

DELTA SUNGOD SWIM CLUB

POLICY AND PROCEDURES

UPDATED MAY 1, 2023

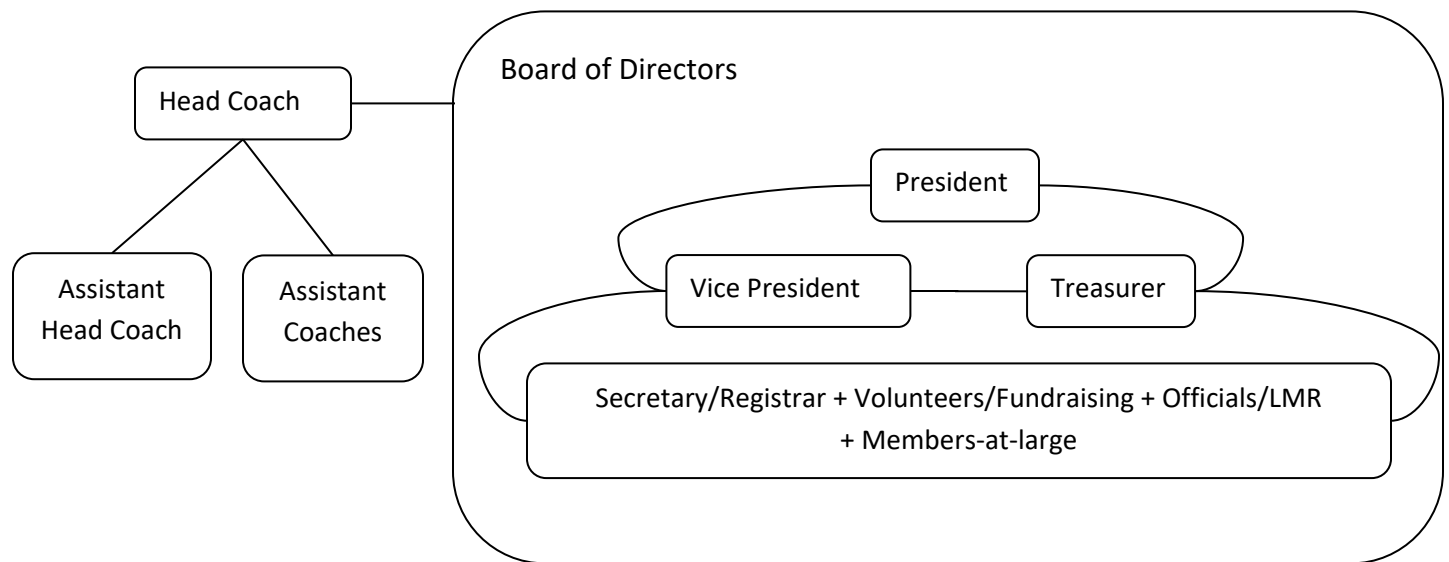
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1 Introduction

This Policy and Procedures document has been adopted by the Board of Directors of the Delta Sungod Swim Club in accordance and consistent with the Constitution and Bylaws established November 15, 1986 and updated April 8, 2023. Accordingly, these policies and procedures are subject to change by the Board of Directors (the Board) as deemed necessary and as provided by the Bylaws of the Delta Sungod Swim Club (DSSC.)



2 Organizational Chart

2.1 Board of Directors

- 2.1.1 Elected by the general membership, minimum 5 and maximum 10.
- 2.1.2 The Executive committee consists of the President, Vice President, and Treasurer.
- 2.1.3 The Budget committee consists of the President, Treasurer, and Head Coach.
- 2.1.4 As per the DSSC Code of Conduct and Ethics policy, members of the Board must comply with the Swim BC Screening and CRC Policy within 60 days of being appointed to the Board.

See Appendix A: Role Description – Board of Directors

2.2 Coaching Staff

- 2.2.1 Full-time Coaches:
 - (a) Head Coach
 - (b) Assistant Head Coach(es)
- 2.2.2 Part-time Coaches:
 - (a) Lead coach(es)
 - (b) Junior coach(es)

3 Membership

Note: Member and parent are used interchangeably in this document.

3.1 Qualification and Registration

- 3.1.1 The terms of admittance to membership are documented in the Bylaws of DSSC. Continued membership is subject to compliance with all application formalities, payment of fees, dues and assessments, and compliance with all requirements, policies, procedures, and Standing Orders as determined by the Board.
- 3.1.2 To be eligible to be a member of the Board, the member must have been a member in good standing for a full calendar year or the member may apply for earlier inclusion at the discretion of the Board.

3.2 Requirements

- 3.2.1 As per the Bylaws, a member not in good standing due to unpaid debt is subject to suspension. If the account is not paid within fifteen days of notification of the unpaid debt, all swimming privileges will be suspended.
- 3.2.2 If paid membership is required, membership in the BC Swim Officials Association will be paid for each Board member and each DSSC official certified at Level 2 or above.
- 3.2.3 Swim group/level change requests require notice to the Head Coach no later than 30 days prior to the next instalment date (e.g. notice given on 15 March will correspond to a change date of 30 April.) Swimmers can continue to swim in their current group until the change date.
- 3.2.4 All prospective new Senior level swimmers wishing to transfer from another club must have an interview with the Head Coach and be approved by the Head Coach for entry into DSSC. They must be a member in good standing for two calendar years in order to access DSSC funds and services at the discretion of the Head Coach and Board.
- 3.2.5 Where a new senior swimmer is permitted membership in DSSC, a 30-day probationary period exists where a 'no notice termination policy' is in effect, both for the coach and for the new swimmer.

3.3 Fees and Assessments

- 3.3.1 The Fee Schedule determines fees for annual memberships for swim groups, monthly instalments, Swim BC, fundraising, point participation, membership for return post-secondary members, and other fees as defined by the Board, subject to annual financial review. See the current year's registration forms for the Fee Schedule.
- 3.3.2 Annual membership fees will be paid in monthly instalments, with the first month in advance at time of registration. Refer to the registration package for details.
- 3.3.3 Competitive swimmers will pay additional fees to cover meet fees and non-championship coach travel expenses. The additional fees will be added to the next monthly instalment.
- 3.3.4 Equipment purchases will be charged to accounts and will be added to the next monthly instalment.

- 3.3.5 An NSF cheque or bank charge will result in a \$25.00 fee, which will be added to the next monthly instalment.
- 3.3.6 A registration fee is required from each member (family) to cover administrative costs related to registration. A family is defined as “parent or guardian, his or her spouse or partner, and dependent children living at the same address on a full-time basis.”
- 3.3.7 Swimmers competing on varsity, or similar post-secondary swimming, and who return to train with and compete for DSSC at the conclusion of the academic year will have annual fees waived at the discretion of the Head Coach. Swim BC fees and other assessments will be charged as per Section 3.3.1
- 3.3.8 Members with registered swimmers who have come into significant financial difficulty and who have been in good standing with DSSC may request special consideration for reduced fees. Application of a fee reduction will be considered on a case-by-case basis by the Head Coach with input from the Executive Committee.

