



SEA LIONS SWIMMING

Parent Handbook

Updated Sep '23

Parent Handbook

Welcome to the CWC Sea Lions Swim Club!

The Sea Lions Swim Club is a developmental program that focuses on the enjoyment and engagement of our swimmers.

Our program encompasses flexibility for multiport athletes and encourages the development of transferable life skills. In addition, we also offer competitive elements emphasized by coach and athlete focus on the process of learning, growing, and becoming a better person and athlete!

In conjunction with Swim Alberta, the Appropriate Athlete Development Model, and the Sport for Life Model, the minimum age to join the Sea Lions Swim Club is 8 years of age. This aids in the prevention of early-specialization and helps reduce high burnout incident rates. Allowing and encouraging our Sea Lions to participate in other activities keeps them active, engaged, and enjoying sport rather than forcing them to commit to one sport too early in life. Many programs at the Calgary Winter Club encourage a similar approach focussing on skill development that leads to happy, healthy athletes that are successful long-term.

Sea Lions Staff

The Sea Lions Swim Club is fortunate to have an incredibly talented and energetic staff. Each individual brings unique qualities, knowledge, and skills to our swimmers who will benefit greatly from their expertise!

During the swim season, the main form of communication from the coaches to parents will be through emails and the Sea Lions Website (www.sealions.ca). Please check the website on a regular basis for

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updates. If parents have a concern or question, they are asked to contact the coach(es) by email.

Contact information for all coaches is provided under the About Us tab. Parents are encouraged to email coaches to set up individual meetings.

Sea Lions Administration

The Sea Lions Swim Club is operated as a subcommittee of the Calgary Winter Club Athletics Committee. Coaches are employees of the Calgary Winter Club, reporting to the Athletics and Operations Manager at the CWC. The main administrative and operational aspects of the Sea Lions Swim Club are carried out by CWC management, the registrar, and the coaches to include the following:

- Recruitment, hiring, and training of coaches
- Setting and administering fees
- Swimmer registration
- Setting training schedules

Sea Lions Executive Committee

The Sea Lions Committee is made up of parent volunteers who are elected at the Annual General Meeting (AGM) held in the spring of each swim season.

The mandate of the Sea Lions Committee includes the following:

- Provide leadership for the operations of the Sea Lions Swim Club (in collaboration with CWC management and coaches)
- Manage the Sea Lions' Booster Fund
- Organize social/team-building activities for Sea Lions swimmers/parents
- Organize CWC swim meets
- Organize officials for home and out-of-town meets
- Organize other activities that support the Sea Lions swim club (team photos, fundraising, out-of-town meets, etc.)

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- Manage the Sea Lions website

The Sea Lions Committee meets monthly. All parents are strongly encouraged to attend these meetings to keep up-to-date on Sea Lions activities, policies, and challenges, as well as to provide feedback. (Executive Committee / Head Coach Reports)

Terms of Reference

Our guiding document which requires approval from the committee and parent body at large. Changes to the terms of reference can only be made at a Special General or Annual General Meeting.

Registration

Spring: Returning swimmers are informed by e-mail to pre-register via Northstar. Successful candidates from the tryout (rookie) camps are invited by email to register with the Sea Lions Swim Club for the upcoming season.

August: Registration forms, waivers, and other paperwork required by the Sea Lions will be e-mailed to swim families and must be returned by the deadline specified in the e-mail. All fees and requirements are detailed in the package.

September: Swimmers are also required to be registered with Swimming/Natation Canada. This registration will be completed by the Sea Lions Registrar. Each Sea Lions swim family will receive an email from Swimming Canada to confirm swimmer details.

Attendance

A guiding principle of the CWC Sea Lions Swim Club is that there are direct correlations between practice and meet attendance, swimmer performance improvement, overall team and group morale, and team and group improvement. It is expected that Sea Lions swimmers will attend all practices and meets whenever possible. Also, this

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commitment is increasingly vital to the success of the swimmer as the swimmer progresses. Families notify their coaches of ongoing conflicts and additional sports their athletes may be participating in.

Attendance, though not the only factor, is taken into account by the Head Coach in determining the positioning of swimmers into the following:

- Age and / or ability-based groups for each swim season
- Advancement within the swim club
- Selection of appropriate meets and camps to attend

Accept/Decline:

For most camps, meets, or events, it is important for parents to officially accept or decline on the Sea Lions website. This provides critical planning information for coaches that relates to overall costs and individual swimmer charges.

