

Duncan Swim Team

Members' Handbook



www.duncanstingrays.com

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Revised by DST Board & Staff – August 2015
Please send document revisions to DST Secretary at secretary@duncanstingrays.com

Overview of the DST Members' Handbook

Welcome to the Duncan Swim Team! We are excited that you and your athlete(s) have chosen us to help your athlete(s) reach his or her goals as well as enjoy the sport and lifestyle of swimming. We hope that this handbook will help ALL members (swimmers, parents, volunteers, and coaches alike) feel informed and welcome.

This handbook is organized into five main parts:

1. An **introduction to our team and to the sport of swimming**
2. A discussion of **Roles, Responsibilities, and Conduct** for all of us
3. Some important new **policies**.
4. The details with respect to **Equipment, Programming, Registration**
5. A discussion surrounding the logistics of **Swim Meets and Officiating**
6. And finally a **Glossary** of swimming terms



This handbook has been produced to inform all members as to; our team's philosophy & policies, our member's roles & responsibilities, and generally to let folks know how we operate and what to expect. Additional information may also be found on the Team website including monthly schedules, swim meets, swim meet packages and contact information for our Coaches and Board of Director (BOD) members. Separate inserts are provided for registration and fundraising at Registration and upon request.

If after reading through this handbook, should you have questions, please do not hesitate to contact a Coach, a Board member or another parent. All Board member contacts are available at www.duncanstingrays.com

In the interest of striving to be the best we can, please share your thoughts or concerns. The most current revision of this handbook is available on the website:

- If you have questions or concerns with the swim team organization, please direct them to president@duncanstingrays.com.
- If you have questions or concerns regarding coaching please contact leanne@duncanstingrays.com.
- If you are uncomfortable approaching the coach or president directly, we also have a coach liaison and a parent liaison to help you resolve any concerns or answer any questions as well. parentliaison@duncanstingrays.com; coachliaison@duncanstingrays.com
- If you would like to suggest additions or revisions for Team's Parent Handbook please contact the DST Secretary at secretary@duncanstingrays.com. Typos will be changed and policy concerns will be reviewed with the board.
- Contacts for board members are found on the website at www.duncanstingrays.com



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1. Welcome!

Welcome to the Duncan Swim Team Society "DST"



Our Mission Statement

"To develop the love of swimming and provide the opportunity for all swimmers to explore their athletic potential to the fullest extent they desire in a socially vibrant, fun, and respectful team environment. To promote the growth of the whole person, including the confidence to meet life's challenges, fostered through coaching excellence and active parent support."



About the Society

The Duncan Swim Team Society is a not for profit society that was formed in 1979. As a requirement for societies in British Columbia, the society wrote a constitution and amended it over the years. The first three points of the constitution are written below:

- The name of the Society is Duncan Swim Team Society
- The purpose of the society is to promote and encourage aquatic activities and good sportsmanship on a year round basis for the benefit and development of the individual members, the Society and the Community, in the Province of British Columbia
- The purpose of the Society shall be carried out without purpose of gain for its members and any profits or other accretions to the Society shall be used for promoting its purposes

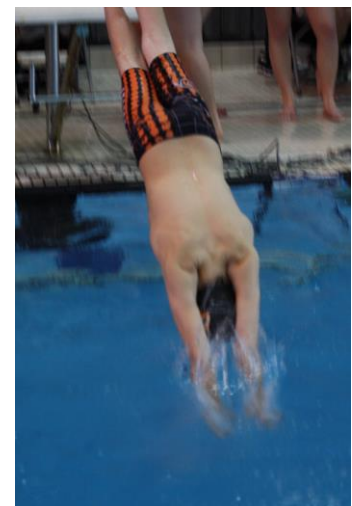
The AGM (Annual General Meeting) is usually held in the first month of the new season and all members are expected to attend. The membership consists of parents or guardians of the swimmers. During the AGM, there is an election of officers. If you are interested in taking on a Board of Directors position, you may put your name forward to the current board president prior to the AGM.

Team Philosophy and Objectives

Our Philosophy

Swimming provides an exciting, worthwhile experience for youth swimmers of all levels from recreational to elite. We believe that swimmers have unlimited potential for personal growth through the team pursuit of swimming excellence.

Our aim is to foster this excellence and inspire all athletes. We have done, and continue to progress our athletes level of swimming achievement through competition by providing a coach driven, parent supported program that recognizes all athletes' achievements at every level.



Our Objectives – we endeavour to:

- Provide the opportunity for any child who desires to swim and develop their skills to compete at the Regional, Provincial, National and International level to the fullest extent of their individual level of interest, commitment and ability.
- Promote high self esteem, the value of working hard, and the importance of good sportsmanship to deal with success and frustration with equal grace.
- Provide excellent instruction and training; to promote strength and development; to improve fitness and nutrition; to practice goal setting and mental skills training in order to develop the best competitive environment for each swimmer.
- Motivate young people to achieve the most from their efforts so that they can reach their potential – in and out of the pool.

The Benefits of Swimming – What a fantastic sport!

Swimming is recognized as a sport that offers opportunities for life-long fitness and can require a high level of commitment at the competitive level. By being part of the team, our youth learn about good sportsmanship, healthy lifestyle choices, goal setting, action planning, and time management.



We would like to welcome you to the exciting world of swimming. By joining a Swimming / Natation Canada (SNC) & SwimBC club: The Duncan Swim Team, your child has just become a member of one of the country's largest and most organized youth sports.

This overview of competitive and recreational swimming should give you a good working knowledge of the sport and answer some basic questions. Keep in mind that this information is just an introduction. You are encouraged to talk to your Swimmer's Coach and your Team's Executive for more information.