3.4 Refunds and Cancellations

- 3.4.1 Swim times cancelled by the Head Coach are not subject to refunds (e.g. statutory holidays, varying training schedules, swim meets, etc.)
- 3.4.2 Swimmers missing practice days (e.g. for minor illness, school, vacation, or other) will not have their fees waived or pro-rated. An exception may be approved by the Head Coach in the case of extended illness or injury causing an absence greater than 3 weeks, provided the member provides notice as soon as possible and provides a doctor’s note.
- 3.4.3 If a swimmer decides to cease swimming with DSSC, the member must notify the Head Coach no later than 30 days prior to the next instalment date (e.g. notice given on 15 March will correspond to a cancellation date of 30 April.) Swimmers can continue to swim until the cancellation date.
- 3.4.4 Any credit on a member’s account will be reimbursed the next month after they cease to be a member.
- 3.4.5 Registration fees, first month fees, and Swim BC fees are non-refundable.

3.5 Participation Points Program

- 3.5.1 DSSC uses a points program – Participation Points Program (PPP) – for volunteering with the club. DSSC is a non-profit organization that is solely operated by volunteers. The points program encourages families to contribute their time and effort for a more vibrant and engaged club membership. This program also ensures that DSSC has enough volunteers for daily operations, swim meets, and others events. See the end of this section for an example of how the PPP program works.
- 3.5.2 PPP Point Conversion: Each volunteer activity has a point allocation that is converted into a dollar (\$) amount. The conversion rate is defined by the DSSC Budget Committee prior to the beginning of the swim season. Refer to the current season’s registration information for the current rate. The conversion rate is subject to change depending on the number of members and events each year.
- 3.5.3 PPP Deposit Amounts: The PPP deposit is collected in September for the season. Registrations after December 31 will be pro-rated and after March 31 will not be charged the deposit. Refer to the

current season's registration information for the PPP requirements per swim group.

- 3.5.4 If a swimmer moves to a new training group during the season, the family's required PPP deposit for the current season will remain at the level at which they were initially registered.
- 3.5.5 For a family with multiple swimmers, the family's required PPP deposit will be based on the swimmer with the highest required PPP deposit amount.
- (a) For example, consider a family with two swimmers, one in the Junior Blue group and one in the Novice White group. For this example, Junior Blue requires \$400 for the PPP deposit and Novice White requires \$160. In this case, the required PPP deposit for that family is \$400.
- 3.5.6 Volunteer opportunities for DSSC events/activities are assigned a point value. The value is based on the amount of time and the significance of the activity. A list of volunteer opportunities during an event and the assigned point value will be on the DSSC website under the Job Signup page for each event. The website also lists each family's earned PPPs. Example volunteer opportunities and the related points:
- (a) DSSC meet set-up = 3 points
- (b) Timer at a DSSC meet (5 hours) = 5 points
- (c) Stroke and Turn official at a DSSC meet (5 hours) = 10 points
- (d) Awards/ribbons at a DSSC meet = 3 points
- (e) Attend a Canadian Swimming Officials Level 1 Timing Course = 5 points
- (f) Sell 2 tickets to DSSC Social Night = 2 points
- (g) Attend the DSSC Annual General Meeting = 2 points
- (h) Member of a Board of Directors committee (must participate for the entire season) = 20 points
- (i) Member of the Board of Directors (must participate for the entire season) = 60 points
- (j) NOTE: these are examples only – the points for each volunteer opportunity will be indicated on the website.
- 3.5.7 Sign-up for volunteer opportunities is generally on a first-come, first-served basis, except for specific official positions (e.g. referee) or for board of director committees that require appointment/election. You must complete the entire activity (e.g. stay for the entire session during a meet) to receive the points. To ensure you meet your PPP requirements, we highly encourage members with swimmers in competitive groups to have at least one certified member. For example:
- (a) Families with a Novice/Junior White/Regional swimmer should take (at a minimum) the Canadian Swimming Officials Level 1 Timing Course.
- (b) Families with a Junior Blue/Senior swimmer should take (at a minimum) the Canadian Swimming Officials Level 2 Stroke and Turn Course.
- 3.5.8 For a newly certified official who must first shadow a position, points will be assigned at ½ the value. Members in non-competitive groups are also encouraged to take officials certification.
- 3.5.9 Volunteering at other swim clubs' meets is highly encouraged (and sometimes required by that club),

but will not earn a DSSC family any DSSC PPP points.

- 3.5.10 To ensure points are allocated correctly, volunteers must ensure they sign in on the volunteer sign-in sheet at the event or otherwise provide proof of participation to the Volunteer Coordinator (e.g. signed officials card from an officials course.) Submit the proof of participation as soon as possible. It is each family's responsibility to ensure the Volunteer Coordinator has proof of volunteer activities.
- 3.5.11 At the end of the season, if a family has collected the required points, DSSC will refund their PPP deposit. The family must collect the required number of points for a refund – the PPP program does not provide partial refunds. If a family collects more than the required points, only their actual deposit amount will be refunded – the PPP program do not pay extra/bonus points. PPP amounts do not carry forward to the next season. Typically, the refunds will be a credit on the family's account. Credits on accounts at the end of the season are refunded via cheque.
- 3.5.12 If a swimmer decides to cease swimming with DSSC, the family will forfeit their PPP deposit, unless they have collected the required points.
- 3.5.13 Volunteers must provide at least 24 hours' advance notice if they cannot attend or complete a committed job. Failing to show up may result in a \$20 fine that is payable as of the next billing period.
- 3.5.14 Participation Points Example: To illustrate how the PPP program works, consider this example. You are a family with a swimmer in the Junior Blue group. For this example, the PPP point conversion is \$10 and the Junior Performance PPP requirement is 50 points.
- (a) In Sep, your account is charged the \$500 deposit
 - (b) In Nov, your spouse sells 8 tickets to the DSSC Social Night = 8 points
 - (c) In Dec, you volunteer as a turn judge for one session at the DSSC Distance meet = 10 points
 - (d) In Feb, you volunteer to prepare and serve food at the DSSC fun meet = 1 point
 - (e) In Mar, you volunteer as a turn judge for two sessions at the DSSC LMR meet = 20 points
 - (f) In May, your spouse volunteers for meet setup, awards/ribbons, and meet take-down at the DSSC 11& Under meet = 8 points
 - (g) In Jun, you volunteer for 5 hours at the DSSC booth at the Delta Family Fun Day = 5 points
 - (h) On June 30, your PPP total is 52 points. You will receive a credit on your account for \$500.
 - (i) Note: if, in the example, you did not volunteer at Family Fun Day, your points total would have been 47 points. Therefore, you would not make your required point amount and would not receive the credit.
 - (j) Note: all point values are examples. The assigned point value for each volunteer opportunity will be indicated on the website.

