's governing documents and, where necessary, amend their own rules to comply or align with those of Swim BC.
- b) Pay all required dues and fees by the prescribed deadlines.
- c) Recognize that their websites, blogs, and social media accounts may be seen as extensions of Swim BC and must reflect Swim BC's mission, vision, and values.
- d) Ensure that all athletes and coaches participating in sanctioned competitions and events of Swim BC are registered and in good standing.
- e) Appropriately screen prospective employees to help ensure athletes have a healthy and safe sport environment.
- f) Ensure that any possible or actual misconduct is investigated promptly and thoroughly.
- g) Impose appropriate disciplinary or corrective measures when misconduct has been substantiated.
- h) Advise Swim BC immediately of any situation where a complainant has publicized a complaint in the media (including social media).

- i) Provide Swim BC with a copy of all decisions rendered pursuant to the organization's policies for complaints and appeals.

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

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APPENDIX E
Complaints and Discipline Policy

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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>

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APPENDIX F
Alternate Dispute Resolution Policy

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Cranbrook Triton Swim Club – Alternate 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*.

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APPENDIX G
CTSC Team Appeal Policy

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Cranbrook Tritons Swim Club Appeal Policy

In this document “Organization” refers to the Cranbrook Tritons Swim Club

1. Terms in this Policy are defined as follows:
 - a) **Affected Party** – Any individual or entity, as determined by the Appeal Manager, who may be affected by a decision rendered under the Appeal Policy and who may have recourse to an appeal in their own right.
 - b) **Appeal Manager** – An individual, who may be any staff member, committee member, volunteer, Director, or an independent third party, who is appointed to oversee the Appeal Policy. The Appeal Manager will have responsibilities that include using decision making authority empowered by the Appeal Policy.
 - c) **Appellant** – The Party appealing a decision.
 - d) **Athlete** – An individual who is an Athlete Participant in the Organization who is subject to the policies of the Organization and to the Code of Conduct and Ethics.
 - e) **Participants** – Refers to all categories of individual members and/or registrants defined in the By-laws of the Organization who are subject to the policies of the Organization, as well as all people employed by, contracted by, or engaged in activities with, the Organization including, but not limited to, employees, contractors, Athletes, coaches, instructors, officials, volunteers, managers, administrators, committee members, parents or guardians, spectators, committee members, and Directors and Officers
 - f) **Parties** – The Parties are the Appellant, Respondent, and any Affected Party.
 - g) **Respondent** – The body whose decision is being appealed.

Purpose

2. This Appeal Policy provides Participants with a fair and expedient appeal process. Scope and Application of this Policy
3. This Policy applies to all Participants.
4. Any Participant who is directly affected by a decision made by the Organization shall have the right to appeal that decision provided that there are sufficient grounds for the appeal under the Grounds for Appeal section of this Policy.
5. This Policy will apply to decisions relating to:
 - a) Eligibility
 - b) Selection
 - c) Conflict of Interest
 - d) Discipline
 - e) Membership
6. This Policy will not apply to decisions relating to:
 - a) Employment
 - b) Infractions for doping offenses
 - c) The rules of the sport
 - d) Selection criteria, quotas, policies, and procedures established by entities other than the Organization
 - e) Volunteer/coach appointments and the withdrawal or termination of those appointments
 - f) Budgeting and budget implementation
 - g) The organization's operational structure and committee appointments
 - h) Decisions or discipline arising within the business, activities, or events organized by entities other than the Organization (appeals of these decisions shall be dealt with pursuant to the policies of those other entities unless requested and accepted by the organization at its sole discretion)
 - i) Commercial matters for which another appeals process exists under a contract or applicable law
 - j) Decisions made under this Policy

Timing of Appeal

7. Participants who wish to appeal a decision have seven (7) days from the date on which they received notice of the decision to submit the following:
 - a) Notice of the intention to appeal
 - b) Their contact information
 - c) Name and contact information of the Respondent and any Affected Parties, when known to the Appellant
 - d) Date the Appellant was advised of the decision being appealed
 - e) A copy of the decision being appealed, or description of decision if written document is not available
 - f) Grounds for the appeal
 - g) Detailed reasons for the appeal
 - h) All evidence that supports these grounds
 - i) Requested remedy or remedies
 - j) An administration fee of five hundred dollars (\$500), which will be refunded if the appeal is upheld
8. A Participant who wishes to initiate an appeal beyond the seven (7) day period must provide a written request stating the reasons for an exemption. The decision to allow, or not allow an appeal outside of the seven (7) day period will be at the sole discretion of the Appeal Manager and may not be appealed.

Submitting an Appeal

9. Appeals of decisions made by the Organization can be submitted to the Organization to be addressed pursuant to this Policy. Alternatively, the Organization may ask Swim BC to hear appeals of the Organization's decisions at its discretion.