The Sport of Swimming has many benefits, including the people you and your child will meet. The camaraderie among swimmers is unique; many swimming buddies become lifelong friends. In addition to being around fine people, swimming provides one of the most beneficial forms of exercise for cardiovascular and total fitness. This exercise can be enjoyed throughout one's entire life. For example, there are now swimmers in their *nineties* setting "Masters" World records.

Possibly the greatest benefits of participating in an organized swim program are the life skills your child will develop. These skills include time management, cooperation and sportsmanship. Your child will reap the benefits of swimming long after their participation ends. Most swimmers go on to be very successful and productive adults largely due to the life skills that they gained from Swimming.

The Duncan Swim Team subscribes to the National Coaching Certification Program's (NCCP) Long Term Athlete Development (LTAD) model. Children improve rapidly and in most cases enjoy huge improvements in physical and mental skills. During a young swimmers early development phase ("*Active Start*", "*FUNdamentals*", "*Learning to Train*") it is not unusual for a child to experience extraordinary time improvements. Children are learning and growing at a greater rate than at any other time in their athletic careers. **It is difficult to avoid the tendency to push young athletes at this stage** but we encourage you to be your child's, and your child's friends, greatest CheerLeader.

Although a child of eleven or twelve can handle the physical demands of serious training, we feel that the Swimmers need to work their way through the LTAD model (*“Training to Train”, “Training to Compete”*) with emphasis being placed on improving stroke technique, developing good training habits, learning race tactics and strategies, and **having fun!** It is strongly recommended that these young athletes participate in a variety of sports during this period. Participating in other sporting activities provides children with a variety of opportunities to expand their “physical literacy” and can help prevent potential “burnout”. Many swimmers train for more than ten years during their careers. Swimming, especially at the youngest levels, should be fun and relatively pressure free.

After a child has passed puberty, sport scientists and coaches feel serious training can begin (*“Train to Compete”*). This can be a particularly frustrating time for swimmers as an athlete may experience plateaus, or what appears to be a “set-back.” Chunks of time are no longer being dropped, and training requires more time and dedication. Many parents begin to question whether a child’s swimming career is over at this point. This, coupled with the normal demands of teenage life, causes many swimmers to leave the sport prematurely. It is critical that parents and coaches be very supportive during this period of adjustment, realizing that it will pass with the focus being on the PROCESS of improvement over the FINAL OUTCOMES. Future performance improvements generally follow.

This booklet is designed to help you assist your child succeed in swimming. Remember, not every swimmer becomes a world record holder, but everyone gains from their swimming experience. Supporting your child in Swimming can be one of the most rewarding experiences of your life. You may soon find yourself cheering at competitions, timing during meets, or even going on to become a Swimming / Natation Canada certified official. Whatever your role, your child’s experience in swimming has much to do with your positive support. Please ask questions of your coaches, officials, and fellow parents. We all have the same goal; to provide your child with the best possible experience in swimming.

Welcome to Swimming / Natation Canada

Swimming / Natation Canada (SNC) is the National governing body for amateur competitive swimming and was incorporated in 1963. As the national governing body for the sport, SNC is responsible for the conduct and administration of swimming in Canada. In this capacity, Swim BC formulates rules (other than direct technical rules), implements policies and procedures, regulates the provincial championships, disseminates safety information, administers a multitude of funding programs, and selects athletes to represent British Columbia at National and Regional Games.



Welcome to Swim BC

Swim BC is the provincial governing body for amateur competitive swimming and was incorporated in 1963. As the provincial governing body for the sport, Swim BC is responsible for the conduct and administration of swimming in British Columbia. In this capacity, Swim BC formulates rules (other than direct technical rules), implements policies and procedures, regulates the provincial championships, disseminates safety information, administers a multitude of funding programs, and selects athletes to represent British Columbia at National and Regional Games.



Swim BC produces a swim guide annually and posts the guide on its website. For a clear definition of Swim BC, we have included an excerpt from their 2010 guide. For valuable information, please review their guide at www.swimbc.ca.

“Swim BC is a not-for-profit Provincial Sport Organization (PSO) and the governing body for competitive swimming in British Columbia. It is a family member with other PSO’s such as Swim Ontario and Swim Alberta. Swim BC is a member of the National Sport Organization (NSO) Swimming Natation Canada (SNC). Affiliate organizations which fall within Swim BC’s umbrella include the Masters Swimming Association of BC (MSABC), the BC Swim Officials Association (BCSOA), BC Open Water Swim Association (BCOWSA) and the BC Swim Coaches Association (BCSCA).”

2. Member Roles, Responsibilities & Conduct

Our Board of Directors

The Duncan Swim Team – “Stingrays” is a registered not for profit society and must comply with all regulations as set out in the Society’s Act. The club is a parent run organization. The executive handles the day to day business of the club. Some of the duties of the club executive include: hiring of coaching staff, working with the coaching staff to ensure that a proper Swimming / Natation Canada (SNC) swim program is being offered, communication with SwimBC and the Vancouver Island Region (VIR), setting budgets, arranging for fundraising events, organizing local swim meets, training officials, and approval for purchasing new equipment as required. The board appreciates the value of strong leadership provided by our coaching staff and as such is mindful of the coaches’ need for a working environment that provides for professional growth, enjoyment and satisfaction.

The Duncan Swim Team board of Directors is comprised of several members, elected at the Annual General Meeting (AGM) which is held in the first month of the swim season in which all parents are expected to attend. The operation of the team is discussed here, and elections for the executive for the upcoming season will take place. Financial Reports of the previous year are tabled, and budgets brought forward for the current year.

The executive meetings are normally held once a month. **The membership is welcome to attend.** The minutes of the meeting are available from the president. If you have a matter for discussion at an executive meeting, we would encourage you to write a detailed letter or email that may be left in the DST DropBox located in the ProShop of the aquatic centre or emailed to the executive@duncanstingrays.com. The letter will be presented at the following board meeting and discussed.