3.6 Fundraising

- 3.6.1 As determined by the Board, throughout a season fundraising may be required by all members. Funds are used for the benefit of DSSC and supplement the annual fees used for general operating expenses of DSSC. In addition, a fundraising assessment may be charged to each family (as defined in Section 3.3.6.) When a fundraising assessment is charged, members can earn credits on their account

by participating in fundraising activities. The board will determine and announce which fundraisers provide credit.

- 3.6.2 Swim-A-Thon proceeds are not included in the fundraising assessment of each member due to Revenue Canada rules regarding charities and tax receipts.

4 Standing Rules - Discipline of Members

General - The Standing Rules specify the conduct that is expected of swimmers during training, competitions, trips, and other DSSC events. The Standing Rules define measures that may be taken by the Head Coach to penalize misconduct. Objections and complaints will be resolved by the Head Coach, failing which, they are to be directed in writing to the President and will be taken up by the Executive committee. These rules are in addition to the DSSC Code of Conduct and Ethics policy and the DSSC Athlete Protection Policy.

4.1 Rules of Conduct

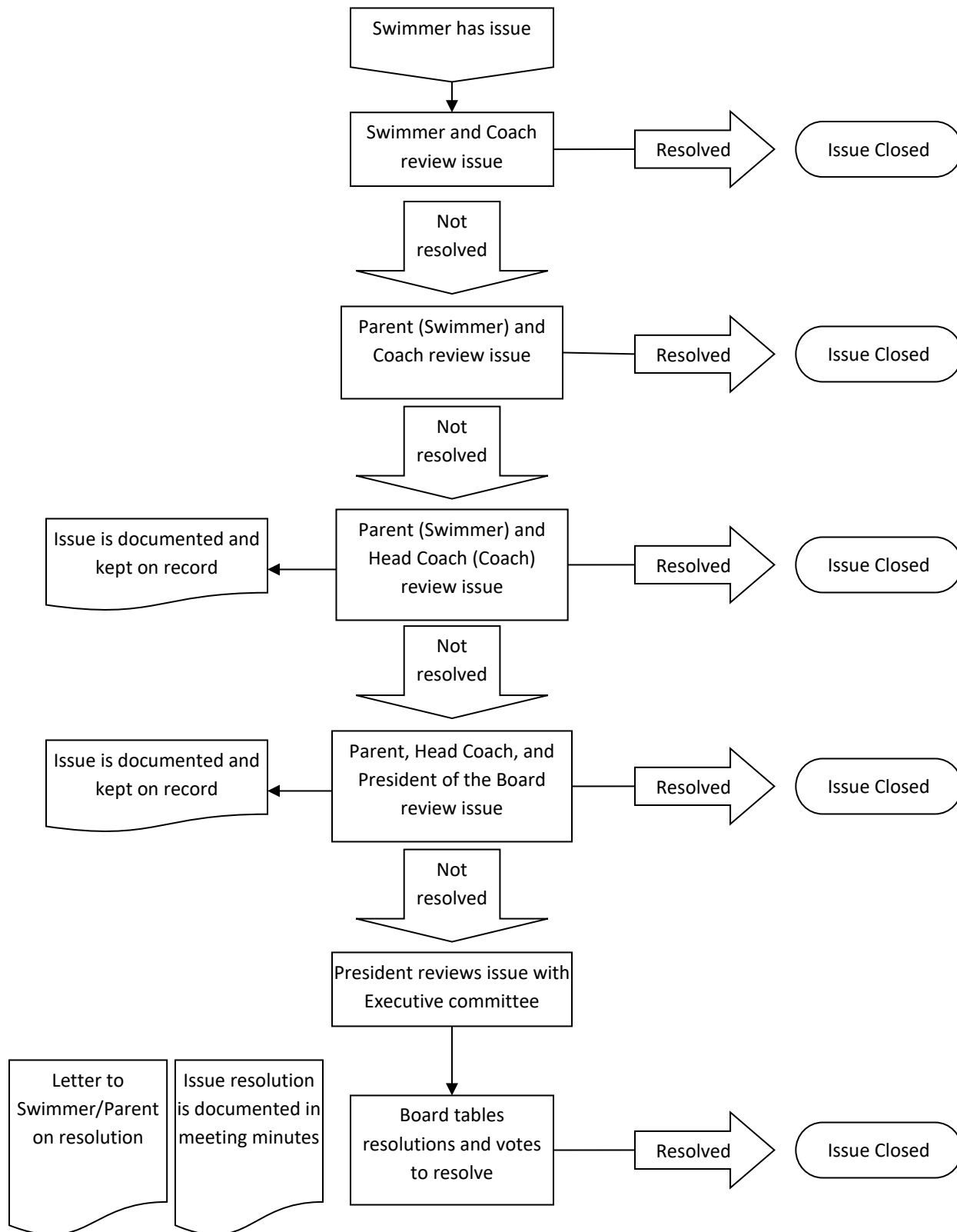
The following are Rules of Conduct, breach of which are subject to disciplinary action by the Head Coach (or designate) as per Section 4.2.

- 4.1.1 No swimmer is permitted on deck without a coach in attendance.
- 4.1.2 Swimmers are expected to be on deck 15 minutes prior to the beginning of the pool practice.
- 4.1.3 Swimmers are expected to assist coaches when requested to put lane lines in, take them out, and assist with any equipment as requested.
- 4.1.4 Swimmers are expected to obey all instructions and training assignments of the coaches ensuring that conduct supports the attainment of individual and DSSC goals. Examples of misconduct subject to disciplinary action by the coach include:
 - (a) Swearing
 - (b) Name calling
 - (c) Interference with training of other swimmers
 - (d) Disobeying pool regulations
 - (e) Disobeying any instruction given by any coach
 - (f) Actions demonstrating disrespect toward coaches, swimmers or officials, toward hotel staff or guests when traveling;
 - (g) Intentional damage to training facility or equipment; to hotel rooms or rental vehicles
 - (h) Intentional injury to another
 - (i) Theft from another swimmer, facility, or hotel
 - (j) Possession / use of tobacco, alcohol, or illegal substances
 - (k) Any others as determined from time to time by the head coach, but consistent with the above.