Notify the coach/chaperone/supervising adult (preferably in advance by email):

- When a swimmer needs to leave a practice, camp, meet, or event early so that coaches know that the swimmer's parents are aware as well.
- When a swimmer is ill or injured and can no longer attend a practice, camp, meet, or event.

In-town Camps & Meets – Cancellation

After the declaration deadline has passed, meet fees (paid to the host club) are no longer refundable.

If a swimmer gives less than 48 hours notice that they will no longer attend a competition/camp, they will be charged for competition fees, coaching fees, and any additional non-refundable fees. If the swimmer

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chooses to attend in an effort to support teammates, the swimmer will be billed for all fees if under the supervision of the coaches.

Out-of-town Swim Camps & Meets – Cancellation

The Sea Lions will be participating in out-of-town swim camps and swim meets throughout the swim season that involve team travel and accommodations arrangements. Since team travel arrangements often require deposits to be made, swimmers will be asked to commit to these events by a specific date.

Cancellation of participation in out-of-town camps or meets for any reason after the commitment deadline will require payment of all non-refundable deposits (including airfare deposits, transfer fees, or lodging), and any additional non-refundable costs that are deemed unfair to share with the remaining group, may also be charged to the families. These deposits cannot be recuperated for individual swimmers and, therefore, must be the responsibility of the swimmers who have canceled.

48-hour Injury or Illness Policy

If a swimmer is suspected to be newly or still injured/ill within 48 hours of departing for a team travel/chaperoned event, that swimmer should not attend the team travel/chaperoned event (includes camps, meets, or team builders).

The injured/ill swimmer's parents will be reimbursed the same costs that the Sea Lions Swim Club are reimbursed for that swimmer's cancellation. The swimmer will not be billed for coaching fees given that the swimmer will not be on deck.

In the case that the swimmer's parent is a chaperone, attempts will be made to replace that chaperone if the swimmer is the only child attending the team travel/chaperoned event.

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If the event is in-town, then a decision may be reached in consultation with the group coach and/or head coach based on the progress of the swimmer's injury/illness.

If the situation involves an injury that will compromise the swimmer's ability to effectively participate in the swim events, then a decision in consultation with the group coach and/or head coach will be made.

Parents have the right to cancel a swimmer's participation due to illness/injury, especially if a medical consultation provides insight into the healing process. Note that non-refundable and possibly other fees will apply given that the Sea Lions Swim Club will incur these costs. The swimmer's parents are encouraged to meet with the Sea Lions Head Coach to clarify these situations.

Sea Lions Volunteer Requirements

Swimming is a sport that depends on parent involvement. Sea Lions parent volunteer requirements are kept to a minimum level. However, to effectively operate swim meets, a number of volunteers are needed. It takes approximately 180 volunteer positions to run a swim meet, which is well in excess of 500 volunteer hours. This commitment must be shared fairly among all Sea Lions families so that there can be minimal annual volunteer requirements for all.

Volunteering Policy

The 2023-2024 Season requires 5 volunteer credits per family. Each missed credit will be charged \$150 at the end of the season. Family's have the option to buy out of volunteering at the start of the season for \$750. Please note, if you choose to buy out your volunteering at the start of the year, refunds will not be offered for overages. Additionally, families that volunteer over their required amounts, are eligible to reduce their fundraising requirements by \$50 per credit above their family's required 5. Fundraising requirements are covered below.

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Volunteer Positions

Sea Lions Committee Member (4-5 Credits)

Participation as a parent volunteer on the Sea Lions Committee will be reflected in a couple of different ways:

- Chair and Vice Chair – **5 Credits** per role
- Past Chair, Secretary, Treasurer, Volunteer Committee, Fundraising, Clothing/Gear Rep, Operations Manager (Webmaster), Social Coordinator – **4 Credits** per role

Chaperones (5 Credits)

Sea Lions swimmers may attend a swim meet or training camp outside of Calgary which are organized as team travel events. In this case, parent volunteers are required to chaperone and will earn volunteer credits. **5 Credits** will be allotted to any chaperoned meet longer than two nights.

Team Builders (1 Credit)

The Sea Lions have team builder events during the year. If a parent organizes a Sea Lions team builder, this is equal to 1 volunteer credit.