As the Stingrays are a very active team, there is a lot of work to be done each year, and all parents are expected to assist where possible. There are many board positions that require a parent volunteer.

- **President** – The Executive Officer will oversee all operations. He / She is also the VIR and SwimBC representative for the club. The head coach reports directly to the president. Needs to make a deck visit at least once per week.
- **Vice President** – Will act in the absence of the President. Ensures that the team handbook is updated annually and is made available to the members.
- **Secretary** – Performs all secretarial functions for all committees and executive. Keeps accurate written records of all club functions.
- **Treasurer** – Ensures financial control. Handles all funds and reports monthly to the Executive. Liases with all financial organizations. Prepares the club’s finances for gaming audits.
- **Assistant Treasurer** – Tracks, deposits, and manages fees and other revenue streams. Assists the treasurer as required.

- **Registrar** - Receives swimmer registrations from families, forwards them with the appropriate level of payment (competitive vs. Non-competitive) to Swim BC and Swimming Canada with the exception of 2-week trials. Maintains a club registry of swimmer registrations and confirms adequate **insurance** coverage. Receives notifications of swimmer upgrades and downgrades from DST Staff and tracks these changes within the master register and further alerts families and coaches of required follow-up. Keeps the treasure abreast of all billing adjustments. Registers all of our coaches with Swim BC and Swimming Canada and ensures their respective fees are paid.
- **Fundraising Coordinator** – Coordinates all fundraising activities. Will organize and chair fundraising committee. Works with Vice President to coordinate these activities.
- **Spirit Coordinator** – A fun loving soul who has the swimmer’s emotional and social well being at heart. Takes the lead on organizing fun team building activities and events to that end.
- **Members at Large** - Work with other board members on any number of initiatives from fundraising, special events, and swim meet planning, coordination, and administration.

In addition to board positions, our club also has a number of non – board positions which do not require the commitment of attendance at the monthly executive meetings.

Additional Volunteer Positions

These positions are not legally required in order to run the club, and the people filling these roles are not required to attend the board meetings. However, these positions are required to run the club efficiently. It is expected that all members will be able to help in some way during the season as meet timers or other officials, fundraisers, or other roles either short term or longer term. If you would like to assist with one of these roles in any other capacity, please contact the president@duncanswimteam.ca.

- **Equipment Manager** – Reports to treasurer. Coordinates all team equipment sales and purchases.
- **Officials Coordinator** – Keeps and submits records of the club officials. Provides official training courses for club members, and will liaise with SwimBC concerning officials. Will recruit and coordinate officials for all meets.
- **Social Committee** – Plans, organizes and runs food concession at ‘Rays Swim Meets. Also recruits help for deck munchies.
- **Communications Coordinator** – Liaises with the club’s sub groups to provide structure to volunteer assignments and fundraising efforts.
- **Sub Group Representatives** – Works within the clubs sub groups to help fulfill volunteer and fundraising efforts. Works directly with the families and the communications coordinator.
- **Meet Manager** – coordinates official, sanctioned meets that our club may sponsor (at least one All Level and one Progressive Meet per year). This will be done within the guidelines specified by SwimBC. Reports to the executive.
- **Timing System Specialist** – Sets up and performs the primary operation of the timing system during home swim meets. Keeps the system functioning and maintained.

Our Coaches

The Duncan Swim Team Society works very hard to ensure that our swimmers have the best coaches possible.

We recognize that our swimming families are our customers and as such the coaches, along with our volunteer board of directors are committed to providing the best service possible by striving to promote & achieve the following objectives in a mutually respected environment.

- To provide a program where every swimmer improves in swimming skills, speed and strength, through a fun and original program.
- To treat all swimmers equally and with respect.
- To provide the appropriate training given the swimmer's individual goals in all aspects, both physically and mentally.
- To provide opportunities for the swimmer to compete at the appropriate level.
- To assist in the education of young swimmers in various life skills; including but not limited to nutrition, organization, and mental skills conditioning.
- To motivate the swimmers and endeavor to provide the tools to them to reach their personal goals in swimming.

The Coaches' roles include, but are not limited to:

- Creating and implementing Yearly Training Plans in accordance with the NCCP Long Term Athlete Development model (from the Annual plan all the way down to the Daily plans)
 - Ensuring that the swimmers' growth includes not only the Physical aspect of the sport but the Mental, Technical and Tactical aspects are all equally addressed
- Creating social opportunities for the Swimmers, in and out of the pool
- Establishing and maintaining respectful communication with the swimmers, their families, each other, and board of directors' members.
- Creating and maintaining Facility Rentals
- Managing Swim Meet participation
- Working with media and handling advertising & updates via local newspapers, local radio, television, facebook, twitter, youtube, etc
- Ensuring the Team's website is up to date through the DST Webmaster

The Parents

As a parent, your major responsibility is to provide a stable, loving and supportive environment. This positive environment will encourage your child to continue. Show your interest by ensuring your child's attendance at practices, and by coming to meets.

Parents are not participants on their child's team, but obviously contribute greatly to the success experienced by the child and his team. Parents serve as role models and their children often emulate their attitudes. Be aware of this and strive to be positive models. Most importantly, show good sportsmanship at all times toward coaches, officials, opponents, and teammates.

Be Enthusiastic and Supportive

Remember that your child is the swimmer. Children need to establish their own goals, and make their own progress towards them. Be careful not to impose your own standards and goals.

Do not over burden your child with winning or achieving best times. The most important part of your child's swimming experience is that they learn about themselves while enjoying the sport. This healthy environment encourages learning and fun, which will develop a positive self-image within your child.

Please let the Coach, Coach

The best way to help a child achieve their goals and reduce the natural fear of failure is through positive reinforcement. No one likes to make mistakes. If your child swims poorly or struggles, remember that they are still learning. Encourage their efforts and point out the positive aspects of their swimming, things they did well. As long as they gave their best effort, you should make them feel like a winner.