4.2 Disciplinary Action

- 4.2.1 Disciplinary action which may be taken by the Head Coach (or designate) includes, but is not limited to the following:
- (a) Dismissal of the swimmer from practice
 - (b) Dismissal from practice until solution found, meeting with parents
 - (c) Verbal reprimand
 - (d) Temporary suspension for up to two weeks with suspension greater than two weeks subject to approval by the Executive committee
 - (e) Expulsion from DSSC as per part 2.8 of the DSSC bylaws
 - (f) Travel meet restrictions
- 4.2.2 The Head Coach (or designate) will provide an incident report to the Executive committee with any behaviour resulting in a suspension.
- 4.2.3 Use of tobacco, alcohol, or illegal substances will result in an immediate two-week suspension; further actions may include:
- (a) 6-month suspension from competition
 - (b) Additional 6-month probation
 - (c) Written apology to the Executive committee, Head Coach, and teammates
 - (d) Required professional counselling
- 4.2.4 Disciplinary action involving immediate suspension from a competition including, but not limited to: threatening the safety of another swimmer; damaging accommodation, competition facility, travel vehicle; or activities, which break the law, will cause the swimmer to be sent home at the members' expense.
- (a) Where direct connections home cannot be secured, the swimmer will remain under the supervision of the chaperone, or Head Coach (or designate), but will not be permitted to return to competition.
 - (b) Procedure: In the event the swimmer is sent home, DSSC President (or designate) will be notified by the Head Coach (or designate), or chaperone; parents will be notified by DSSC President (or designate), of the incident, and of the swimmer's departure and arrival time. A meeting with the President, Head Coach, and the swimmer will be organized after the return from the competition. Early return home will be at the cost of the member, to be billed immediately.
 - (c) Note on Funding: Swimmers violating the Swim BC, or Swimming/Natation Canada policy regarding tobacco, alcohol, or illegal substance will forfeit all funding support for a period of one year, including travel support, BCAAP, sport science, carding, performance awards, etc.

4.3 Issues Resolution Process



4.3.1 In the case of an issue brought to the Executive committee and/or unresolved by the Board: DSSC, a

member, or a swimmer may request to follow the DSSC Alternative Dispute Resolution Policy.

- 4.3.2 Any member or swimmer who is directly affected by a decision made by DSSC shall have the right to appeal that decision provided that there are sufficient grounds for the appeal under the Grounds for Appeal section of the DSSC Appeal policy.

4.4 Change Rooms

- 4.4.1 Under the duty of care to safeguard children, DSSC has a responsibility for the wellbeing of children in the changing rooms. Parents of swimmers who require assistance in changing rooms must stay at the pool facilities while practices are underway in order to provide assistance that DSSC cannot provide.
- 4.4.2 If a swimmer leaves the pool area, a coach should be made aware of this by the swimmer. If the child fails to return in a reasonable time, seems unwell, or appears upset upon leaving the poolside the coach will request someone of the same gender to follow up with the swimmer (this person could be a parent or senior swimmer).
- 4.4.3 If a complaint is received that an incident has occurred in the changing room between a swimmer and any other person, DSSC will act upon that concern and investigate appropriately. If the incident involves persons not associated with DSSC the pool staff will be made aware and consideration given as to whether the statutory agencies need to be informed.
- 4.4.4 The behaviour of swimmers and parents in the changing rooms must follow the DSSC Code of Conduct in addition to any rules and regulations posted by the facility.
- 4.4.5 DSSC coaches will escort each 10 & under group to the changing rooms following a practice.
- 4.4.6 DSSC coaches will be posted outside of the changing rooms for 15 minutes after any 10 & under practice. This allows swimmers to call for assistance should it be necessary.
- 4.4.7 Parents are responsible for the collection of swimmers outside of the changing rooms and their supervision while in the changing facilities.
- 4.4.8 At swim meets, parents are responsible for their own swimmers following the dismissal from the activity as dismissal times will vary swimmer to swimmer. Parents and swimmers are still bound by the DSSC Code of Conduct and the facility's rules and regulations.

5 Swim Meets

5.1 Guidelines

- 5.1.1 Members are responsible for meet signup on DSSC's website. Changes can be made up until the sign-up deadline.
- (a) Note: Exceptions shall be given in the case of injury to or illness of the swimmer with medical note.
- 5.1.2 Members are responsible to advise the coach if any swimmer is unavailable for relays or for finals sessions in any meet into which the swimmer has been entered. Failure to scratch the swimmer from a relay, which then causes the relay team to be scratched from the meet after entries have been

sent, will result in the member of the late scratch swimmer incurring the full charge for the relay. Failure to notify that coach that a swimmer is unavailable for finals and as a result, DSSC incurs the cost of a late finals scratch fine in accordance with SNC rules will result in the fine being charged to the member. Notification shall be in writing.

(a) Note: Exceptions shall be given in the case of injury to or illness of the swimmer with medical note.

- 5.1.3 Once signed up for a meet, members will be responsible for all costs.
- 5.1.4 Swimmers who cease swimming with DSSC after the sign-up deadline for travel meets will be charged the applicable meet entry fees and their share of the meet cost (e.g. coach travel expenses.)
- 5.1.5 Parents are to be in the designated spectator areas during swim meets. Exceptions will be made for parents who are officiating and for DSSC chaperones/managers.
- 5.1.6 Swimmers who have missed significant training opportunities may receive a recommendation from the Head Coach to not register for certain swim meets. The Head Coach will communicate with the swimmer and parent in advance of registration deadlines.

5.2 Billeting

- 5.2.1 Members will be asked from time to time to billet out-of-town swimmers. Those who use billets for out-of-town meets will be expected to reciprocate.

6 Travel Guidelines and Reimbursements

6.1 General

- 6.1.1 These Guidelines are in addition to the DSSC Code of Conduct and Ethics policy and the DSSC Athlete Protection Policy.
- 6.1.2 Swimmers traveling to National level meets shall receive the following funding:
 - (a) Meet entry fees paid
 - (b) Reimbursed \$300.00 for out of province meets
- 6.1.3 Funding of swimmers at National level meets will be reviewed annually (i.e. meet entry fees, percent of traveling expenses, etc.)
- 6.1.4 Board members and representatives are to be reimbursed an amount per kilometer as per the Canada Revenue Agency's current policy for official DSSC business held outside of the Sungod Recreation Centre. Meal per diem is set at an amount per day as per the Canada Revenue Agency's current policy.
- 6.1.5 When group travel arrangements are made by DSSC, payment is due by members in advance of the travel.
- 6.1.6 Swimmers staying outside the DSSC arrangements shall be responsible for maintaining contact with the coach and/or designated chaperone regarding training and competitions sessions, DSSC meetings, and other events.