Additional ways to obtain 2 Credits:

- Completing a clinic & subsequent shift at hosted meet
- Clerk of Course
- Electronics
- Referee
- Meet Manager

Additional ways to obtain 1 Credit:

- Timer
- Starter
- Chief Timer
- Stroke and Turn
- Marshal / Safety Marshal
- Setup / Clean Up
- Parking / Clean Up

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- Clothing sale
- Fundraising sale pick up
- Swimmer event
- Non-hosted swim meets (**Volunteers can only be awarded a maximum of one credit per season for volunteering at a non-hosted meet. This credit cannot be used towards reducing your fundraising requirements.*)

Officials Clinics

Officiating clinics will be held at the Calgary Winter Club early in the swim season. Parents will be informed of clinic dates by email. Additional clinics are held at other locations in Calgary. Some clinics are available to complete online.

We suggest that parents complete the officiating clinics as soon as possible so that they can begin to complete the volunteer requirements early in the swim season. It is also important to be ready to assist with the Sea Lions Winter Cup Swim Meet and the Fundamentals Swim Meet, both of which are held at the Calgary Winter Club (hosted meets). To find clinics that are being offered in the Calgary area or to complete an online clinic, please search the Officials tab at www.swimalberta.ca.

Also see the Clinics option under the Officials tab on the Swim Alberta website for more information.

[Online Clinic Certification / E-Learning Modules Procedure](#)

Please contact the Sea Lions Officials Coordinator to ensure you receive credit for completing a clinic.

Mentoring:

After a clinic has been completed (either in class or online), new officials need to be mentored by an official qualified and experienced at this level prior to being certified to fill the role on one's own. Please inform the Officials Coordinator that an experienced official is needed as a

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mentor in order to become certified. Mentoring can be done at hosted & non-hosted swim meets.

Police Check Letter

All chaperones are required to have a current Police Check. Please contact the Sea Lions Committee Chair for a Police Check Letter if needed.

Officials Links

For further details about rules, regulations, and swim officiating, please visit the following links:

Swim Alberta Officials Page - www.swimalberta.ca/officials

Swim Canada Rules & Updates - www.swimming.ca

Sea Lions Fundraising Requirements

Registration fees do not cover the entire budget for operating a competitive swim club. The Sea Lions Committee administers the Sea Lions Booster fund which is used to cover the expenses of additional items and activities benefiting swimmers in the swim club. Please read the policy below for detailed information about your family's responsibility for fundraising (Sea Lions Fundraising and Booster Fund Policy). Fundraising helps to support the team in many ways, including but not limited to the following:

- Extra training equipment
- Social activities (team building activity, Christmas & year-end celebrations)
- Coaching expenses
- Trophies & awards
- Team photos
- Scholarships

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- Gifts for coaches
- Guest speakers and educational seminars
- Coaching expenses for travel to regional, national, and championship level meets

The Sea Lions Booster Fund has two main revenue sources, both requiring participation from parents: swim meets and fundraisers (Sea Lions Fundraising and Booster Fund Policy).

Swim Meets:

The Sea Lions typically host the annual Winter Cup and/or at least one Fundamentals (junior) meet. Please sign into the website to see the Calendar for specific dates. The Sea Lions' hosted meets have experienced strong attendance in past years, and with good attendance these swim meets generate important revenue for the operation of the swim club.

Fundraising Options

Meat and More:

The Sea Lions participate in various fundraisers each year. Usually, the Sea Lions offer a Fall and Spring Fundraiser. These are the main fundraisers for the Booster Fund. The returns on purchases vary by vendor but are generally from 15 to 20%. The TeamFund platform tracks your swim family individually and provides a family link to send to friends and family for additional sales. Seasonal opportunities will continue to be explored with the possibility of other fundraisers throughout the season. Further details will be provided through an email from the Fundraising Coordinator (a volunteer position within the Sea Lions' parent committee — see the About Us tab for more information). **Please be sure that your email information is current.** Contact the Sea Lions Head Coach to update your email address.

Fundraising Policy

The Sea Lions Committee has implemented the following policy which sets a mandatory fundraising amount per swimmer (determined at the

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beginning of the year). The 2023-2024 Fundraising amount per swimmer is \$200. Any shortfall will be billed in June.

Code of Conduct

All swimmers and their parents/guardians are required to read and sign the CWC Sea Lions Code of Conduct form. This form is emailed to all swimmers, must be signed by all swimmers and their parent/guardian, and needs to be returned to the Calgary Winter Club.

Swimmers must sign the code of conduct in order to participate on the team.