Please Get Your Child to Practices and Meets on Time

As in all sports, there are many events that your child must attend; practices, team meetings, competitions, special events, etc. The coach wants your child to enjoy the experiences of swimming as much as possible. The coach also has a responsibility to look after the team as a whole. Start times are very important to get the most use out of pool time, ensure arrival commitments are made and events generally go as planned. Late or inconsiderate members hurt everyone. If your child is going to be late please encourage them to join in without a fuss and if they are going to miss a workout, please let your Child's Coach know via email or telephone call.

Get Involved

This does not mean you have to run for President your first year, but try and get involved in some aspect of the club. The easiest position is to sign up to be an official at the first swim meet. You get to enjoy the competition, meet other parents, and watch your child participate. Officiating can be fun and you can progress through the levels at a similar rate as your child. Very few other sports provide this opportunity.

It is important that you try to attend your Team's monthly meetings and especially the Annual General Meeting. You certainly do not need to run for office, but you should be aware of the Team's business affairs. You also may have an expertise that the Team could tap into for assistance.

In this era of economically trying times, the cost of swimming is becoming progressively more difficult to deal with. It is imperative that parents pitch in to assist the Team with all fund raising and cost effective measures. The phrase "**Many hands make light the load**" is one that truly describes the approach you should have towards the task of running a swim club.

How to Contribute

An important strength of our Team is the enthusiastic contribution of time and effort from our parents. The success of our Team is in part, heavily dependent on the commitment of our parents. Therefore, when a child is enrolled on a swim team, the family undertakes a commitment to the team. The parents are expected to:

- Assist with fundraising activities
- Volunteer or Officiate at swim meets
- Join or assist the board of directors
- Attend the AGM
- Help out in general when asked by your coach, board or fellow members
- Advise a board member or coach if you are dissatisfied with the Team in any way
- Keep accounts up-to-date
- Contact the Coach if you have any questions. You can email or phone and leave a message.
- Let your child know that whatever happens, you will love and support him or her.
- At a swim meet, let the Coach provide the technical feedback and always encourage the swimmer to talk to their coach first
- Do not compare your child to other swimmers, everyone progresses on their own time-line
- Encourage your child to enjoy the sport of swimming, and to try their best. Do not re-live your athletic life or place your ambitions on them. This is their personal pursuit
- Have fun!

What to watch out for!

Are You A Pressure Parent?

The following survey has been taken from the Amateur Swimming Association of Great Britain. If you answer yes to one or more of these questions, you may be in danger of pressuring your child. It is important to remember that the parents' role is critical and should be supportive at all times to ensure a positive experience for your child AND "let the Coach, coach"

- ? Do you want your child to win more than he/she does?
- ? Do you show your disappointment if he/she has a poor result?
- ? Do you feel that you have to "psyche" your child up before a competition?
- ? Do you feel that your child can enjoy the sport only if he/she wins?
- ? Do you conduct a "post mortem" immediately after competition or any time following the competition?
- ? Do you feel that you have to force your child to go to training?
- ? Do you find yourself wanting to interfere during training or competition thinking that you could do better?
- ? Do you find yourself offering technical feedback / suggestions for them to do better on based on your own observations / experiences?
- ? Do you find yourself disliking your child's opponents?
- ? Do you find that you know your child's times for events better than they do?

Other Roles for Parents

Chaperones

In order to minimize travel costs, there may be times when parents are asked to chaperone a group of swimmers. Parents may opt to make private arrangement for the care of their swimmer or entrust their swimmer to the care of a DST designated chaperone.

The travel and accommodation expenses of the designated chaperone are divided among all the swimmers attending the competition. When a designated chaperone is not available, parents / guardians are required to make private arrangements for their swimmer. Chaperoning is not a coaching responsibility.

Swimmers cannot be policed 24 hours a day when away at meets and will be expected to behave responsibly. Chaperones cannot guarantee continuous surveillance of the swimmer. Parents expecting continuous surveillance of the swimmer must provide that surveillance themselves.

The Chaperone's Duties

- Keeps records of swimmers allergies and medications
- Notifies the coach if a swimmer develops an illness or injury and assists that swimmer
- May be requested to keep money and medications for swimmers
- May be requested to assist with accommodation and travel arrangements
- May be requested to prepare a budget for the swim meet and collect expense money from swimmers or parents at least one week prior to the swim meet
- Plan meals for swimmers, which may include grocery shopping and the preparation of meals
- Notify the coach when taking breaks away from the pool during heats and finals
- May be requested to help provide nutritious snacks such as cut-up oranges and bagels during the competition

A high standard of parenting conduct is expected of chaperones at all times. Chaperoning can be a fun and rewarding experience for the parents and swimmers. We encourage parents to take turns for chaperoning experiences.



Our Swimmers

Expectations of our swimmers

The coach-swimmer relationship is built on mutual trust & respect. For everyone to gain the most from our program, swimmers must be familiar with these expectations. Please take a moment to go over them with your swimmer:

- RESPECT themselves, families, fellow swimmers, coaches, officials and surroundings. No physical, verbal, or cyber, abuse will be tolerated. Infractions will result in warnings and possible suspension from the team.
- Give their best, honest and true effort at all times.
- Be on deck ready to begin the workout at the scheduled time. Note that the workout starts 15 – 30 minutes prior to the scheduled water time to allow swimmers time to do a proper dry warm up to prevent injury.
- Swimmers are expected to wear team gear at all swim meets and team functions.
- If it is foreseen that a swimmer will not be able to attend a practice, will arrive late, or must leave early, he / she must inform the Coach in advance by telephone message or e-mail. This becomes of greater importance as the swimmers enter into their teens which comes with greater responsibility for self and heightened expectations.
- If the swimmer is leaving the practice early, he / she must inform the Coach at the beginning of practice and not in the middle, so the Coach can prepare.
- If swimmers must come late or leave early, we ask that they leave with the least amount of disruption to their teammates and coach as possible.
- If a swimmer becomes injured, he / she must inform the Coach immediately of the nature of the injury, and any rehabilitation exercises and stretches to be done. Alternate arrangements will then be made for the swimmer's training program. An injury does not mean that the swimmer is exempt from workouts.
 - If an extended injury is apparent, please provide your Swimmer's Coach with written guidance from the Medical Professional so their program can be reviewed and adjusted as necessary. Without this written documentation it is extremely difficult for the Coach to work effectively with your Swimmer.