6.2 Chaperone Policy

- 6.2.1 Generally, it is held that members are responsible for their own swimmer's travel arrangements for out-of-town meets. Occasionally, group travel arrangements will be coordinated by DSSC in order to take advantage of group discounts.
- 6.2.2 Members not attending the meet are responsible for travel expenses of their swimmer, and for making travel and accommodation arrangements. Members not attending are encouraged to make chaperone supervision arrangements with other members attending the meet, and to come to their own cost sharing agreement. In the event that such arrangements cannot be made, the swimmer will not be able to attend the meet.
- 6.2.3 DSSC chaperone costs will be borne 100% by the members of the chaperoned swimmer(s), prorated to each swimmer requiring a chaperone. The chaperone costs will be limited to:
 - (a) Mileage - an amount per kilometer as per the Canada Revenue Agency's current policy, and ferry fees, road tolls, bus fare, or related transport expenses
 - (b) Lodging – (Note: all efforts will be made to economize on room costs – which may include sharing a room with swimmers of the same gender)
 - (c) Meals – an amount per day as per the Canada Revenue Agency's current policy – (Note: adjusted to current exchange rate for country of travel)
 - (d) Chaperone expenses will be estimated in advance and members of unaccompanied swimmers must submit payment prior to travel. For chaperones traveling with their own swimmer(s), costs will be apportioned on an individual basis.
- 6.2.4 Members who indicate to the travel coordinator that their swimmer(s) require a chaperone are considered committed to pay a portion of the chaperone costs as of the meet entry scratch date for the specific competition. This expense remains in effect whether or not the swimmer attends the meet or makes subsequent arrangements to have their swimmer accompanied by another member.
- 6.2.5 The chaperone must submit receipts to the DSSC treasurer within one week of the completion of the meet. The treasurer will reimburse the chaperone according to the schedule above.
- 6.2.6 All swimmers travelling without their parents must provide a signed waiver to the supervising member or DSSC chaperone.
- 6.2.7 In the event that no swim parent commits to serve as a DSSC chaperone, the Head Coach may opt to take a coach/chaperone to the meet; providing that:
 - (a) The coach/chaperone is 21 years of age or older
 - (b) The coach/chaperone is an acceptable supervision arrangement for the member of the unaccompanied swimmer(s)
 - (c) All of the coach/chaperone expenses are the responsibility of the members of the unaccompanied swimmers
 - (d) If no suitable chaperone is available or acceptable, the Head Coach may choose to cancel the competition. All costs incurred until that point are the responsibility of members of the unaccompanied swimmers.

- (e) Note: The primary role of the coach/chaperone is care of the unaccompanied swimmers, but the head coach may also assign coaching duties, which are consistent with the chaperone's responsibilities.

6.2.8 Requirement for Chaperones – for travel to competition

- (a) Swimmers 11 years and younger must be accompanied by a parent or designated guardian
- (b) Swimmers 12 – 14 may travel unaccompanied by a parent or guardian but must have a designated chaperone
- (c) Swimmers 15 and older may travel unaccompanied, and may travel without a designated chaperone providing the parents have signed a Travel Release Form (see appendix C)
- (d) Swimmer groups of 8 or more require a chaperone; 12 or more require 2 chaperones
- (e) Swimmer groups of 7 or less may travel unaccompanied with the coach, at the coach's discretion, providing that no swimmer is younger than 15 years of age, and that all parents have signed a Travel Release Form
- (f) A coach traveling alone with swimmers shall not also be designated as chaperone, and shall not have chaperone responsibilities

6.3 Coach Travel Responsibilities

- 6.3.1 Communicate with Board – travel dates, recommended accommodation, swimmers involved, transportation needs, and related travel information
- 6.3.2 May or may not travel with swimmers, determined on a meet by meet basis
- 6.3.3 Designate training and/or competition sessions as needed for the event and coordinate with DSSC chaperone transport schedules
- 6.3.4 Set curfew for swimmers
- 6.3.5 Responsible for swimmers and their conduct during all training or competition sessions
- 6.3.6 Adhere to the Canadian Coaches and Swim Teachers Association (CSCTA) and DSSC Code of Conduct, and ensures swimmers adhere to the DSSC Code of Conduct
- 6.3.7 Shall have final authority over all reasonable decisions concerning swimmers and their on-going participation in the camp or competition. Notification of decision will be given as soon as practical to swimmer(s), parents, Head Coach, and Board
- 6.3.8 When required for chaperoned or significant out-of-town travel, the head coach and the Board may decide to appoint a travel coordinator.

6.4 Chaperone Responsibilities

- 6.4.1 Supervision of safety, well-being, and behaviour of swimmers during times they are not under the responsibility of the coach(es). This may include, but is not limited to:
 - (a) Hold personal items of the swimmer(s) for safe keeping
 - (b) Assist with coordination and preparation of healthy meals
 - (c) Know the location of all swimmers at all times that they are not in the care of the coach

- (d) Assist with transportation of swimmers
- (e) Complete a room check upon arrival and notes any pre-existing damage with the hotel/other management
- (f) Maintain a rooming list and ensures rooms are accessible at all times
- (g) Ensure room doors are kept ajar when swimmers of mixed gender are occupying the room
- (h) Ensure curfew is being met
- (i) Report to the Coach(es) any swimmer illness or injury and any incident(s) likely to discredit DSSC. In consultation with the Coach, determine any disciplinary action indicated as per DSSC policies, and report such action to the Board.

6.5 Swimmer Responsibilities

6.5.1 A swimmer traveling under the banner of DSSC shall agree that:

- (a) He/She will compete in DSSC uniform
- (b) He/She is representing DSSC and will behave at all times in a manner that warrants respect of DSSC as a whole including swimmers, coaches, chaperone(s), and other competitors or event personnel; and in particular swimmer behaviour will ensure
- (c) As per Section 4.1.4 of the DSSC Policy and Procedure manual that there shall be no possession or use of tobacco, alcohol, or illegal substances
- (d) As per Section 4.1.4 of the DSSC Policy and Procedure manual that misbehaviour may result in a swimmer being sent home from the competition or camp at the parent's expense, or may result in the swimmer being withdrawn from all further participation in the event.
- (e) When rooms are visited by DSSC peers other than the designated occupant(s), the door must be left ajar for access by the coach or chaperone
- (f) Swimmers are to meet guests in common areas or in the chaperones room in the presence of the chaperone or coach.
- (g) Any physical damage occurring in a room, or cost arising from missing items is the responsibility of the registered occupant(s)

7 Coaching Employment Guidelines

7.1 Head Coach

- 7.1.1 The Terms and Conditions and Compensation are set down in the Head Coach's offer. In the absence of an 'Automatic Renewal' clause, new Terms and Conditions and Compensation are to be determined by the Executive committee for each subsequent contract 90 days before the end of the existing agreement.
- 7.1.2 The Head Coach will be responsible for DSSC correspondence related to programming including (but not limited to) monitoring DSSC email, DSSC PO Box, DSSC cell phone, updating bulletin board at pool, pool and room bookings.