Grounds for Appeal

10. A decision cannot be appealed on its merits alone. An appeal may only be heard if there are sufficient grounds for appeal. Sufficient grounds include the Respondent:
 - a) Made a decision that it did not have the authority or jurisdiction (as set out in the Respondent's governing documents) to make
 - b) Failed to follow its own procedures (as set out in the Respondent's governing documents)
 - c) Made a decision that was influenced by bias (where bias is defined as a lack of neutrality to such an extent that the decision-maker appears not to have considered other views)
 - d) Made a decision that was patently unreasonable

Screening of Appeal

11. The parties may first attempt to resolve the appeal through the Alternative Dispute Resolution Policy.
12. Appeals resolved under the Alternative Dispute Resolution Policy will result in the administration fee being refunded to the Appellant.
13. Should the appeal not be resolved by using the Alternative Dispute Resolution Policy, the Organization will appoint an independent Appeal Manager (who must not be in a conflict of interest or have any direct relationship with the parties) who has the following responsibilities:
 - a) To determine if the appeal falls under the scope of this Policy
 - b) To determine if the appeal was submitted in a timely manner
 - c) To decide whether there are sufficient grounds for the appeal
14. If the Appeal Manager denies the appeal on the basis of insufficient grounds, because it was not submitted in a timely manner, or because it did not fall under the scope of this Policy, the Appellant will be notified, in writing, of the reasons for this decision. This decision may not be appealed.
15. If the Appeal Manager is satisfied there are sufficient grounds for an appeal, the Appeal Manager will appoint an Appeal Panel which shall consist of a single Arbitrator, to hear the appeal. In extraordinary circumstances, and at the discretion of the Appeal Manager, an Appeal Panel composed of three persons may be appointed to hear the appeal. In this event, the Appeal Manager will appoint one of the Panel's members to serve as the Chair.

Determination of Affected Parties

16. In order to confirm the identification of any Affected Parties, the Appeal Manager will engage the Organization. The Appeal Manager may determine whether a party is an Affected Party in their sole discretion.

Procedure for Appeal Hearing

17. The Appeal Manager shall notify the Parties that the appeal will be heard. The Appeal Manager shall then decide the format under which the appeal will be heard. This decision is at the sole discretion of the Appeal Manager and may not be appealed.
18. If a party chooses not to participate in the hearing, the hearing will proceed in any event.
19. The format of the hearing may involve an oral in-person hearing, an oral hearing by telephone or other electronic means, a hearing based on a review of documentary evidence submitted in advance of the hearing, or a combination of these methods. The hearing will be governed by the procedures that the Appeal Manager and the Panel deem appropriate in the circumstances. The following guidelines will apply to the hearing:
 - a) The hearing will be held within a timeline determined by the Appeal Manager
 - b) The Parties will be given reasonable notice of the day, time and place of an oral in-person hearing or oral hearing by telephone or electronic communications.
 - c) Copies of any written documents which any of the Parties wishes to have the Panel consider will be provided to all Parties in advance of the hearing
 - d) The Parties may be accompanied by a representative, advisor, or legal counsel at their own expense
 - e) The Panel may request that any other individual participate and give evidence at an oral in-person hearing or oral hearing by telephone or electronic communications.
 - f) The Panel may allow as evidence at the hearing any oral evidence and document or thing relevant to the subject matter of the appeal, but may exclude such evidence that is unduly repetitious and shall place such weight on the evidence as it deems appropriate
 - g) If a decision in the appeal may affect another party to the extent that the other party would have recourse to an appeal in their own right under this Policy, that party will become an Affected Party to the appeal in question and will be bound by its outcome. The decision to uphold or reject the appeal will be by a majority vote of Panel members
20. In fulfilling its duties, the Panel may obtain independent advice.

Appeal Decision

21. The Appellant must demonstrate, on a balance of probabilities, that the Respondent has made a procedural error as described in the Grounds for Appeal section of this Policy and that this error had, or may reasonably have had, a material effect on the decision or decision-maker.
22. The Panel shall issue its decision, in writing and with reasons, within seven (7) days after the hearing's conclusion. In making its decision, the Panel will have no greater authority than that of the original decisionmaker. The Panel may decide to:
 - a) Reject the appeal and confirm the decision being appealed
 - b) Uphold the appeal and refer the matter back to the initial decision-maker for a new decision, or
 - c) Uphold the appeal and vary the decision.
23. The Panel will also determine whether costs of the appeal, excluding legal fees and legal disbursements of any parties, will be assessed against any party. In assessing costs, the Panel will take into account the outcome of the appeal, the conduct of the parties, and the parties' respective financial resources.
24. The Panel's written decision, with reasons, will be distributed to all parties, the Appeal Manager, and the Organization. In extraordinary circumstances, the Panel may first issue a verbal or summary decision soon after the hearing's conclusion, with the full written decision to be issued thereafter. The decision will be considered a matter of public record unless decided otherwise by the Panel.

Timelines

25. If the circumstances of the appeal are such that adhering to the timelines outlined by this Policy will not allow a timely resolution to the appeal, the Appeal Manager and/or Panel may direct that these timelines be revised.

Confidentiality

26. The appeals process is confidential and involves only the parties, the Appeal Manager, the Panel, and any independent advisors to the Panel. Once initiated and until a decision is released, none of the Parties will disclose confidential information to any person not involved in the proceedings.

Final and Binding

27. No action or legal proceeding will be commenced against the Organization or Participants in respect of a dispute, unless the Organization has refused or failed to provide or abide by the dispute resolution process and/or appeal process as set out in governing documents.

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Appeals Policy

APPENDIX H CTSC Team Travel Policy

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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*

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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 I
CTSC Criminal Record Check and Screening Policy

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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 process.

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