"The Swimmer's Bill of Rights"

All swimmers have the:

- Right to participate in swimming regardless of their ability level.
- Right to have qualified adult leadership.
- Right to participate in safe and healthy environments.
- Right to play as a child and not as an adult.

- Right to proper preparation.
- Right to participate at a level commensurate with their development level.
- Right to be treated with dignity by all involved.
- Right to equal opportunity to strive for success.
- Right to have fun through swimming.

3. Policies

With the intent of keeping our club constructive, respectful and cooperative, the following two important policies have been included in our handbook to bring awareness to, and provide guidance when dealing with situations of general conflict and more specifically bullying.

Managing Conflict

Introduction

The goal is to resolve differences in positive ways – in ways that:

- respect the other person,
- consider multiple perspectives and possibilities, and
- value the legitimate needs of everyone involved.

When disagreements worsen and become unmanaged conflict there are often negative results.

If the conflict grows, we all suffer. Ineffectively managed conflict can impact the parties in many ways, such as:

- loss of sleep
- anxiety
- lowered morale
- decreased satisfaction in participation.

It is recommended that you talk about the problem with the other person as quickly as possible.

Talking to the other person is respectful, as it:

- gives the other person a chance to explain themselves, or
- gives the other person a chance to apologize,
- gives both of you an opportunity to better understand each other's views, and
- allows you to negotiate ways of working together that work for both of you.

Approaching a person sincerely, with a real willingness to hear what the problems are from their perspective, are the key ingredients. However, do not engage in a discussion while feelings are escalated; when you are angry your ability to use rational, problem-solving skills is impaired. Remove yourself from any situation where feelings are high and take the time to cool down and reflect

Spend some time determining what the issues or problems are from your perspective. Try to consider the situation from the other person's perspective and what their wants or needs might be. Separate the issues from the person - plan how to discuss the problem in a non-blaming manner.

Remember that often conflict is fueled by inaccurate assumptions, misperceptions, and unmet expectations. So, be open to hearing from the other person about their concerns. Get the other person involved in solving the problem with you. Identify possible solutions and assess which option works best for both of you. Be open. This is not about getting the other person to agree to a solution you have already chosen. To really solve the problem it needs to be a mutual, sincere process of identifying, exploring and evaluating options in relation to what each person needs and wants. Remember to

always separate the person from the problem. Recognizing that the problem is a work issue, not a personal issue, can be the first step in addressing the conflict in a productive manner.

Communicating In Conflict

Two essential components of effective communication in conflict:

- ⇒ active listening, in order to understand the other person's perspective
- ⇒ non-blaming assertiveness, to help him or her understand yours.

Until you understand the other person's perspective, and they understand yours, a resolution that meets both of your needs cannot be found.

Active listening involves a set of interrelated skills:

- ⇒ open-ended questioning
- ⇒ paraphrasing
- ⇒ acknowledging feelings
- ⇒ non-verbal encouragers
- ⇒ summarizing

When used together, they effectively communicate to the other person that you want to listen to them and to understand how they see the issue.

Open-ended questions: Open-ended questions invite people into the discussion and require an individual response. They cannot be answered with merely a "yes" or "no". Open-ended questions often begin with "What" or "How" such as, "What did you think about that?" or "How was what I did a problem for you?" Open-ended questions also help the other person consider what is important to them about the issue.

Paraphrasing: Miscommunication happens when we assume we understand, but haven't checked out that assumption. When we do, we may find that we are misinterpreting some of what was said, or missing some key element that is important to the other person. Being open to understanding how others have perceived the conflict and to adjusting our own perception when new information is received is key to managing conflict with others. Therefore, paraphrasing not only checks for clarity and accuracy of understanding, but also lets the other person know they have been heard and understood.

Acknowledging feelings: Often in our society we have been taught that emotions are embarrassing, especially when they surface at "inappropriate" times or places. Ignoring emotion is sometimes even viewed as good manners, so that the other person's "embarrassing" emotion is not publicly acknowledged. Active listening requires the acknowledgement of not only the meaning of what people say but also the other person's emotional response. For example: "I can see you are still feeling a bit angry about what happened the other day." Acknowledging emotion deepens our understanding of the issue and the meaning it has for the other person. It also communicates to the other person that you not only understand their words but also their feelings.

Non-verbal encouragers: Saying the right words means very little if our body is sending out a different message. Non-verbal communication is often the most important part of communication since 55% of our message is expressed by our body language. If we really want to listen to the other person and understand things from her/his point of view we naturally face the person, make culturally appropriate eye contact, nod our head and lean toward the person slightly. These non-verbal encouragers help us demonstrate to the other person that we are listening and care about what is being said.

Summarizing: Summarizing is about pulling together what has been said over a period of time in a concise manner. It provides an opportunity for your understanding to be corrected or fine-tuned by the other person. It is also useful to demonstrate the progress that has been made and where you are in your discussion.

Active listening is about understanding the other person's perspective. When it is your turn to explain your point of view it is important to communicate in ways that are non-blaming and appropriately assertive. Acting assertively implies an ability to speak up for yourself - your wants and needs- without putting down the other person or ignoring their legitimate wants or needs.