7.2 All Coaches

- 7.2.1 The Head Coach shall determine the compensation for all other coaching staff, in consideration of National Coaches Certification Program (NCCP) qualification, coaching education and experience, and related training. The Head Coach will keep the Board up-to-date on staffing issues, new hires, and disciplinary actions.
- 7.2.2 A coach is considered NCCP certified when he/she has completed each of the courses, workbooks, practice assessment, and competition assessment.
- 7.2.3 Coaching Benefits include the following:
 - (a) Head Coach - as per offer
 - (b) All Staff - uniform (2 shirts or equivalent per season)
 - (c) All Staff - training, one NCCP course or related per season as approved or designated by the Head Coach
 - (d) All Staff – Membership in BCSCA
 - (e) Part Time Staff – Membership in CSCTA
 - (f) All benefits will be reviewed annually, based on the financial health of DSSC.
- 7.2.4 All coaches 19 years and older shall provide DSSC with a Criminal Records Check at the start of employment and every two years following. Coaches shall be reimbursed for costs incurred as a fee for the request of check upon submission of a receipt.
- 7.2.5 Swimmers who are hired as coaches by DSSC and who will realize a consistent reduction in program hours due to coaching conflicts will have their monthly fee reduced. The exact amount of the reduction will be calculated by the Treasurer and will be based on the expected number of program hours missed per month. If the swimmer's coaching responsibility changes during the course of the season, the monthly fee will be reassessed.

8 Finance

8.1 Reporting

- 8.1.1 The Treasurer will prepare a budget in consultation with the Budget committee on an annual basis for the upcoming financial year, which is September 1st to August 31st. The Treasurer will present the budget at the May Board meeting for approval and adoption. The budget must include consideration for coaching salary increases, assumptions on membership/revenue, and projection of expenses in all other categories with comparison projected year-end figures for the current year.
- 8.1.2 The Treasurer will prepare a monthly report that includes the annual budget broken down on a monthly and year-to-date basis with actual vs. budget figures. The Treasurer will present the report at each Board meeting, noting any concerns regarding revenue or expenses and providing recommended actions.
- 8.1.3 The Treasurer will have the year-end financial statements prepared by a qualified accountant and

presented for approval by the Board before the annual general meeting or no later than May 31st.

8.2 Expenses

- 8.2.1 The Treasurer has access to \$200.00 in the form of a petty cash account to cover items, which fall within the adopted annual budget. Claims to replenish the petty cash account to be reviewed by the officers signing the reimbursement cheque, with referral of all items, which do not fall within the budget to the Board for approval.
- 8.2.2 The Treasurer, together with one other officer, has the authority to incur expenses as approved in the annual budget. All other expenses can be incurred up to \$250.00; however, all expenses, which exceed \$250.00 and are outside the approved annual budget, or more than two expenses under \$250.00 within 30 days, must be approved by the Board. Award expenses up to the budgeted amount are under the direction and discretion of the Head Coach.

8.3 Reserves

- 8.3.1 At the time the annual budget is presented and passed by the Board, but in any case, no later than July 31st of every year, an amount equal to three months of the total next fiscal budget for salaried coaching expenses, plus one month's pool rental, plus two weeks' pay for hourly paid coaches, is to be set aside in a 'reserve account' bearing interest at the best possible short term (30 day) investment rate of interest. These funds are not to be accessed by the Treasurer without a motion being passed at a regular monthly Board meeting. The purpose of this reserve fund is to ensure funds available for payment of DSSC's financial commitments should DSSC fall into financial difficulty.

8.4 Grants

- 8.4.1 Grants are moneys received from the Provincial Section or from Swimming Canada as a result of swimmer and coach performance are considered Excellence or Development Funds.
 - (a) The Head Coach will determine the distribution of the Excellence Funds on an annual basis. Generally, these funds will benefit specific individuals or a specific group.
 - (b) The Head Coach will determine the distribution of the Development Fund on an annual basis with approval from the Board. Generally, these funds are for events that benefit DSSC as a whole.

9 Other

9.1 Sponsorship

- 9.1.1 All Sponsors are to be thanked in a manner deemed appropriate by the Board.

9.2 Communication

- 9.2.1 Written communication with members regarding DSSC events will be given with two weeks' notice, wherever possible.
- 9.2.2 It is the responsibility members and/or swimmers to check their email and/or the website on a regular basis (at least weekly) for upcoming meets, upcoming events, and cancellations of swim

times.

- 9.2.3 Members are to be contacted directly (e.g. by phone, SMS, or email) about any changes to swim times and all events with no less than 24 hours' notice.

10 Appendix A: Role Description – Board

10.1 President

The chair of the Board, responsible for supervising the other directors in the execution of their duties, and presides at all meetings of DSSC and of the Board. Serves in the best interest of DSSC members and DSSC's long-term direction.

Responsibilities:

- (a) Chairs and submits agendas for monthly board meetings, annual general meetings, and general meetings.
- (b) Ensures DSSC business is being performed on an on-going basis.
- (c) Ensures clear communication between DSSC members and staff. This includes coordinating the DSSC newsletter (to be sent monthly or as needed.)
- (d) Be familiar with all DSSC publications, which include the Constitution and Bylaws, contracts, and Policy and Procedure. Coordinates the update of these publications as necessary.
- (e) Handles objections and complaints brought forward by members.
- (f) Meets with the Head Coach to review day-to-day issues.
- (g) Performs hiring, performance review, and compensation review for head coach position.
- (h) Attends Facility User's meetings with City Officials and files a report.
- (i) In collaboration with the head coach, negotiates with the City of Delta regarding pool fees.
- (j) Ensures annual reports are filed to the necessary government agencies on time.
- (k) Chairs Budget committee.
- (l) Signing Officer of DSSC.

10.2 Vice President

The vice-chair of the Board, assists the president and is responsible for carrying out the duties of the president if the president is unable to act. Is the President's moral conscience.

Responsibilities:

- (a) Signing Officer of DSSC.

10.3 Treasurer

Provides and maintains accurate financial records of all DSSC activities.

Responsibilities:

- (a) Receives and deposits monies collected from the members or other sources;
- (b) Tracks the fiscal performance of DSSC against the approved budget on an on-going basis.
- (c) Manages and reports gaming activities, including grant application.

- (d) Tracks all member accounts and collects on delinquent accounts.
- (e) Arranges for an independent accountant to review the financial records of DSSC on an annual basis.
- (f) Member of the Budget committee.
- (g) Signing Officer of DSSC.
- (h) Submits monthly report to the Board.