Non-blaming assertiveness requires a set of skills to assist in discussion about the issues without blame or aggression.

- ⇒ Use "I" statements. Statements that begin with "I", "From my perspective", or "The way I see it..." make it clear that you are speaking for yourself. "I" statements focus on your experience, thoughts, feelings, reactions and decisions and not on any beliefs or judgments you may have made about the other person.

Sentences that begin with "You", such as "you always" or "you are" make broad, inaccurate generalizations about the other person and often lead to the other person feeling blamed and judged.

If you are using "I" statements it becomes difficult to make accusatory assumptions about the other person's intentions or behaviour. "I felt intimidated by your response" has quite a different impact than "You are aggressive with me."

Beware of "You" statements masquerading as "I" statements. For example, "I feel that you are always late for our meetings" begins with an "I" but is really a "you" statement that over-generalizes about the other person's behaviour.

- ⇒ Describe specifically what your concerns are. To be assertive involves describing to the other person, as specifically as you can what your concern is. Being specific is very important as it gives the other person direct information regarding what it is about his or her views or behaviour that concerns you. They do not need to guess or read between the lines.
- ⇒ Express clearly the impact of the problem. Being assertive also involves being willing to tell the other person about your emotional response and the impact for you. Example: "I feel frustrated and angry when the list is not ready. I depend on it to get my work done."

This provides the person with clear information about the impact of the behaviour on you, without blame or judgement.

- ⇒ Specify your needs and wants. A final component of being assertive is exploring and sharing with the other person what it is you need and want in the working relationship. Being specific regarding your own needs and wants is essential information to have on the table when you begin looking at the future and at what options might work to resolve the conflict.

If after reflecting on the situation you find that you may not be able to discuss the issues without blame and accusations, it is recommended that you consider having a neutral person to assist. The expression of blame and negative judgments usually lead to more conflict.

Responding to an angry person

Sometimes we are caught off guard by an angry person and need strategies to deal with these situations. The first decision should be whether to engage. Think about where the person is in the arousal cycle. If the person is already at the crisis phase their ability to think rationally will be impaired. Consider whether it would be best to delay discussion until the other person is calmer. Saying, "I can't discuss this right now. Can we meet later?" may be the best response. If you decide that the two of you can manage the discussion, the following tips will be helpful in reducing anger and promoting dialogue.

- ⇒ Acknowledge the anger. Acknowledge that the other person is angry. Ask them to tell you what has caused the anger.
- ⇒ Stay calm yourself. Be aware of your facial expressions (relax muscles, maintain calm expression) and tone, pitch and volume of your voice. Do not react if they reply in blaming or accusatory ways. Remember, when a person is experiencing heightened anger they will not respond to rational discussion until they have calmed down.

- ⇒ Ask about the problem. Ask them to tell you about what happened and what is it about the situation that triggered such a strong response. Remember, anger is caused by frustration at not getting what we want or a feeling that others do not respect us or do not care how we feel. Usually, when faced with a sincere invitation to talk, most people will become calmer as their frustration or their sense of being disrespected diminishes.
- ⇒ Don't continue if anger builds. If the person does not calm down, an invitation to discuss the issue at another time is appropriate. Do not remain in a situation where the other person is yelling at you, calling you names or making threats.

Often when we are feeling angry at what another person has said or done we see the person as the problem. We become very "hard" on that person and view what they say and do in a negative light. As long as we see the other person as the problem there is little chance of an improved working relationship.

Adapted from 1) Vancouver Island University, Managing Workplace Conflict.

<https://www2.viu.ca/conflict/deal.asp>

2) VIHA Learning Management System "Violence Prevention".

With the above knowledge and strategies in mind the club recommends the following 3 step procedure in dealing with conflict.

Step 1 – the conflicted parties are encouraged to take some time for consideration of their position and hopefully that of the other party, set a time to discuss, and then meet privately to have that conversation.

Step 2 – If still conflicted, the parties are encouraged to schedule a private meeting with the club's board appointed mediator to assist them in gaining resolution.

Step 3 – Should the parties remain apart, then they may approach a member of the board of directors to become involved in the discussions.

REPORTING PROCEDURE

Within the hierarchy of the Duncan Swim Team, we encourage the 2 parties to follow the steps listed above. If either party is not satisfied with the outcome, each has the opportunity of elevating the discussion to include the Duncan Swim Team Head Coach. If still not satisfied, either party is encouraged to connect with our Team's volunteer Parent Liaison parentliaison@duncanstingrays.com If still not satisfied, either party has the opportunity to request the DST BOD's Conflict Resolution Committee to oversee.

With each step of the process, it is imperative that all involved fulfill each step so as not to unnecessarily inflate the issue. We are all working together for the benefit of the Swimmers. It is our responsibility to respect this process.

DST Anti-Bullying Policy

PURPOSE

Bullying of any kind is unacceptable and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. The Club is committed to providing a safe, caring and friendly environment for all of our members. If bullying does occur, all athletes and parents should know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell a coach, board member or athlete/mentor.

Objectives of the Club's Bullying Policy and Action Plan:

1. To make it clear that the Club will not tolerate bullying in any form.
2. To define bullying and give all board members, coaches, parents and swimmers a good understanding of what bullying is.
3. To make it known to all parents, swimmers and coaching staff that there is a policy and protocol should any bullying issues arise.
4. To make how to report bullying clear and understandable.
5. To spread the word that the Stingrays takes bullying seriously and that all swimmers and parents can be assured that they will be supported when bullying is reported.

WHAT IS BULLYING?

Generally, bullying is the use of aggression, whether intentional or not, which hurts another person. Bullying results in pain and distress.

Bullying is the severe or repeated use by one or more members of oral, written, electronic or other technological expression, image, sound, data or intelligence of any nature (regardless of the method of transmission), or a physical act or gesture, or any combination thereof, directed at any other member that to a reasonably objective person has the effect of:

- i. causing physical or emotional harm to the other member or damage to the other member's property;
- ii. placing the other member in reasonable fear of harm to himself/herself or of damage to his/her property;
- iii. creating a hostile environment for the other member at any swimming activity;
- iv. infringing on the rights of the other member at any swimming activity; or
- v. materially and substantially disrupting the training process or the orderly operation of any swimming activity (which for the purposes of this section shall include, without limitation, practices, workouts and all other events of the club).

REPORTING PROCEDURE

An athlete who feels that he or she has been bullied is asked to do one or more of the following things:

- Talk to your parents;
- Talk to a Club Coach, Board Member, or other designated individual;
- Write a letter or email to the Club Coach, Board Member, or other designated individual;

There is no express time limit for initiating a complaint under this procedure, but every effort should be made to bring the complaint to the attention of the appropriate club leadership as soon as possible to make sure that memories are fresh and behavior can be accurately recalled and the bullying behavior can be stopped as soon as possible.

HOW WE HANDLE BULLYING

If bullying is occurring during team-related activities, we STOP BULLYING ON THE SPOT using the following steps:

1. Intervene immediately. It is ok to get another adult to help.
2. Separate the kids involved.
3. Make sure everyone is safe.
4. Meet any immediate medical or mental health needs.
5. Stay calm. Reassure the kids involved, including bystanders.
6. Model respectful behavior when you intervene.

If bullying is occurring at our club or it is reported to be occurring at our club, we address the bullying by FINDING OUT WHAT HAPPENED and SUPPORTING THE KIDS INVOLVED using the following approach:

FINDING OUT WHAT HAPPENED

1. First, we get the facts.
 - a. Keep all the involved children separate.
 - b. Get the story from several sources, both adults and kids.
 - c. Listen without blaming.
 - d. Don't call the act "bullying" while you are trying to understand what happened.
 - e. It may be difficult to get the whole story, especially if multiple athletes are involved or the bullying involves social bullying or cyber bullying. Collect all available information.
2. Then, we determine if it's bullying. There are many behaviors that look like bullying but require different approaches. It is important to determine whether the situation is bullying or something else.
 - a. Review the definition of bullying;
 - b. To determine if the behavior is bullying or something else, consider the following questions:
 - What is the history between the kids involved?
 - Have there been past conflicts?
 - Is there a power imbalance? Remember that a power imbalance is not limited to physical strength. It is sometimes not easily recognized. If the targeted child feels like there is a power imbalance, there probably is.
 - Has this happened before? Is the child worried it will happen again?
 - c. Remember that it may not matter "who started it." Some kids who are bullied may be seen as annoying or provoking, but this does not excuse the bullying behavior.
 - d. Once you have determined if the situation is bullying, support all of the kids involved.

SUPPORTING THE KIDS INVOLVED

3. Support the kids who are being bullied
 - a. Listen and focus on the child. Learn what's been going on and show you want to help. Assure the child that bullying is not their fault.
 - b. Work together to resolve the situation and protect the bullied child. The child, parents, and fellow team members and coaches may all have valuable input. It may help to:
 - i. Ask the child being bullied what can be done to make him or her feel safe. Remember that changes to routine should be minimized. He or she is not at fault and should not be singled out. For example, consider rearranging lane assignments for everyone. If bigger moves are necessary, such as switching practice groups, the child who is bullied should not be forced to change.
 - ii. Develop a game plan. Maintain open communication between the Club and parents. Discuss the steps that will be taken and how bullying will be addressed going forward.
 - c. Be persistent. Bullying may not end overnight. Commit to making it stop and consistently support the bullied child.
4. Address bullying behavior
 - a. Make sure the child knows what the problem behavior is. Young people who bully must learn their behavior is wrong and harms others.
 - b. Show kids that bullying is taken seriously. Calmly tell the child that bullying will not be tolerated. Model respectful behavior when addressing the problem.

- c. Work with the child to understand some of the reasons he or she bullied. For example:
 - i. Sometimes children bully to fit in or just to make fun of someone is a little different from them. In other words, there may be some insecurity involved.
 - ii. Other times kids act out because something else—issues at home, abuse, stress—is going on in their lives. They also may have been bullied. These kids may be in need of additional support.
 - d. Involve the kid who bullied in making amends or repairing the situation. The goal is to help them see how their actions affect others. For example, the child can:
 - i. Write a letter apologizing to the athlete who was bullied.
 - ii. Do a good deed for the person who was bullied, for the Club, or for others in your community.
 - iii. Clean up, repair, or pay for any property they damaged.
 - e. Avoid strategies that don't work or have negative consequences:
 - i. Zero tolerance or “three strikes, you're out” strategies don't work. Suspending or removing from the team swimmers who bully does not reduce bullying behavior. Swimmers may be less likely to report and address bullying if suspension or getting kicked off the team is the consequence.
 - ii. Conflict resolution and peer mediation don't work for bullying. Bullying is not a conflict between people of equal power who share equal blame. Facing those who have bullied may further upset kids who have been bullied.
 - f. Follow-up. After the bullying issue is resolved, continue finding ways to help the child who bullied to understand how what they do affects other people. For example, praise acts of kindness or talk about what it means to be a good teammate.
5. Support bystanders who witness bullying. Every day, kids witness bullying. They want to help, but don't know how. Fortunately, there are a few simple, safe ways that athletes can help stop bullying when they see it happening.
- a. Be a friend to the person being bullied;
 - b. Tell a trusted adult – your parent, coach, or club board member;
 - c. Help the kid being bullied get away from the situation. Create a distraction, focus the attention on something else, or offer a way for the target to get out of the situation. “Let's go, practice is about to start.”
 - d. Set a good example by not bullying others.
 - e. Don't give the bully an audience. Bullies are encouraged by the attention they get from bystanders. If you do nothing else, just walk away.