10.4 Secretary/Registrar

Provides and maintains accurate minutes for all meetings. Helps with registration.

Responsibilities:

- (a) Issues notices of general meetings and Board meetings;
- (b) Takes minutes of general meetings and Board meetings;
- (c) Keeps the records of the Society in accordance with the Bylaws, except those required to be kept by the Treasurer;
- (d) Conducts the correspondence of the Board;
- (e) Files the annual report of the Society and making any other filings with the registrar under the Act.
- (f) Collects and archive all correspondence received by DSSC.
- (g) Collects and archive monthly reports submitted by Board members.
- (h) Helps coordinate all registration dates.
- (i) Submits monthly report to the Board.

10.5 Officials/LMR Director

Organizes DSSC member training, coordinates officials' participation for DSSC swim meets.

Responsibilities:

- (a) Ensures adequate training for all DSSC members.
- (b) Tracks the progression of DSSC members and encourage them to increase their skills.
- (c) Attends LMR meetings and files a report.
- (d) Enters registration information to Swimming Canada for all officials.
- (e) Organizes officials for DSSC meets.
- (f) Submits monthly report to the Board.

10.6 Volunteer & Fundraising Director

Coordinates, directs, and recruits volunteers for DSSC events. Coordinates fundraising activities.

Responsibilities:

- (a) Recruits volunteers for DSSC events and committees.
- (b) Provides volunteer opportunities for posting on website.
- (c) Coordinates and manages fundraising activities.
- (d) Tracks and enters volunteer hours using website.
- (e) Oversees accuracy of sign ups vs. event attendance (can be delegated if necessary).
- (f) Submits monthly report to Board.

10.7 Members-at-large

Represent the whole membership of DSSC. Responsibilities:

- (a) Attend Board meetings.
- (b) Contribute to discussions about DSSC, members, or Director's questions, concerns, or issues.
- (c) Participate in committees and/or act as Team Gear Manager, Travel Coordinator, or other roles as defined by the Board.

10.7.1 Team Gear Manager

- (a) Coordinates team gear orders with head coach, members, and swimmers.
- (b) Manages orders on website.
- (c) Purchases new gear as needed to meet demand.

10.8 Non-DSSC Member: Bookkeeper

In collaboration with the Treasurer, coordinates DSSC bookkeeping. This role is not a member or DSSC or the Board of Directors, but is hired/engaged by DSSC to perform the following responsibilities:

- (a) Keeps accounting records in respect of DSSC's financial transactions.
- (b) Prepares the Society's monthly financial statements.
- (c) Makes the Society's filings respecting taxes.
- (d) Reconciles all bank accounts for DSSC.
- (e) In collaboration with the Treasurer, prepares for the annual review with an accountant.

11 Appendix B: Typical Duties & Responsibilities – Coaching Staff

The following are examples of the typical duties and responsibilities between the three levels of coaches. The actual assigned duties and responsibilities are determined by the head coach and documented in the individual work contracts.

11.1 Head Coach

The Head Coach is formally accountable to the president of DSSC for carrying out the duties and responsibilities as listed below in a manner that shall promote and encourage aquatic and related sport activities, fair play, and leadership to the benefit and development of the individual member, DSSC, and the community.

The Head Coach is responsible for developing and maintaining a program intended to achieve the athletic goals and objectives of DSSC as determined by the Head Coach and in concert with the Board.

11.1.1 Duties and Responsibilities

11.1.1.1 Swimmers - Responsible for:

- (a) Defining and establishing homogeneous training groups; ensuring these groups provide a physiological and competitive progression complementing general child growth and development guidelines; and making recommendations for advancement.
- (b) Establishing the training program, including supplementary training where required for each group and establishing the training philosophy of DSSC.
- (c) Coaching the top competitive group and other groups as membership requires, and for guiding the coaching of all other groups.
- (d) Establishing the seasonal plan including the schedule of meets (Provincial, Regional, Time Trial, Inter-squad, and others) in consultation with the coaching staff.
- (e) Meet Entries of all swimmers, ensuring entries are completed by the coaching staff according to critical path needs.
- (f) Assessment of swimmers according to a progressive annual plan, including technical evaluation and testing via specific swimming and related performance tests.
- (g) Establish code of conduct for swimmers and coaching staff.
- (h) Communicating and encouraging swimmers to follow recognized nutritional guidelines.

11.1.1.2 Coaching Staff - Responsible for:

- (a) Establishing a job description for each staff position
- (b) Recommending hiring and/or dismissal of full time coaching staff.
- (c) Determining hiring and/or dismissal of part time coaching staff.
- (d) Assessment of the coaching staff annually, or more often as requested, or required.
- (e) Scheduling coaches according to membership and group training needs

- (f) Conducting coaches' meetings, a minimum of once per month
- (g) Making recommendations concerning professional development of the coaching staff to the Board
- (h) Establishing code of conduct for the coaching staff

11.1.1.3 Administration - responsible for:

- (a) Reporting to the Board at monthly meetings on meet performance, training needs, and upcoming events
- (b) Maintaining records of each swimmer's development; including attendance, test performance, race performance, and any other measures deemed necessary from time to time.
- (c) Submitting an Annual Report to the annual general meeting and the Board
- (d) Maintaining a log of each group's daily training progress (ensuring that staff coaches are maintaining log books for each of their groups)
- (e) Ensuring that a system of award and feedback is maintained for each swimmer

11.1.1.4 Communication - Responsible for:

- (a) Implementing effective lines of communication with swimmers, members, coaching staff, and DSSC officials
- (b) Submitting news to the 'Coaches Corner' of DSSC newsletter

11.1.1.5 Recruiting for and promotion of all DSSC programs and initiatives

11.1.1.6 Education - Responsible for:

- (a) Remaining current in the sport in training and DSSC development, including attending clinics, research and communication with other coaches and information centres; and by advancing training in the NCCP
- (b) On-going technical development of the coaching staff and ensuring the staff is aware of educational opportunities.
- (c) Acting as Technical Advisor to DSSC, keeping it abreast of developments in competitive swimming, and recommending innovations which will be in the best interests of DSSC.

11.1.1.7 Finance - Responsible for:

- (a) Maintaining a record of coaching expenses as identified in DSSC budget
- (b) Submitting expenses in a timely manner
- (c) Assist in the preparation of the annual budget as a member of the Budget committee with specific reference to coaching and training needs
- (d) Make recommendations to the Board concerning expenses for the coaching staff; professional development; and swimmer development including equipment, awards, training needs, and special events.

11.1.1.8 General - Responsible for:

- (a) Performing other duties that are unplanned, or are of a transient nature, and are consistent with the above duties and responsibilities.

11.2 Assistant Head Coach

11.2.1 Duties and Responsibilities

- (a) Work directly with the training group(s) of children (the Group) as determined by the Head Coach.
- (b) Prepare and train the Group based on development pathway set out by Head Coach.
- (c) Integrate coaching responsibilities with the Head Coach as the determined by the Head Coach
- (d) Assume responsibility for planning the integrated program content for the Group with consultation from the Head Coach and DSSC coaching staff.
- (e) Report directly to the Head Coach.
- (f) Plan, promote, and coach camp programs and clinics in Spring and in Summer.
- (g) Assist with the administration of the registration and management of swimmer and member accounts on the website, including reviewing dues before they are billed to members.

11.2.1.1 Plan and implement a seasonal (and long term) dry-land program incorporating the tenements of physical literacy and long-term swimmer development (LTAD) for all groups in consultation with the Head Coach and other coaching staff.

11.2.1.2 Competition coaching including: swim meet entry as needed; regional, invitational, and provincial swim meets as designated by the Head Coach; and completing assessment reports.

11.2.1.3 Swim Meet Entry & Reporting

- (a) Complete all meet entries in a timely fashion and submit to the Head Coach.
- (b) PASS Meets – complete entries for all PASS meets and run them when necessary.

11.2.1.4 Attend Monthly Staff Development Seminars

- (a) May be asked to lead sessions during seminars.
- (b) Will be required to participate and/or mentor junior coaches.

11.2.1.5 Attend Weekly Senior Staff Meetings

- (a) Have required material requested and updates on current tasks assigned.
- (b) Come prepared to criticize and discuss new programming ideas.

11.2.1.6 Swimmer Testing - Data Collection and Result Reporting

- (a) Entry in data base of on-going DSSC swimmer testing; circulation of database after updates
- (b) Submit progress reports highlighting any major improvements or difficulties and providing an action plan on how such situations will be handled.

11.2.1.7 Maintain a training log of attendance, test results, and progress of all Group swimmers, and have the log available to the Head Coach at all training sessions

11.2.1.8 Support DSSC promotion including but not limited to website updates, social media, school

rallies, school newsletters, press releases, corporate promotion, and others not stated but related to the above.

- (a) Weekly update of website or within 48 hours of receiving request where possible.
- (b) Promotion in schools via any acceptable methods
- (c) Promotion in the general community

11.2.1.9 Professional Development

- (a) Certification in Swimming – Competition Coach
- (b) Attend Professional Development activities as designated to support and enhance the ongoing improvement of the DSSC program.

11.2.1.10 Attend meetings and training sessions and participate in a coaching team network of planning and assessment to support the programs of DSSC

- (a) Provide coaching team network support related to web communication, progress report cards, and other support activities related to electronic communication

11.2.1.11 Support DSSC with current developments in related sports via participation on organizing committees or boards

11.2.1.12 Communicate with swimmers and members including, but not limited to swimmer progress reports, meetings to communicate program activities, attending social events in support of team building. Act as the main point of contact for members in the Group.

11.2.1.13 Ensure that all swimmers adhere to regulations, policies, and procedures of the community of Delta, Sungod Recreation Centre, and DSSC.

11.2.1.14 Perform other duties assigned by the Head Coach that may be unplanned, or are of a transient nature but are consistent with the above duties and responsibilities.

11.3 Assistant Coach

11.3.1 Duties and Responsibilities

11.3.1.1 Responsible for the administration and instruction of the DSSC Development program.

11.3.1.2 Assist with recruiting and promotion of the DSSC program, and promote participation in DSSC. Assist with the promotion of all DSSC programs and initiatives.

11.3.1.3 Maintain a log of attendance and progress of all coached programs and have the log available to the Head Coach at all training sessions.

11.3.1.4 Ensure that all swimmers adhere to regulations, policies, and procedures of the community of North Delta and DSSC.

11.3.1.5 Attend meetings and training sessions as required.

11.3.1.6 Ensure a current knowledge of the sport by attending clinics, reading, and communication with other coaches; and by advancing training on the National Coaching Certification Program.

11.3.1.7 Maintain a regular and positive line of communication with swimmers, members and other coaches.

11.3.1.8 Perform other duties assigned by the Head Coach that are unplanned, or are of a transient nature and are consistent with the above duties and responsibilities.

11.3.1.9 Reports directly to the Head Coach

12 Appendix C: Travel Release Form

DSSC – Activity including Competition and / or training involving travel

RELEASE AND INDEMNITY

I, the undersigned, being parent/guardian of _____ (the swimmer) appreciate the risks and hazards connected with the swimmer's participation in the sport of swimming, and/or triathlon, and/or water polo and other activities of DSSC (Delta Sungod Swim Club) and I assume all risks of injury, loss, and damage arising there from. I have read in full the duties and responsibilities of designated personnel and acknowledge their authority with respect to the following activity.

I HEREBY AUTHORIZE AND CONSENT to the swimmer traveling to, attending at, and participating in:

(event)	(location)	(date)
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In consideration of the swimmer being permitted to participate in the program and activities of DSSC (Delta Sungod Swim Club) , I HEREBY RELEASE AND DISCHARGE AND AGREE TO SAVE HARMLESS AND KEEP INDEMNIFIED the DSSC (Delta Sungod Swim Club), its officers, directors, coaches, agents, and employees, and any Member or Volunteer acting as Chaperone, and each of them, from and against all claims, actions, demands, costs and expenses in respect to any injury to the swimmer, howsoever caused, and all damages arising there from, and for all loss or damage to personal property, arising out of or in connection with or while the swimmer is attending, participating in, or being transported to and from the programs and activities of the DSSC (Delta Sungod Swim Club), notwithstanding that the same may have contributed to or occasioned by the negligence of the said Club, its officers, directors, coaches, agents, representatives or employee, or any Member or Volunteer acting as Chaperone. In the event of injury or any other emergency, I authorize the DSSC (Delta Sungod Swim Club) or any of its officers, directors, coaching staff or employees or any Member or Volunteer acting as Chaperone to secure such medical advice and services as they may deem necessary for the health and safety of the swimmer. I accept responsibility for all such actions taken on the swimmer's behalf including financial responsibility in excess of the benefits provided for the said swimmer by any medical plan.

(Parent Signature) (Print Name)

(Witness Signature) (Print Name)

Date: _____

I, the undersigned, swimmer _____ (the swimmer) appreciate that I am participating in the following activity as a member of and representative of DSSC (Delta Sungod Swim Club) and I accept full responsibility for my actions. I have read in full the duties and

responsibilities of designated personnel and acknowledge their authority with respect to the following activity.

I HEREBY ACCEPT MY RESPONSIBILITY as a swimmer traveling to, attending at, and participating in

(event)	(location)	(date)
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(Swimmer Signature)	(Print Name)
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(Witness Signature)	(Print Name)
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Date _____