4. Equipment, Our Programs, & Registration

Equipment

Our team is strengthened by wearing team gear. You can support the Duncan Swim Team by purchasing team equipment from our equipment manager. Please label swimming equipment so that if it is found unattended, it can be returned to the owner.

Practice Suits: Suits worn by swimmer during practice sessions. They are generally made of polyester nylon, lycra or stretch nylon. These suits are usually loose fitting, and many swimmers train with several suits on for the purpose of drag. It is desirable to have both a practice suit and competition suit as the practice suit would ideally be more durable but consequently heavier. The competition suit should be worn only for racing so as to keep it tight fitting and streamlined.

Competition suit: A team racing suit may be required for competition. This suit is usually 2 to 3 sizes smaller than the practice suit to reduce resistance. Specialized fabrics have been developed to optimize performance.

Cap: A latex or silicone swim cap is used during a race or practice to cut down resistance and to protect swimmer's hair from the damaging effects of chlorine. It is expected that all competing Stingrays will wear their Stingrays cap at competition.

Goggles: Lenses worn by swimmers during practice and competition to enhance vision and protect their eyes from the effects of chemicals in the water. It is essential to get a good quality goggle with an excellent fit. Try them on before you buy, not all goggles fit the same!

Kickboard: Device usually made of Styrofoam, used to isolate the kick portion of the stroke.

Pull buoy: Usually made of Styrofoam, this device is placed between the legs to isolate the use of the arms. The pull buoy is used to strengthen the arms and is sometimes used for stroke work.

Fins: Flippers worn on the feet, used for stroke technique and speed assisted training.

Sweats: Some type of warm-up or sweat suit should be worn at meets and to and from practice during cold weather.

Team Uniform: A team uniform is usually made up of one or more of the following: suit, cap, T-shirt, sweat suit, parka. Each club has a uniform which is usually a requirement, and unique to the team.

Towel: Swimmers usually prefer a thick, large beach towel. A minimum of two towels is recommended for meets as the Swimmers will be in and out the water multiple times throughout the day.

Programs

DST members are divided into several groups. The purpose of these divisions is to group the swimmers with similar skill levels together so that they can set goals to train and compete together. The program is laid out in accordance with Swim BC & Swim Natation Canada (SNC) guidelines as per the Long Term Athlete Development Model. All groups are directed and coached by members of the Canadian Swim Coaches and Teachers Association and have been trained by the National Coaching Certification Program (NCCP). Descriptions for each group are listed below and the schedule for the training times for each group is included on the team website.

Developmental Group: I Can Swim (ICS)

This introductory group is for swimmers who are 5 years old and over and are 'water safe' ie able to float and know how to propel themselves for a short distance. Swimmers will learn the proper techniques for the four competitive swimming strokes - freestyle, backstroke, breaststroke and butterfly following the learn-to-swim program as laid out by the Nationally Recognized Sears ICS program. They will also learn the applicable rules for starts & turns for each stroke.

Opportunities for competing are based on the swimmer's personal choice and readiness as discussed by the Coach and the Parent. This typically occurs when the swimmers are nearing graduation from the ICS program. Learning the discipline of proper training is also emphasized including pre-swim warm-up, focus & concentration, swimming vocabulary, and post swim stretches. Each swimmer will progress through the program at his or her rate. Parents are encouraged to attain their Level 1 Official's Badge to assist with Team hosted swim meets.

Junior Groups - 'D' Group and 'C' Group

These groups emphasize further stroke development and aerobic endurance improvement. These swimmers usually compete at regional level swim meets, with a main focus on achieving Provincial AA Standards to compete in the Vancouver Island Regional Championships and the Provincial AA Championships. Swimmers are also striving for a AAA Provincial Time Standard to gain entrance into the Provincial AAA Championships.

'D' Group members train 3 times a week for 60 minutes plus 30 minutes of dry land training for each session. 'C' group members train 4 times per week for 90 minutes plus 30 minutes of dry land training for each session. Parents are expected to have a Level I Officials Badge and Officiate at every competition their Swimmer participates in.

Senior Groups - 'B' Group and 'A' Group

These groups are designed for more advanced swimmers that are committed to training at the Provincial AA and AAA level. These swimmers compete at regional and provincial swim meets, focusing on the BC Age Group Championships, Canadian Age Group Championships, and some cases Western Canadian Championships & Sr Nationals. These programs focus on all four strokes, aerobic conditioning to ensure a well-rounded base, and the goal of attaining National Standards.

'A' and 'B' Group members train 5 – 6 times per week for a minimum of 90 minutes plus dry land training for each session. The 'A' group members' commitment is 7 – 8 sessions per week. Our most senior members are expected to participate in Team activities and show the greatest degree of leadership. Parents are expected to be working towards their Level 2 Official's Badge and Officiate at every competition their Swimmer participates in.

Specialty Groups - Lesser than full programs, High School Swimming, International Paralympic Committee (IPC) members,

Our Team strives to be as flexible and inclusive as possible and as such have implemented the option to swim less than the full program within our ICS program and 'D' Group. In extraordinary circumstances, DST endeavors to include swimmers into their skill level despite their commitment levels ie private schooling.

Swimmers who have chosen this minimal commitment still strive towards the same expectations of swimmers within their skill level. **Please note that in the event of overcrowding and the interest of the entire DST; Full program swimmers will receive preference in terms of participation and space.*

High school swimmers typically train until High School Regionals and upon qualifying; have the option of training until High School Provincials (mid November). These swimmers train 2 times per week within the group of their skill level. Fees are based on ICS rates.

IPC is a very strong program under the SNC umbrella. These swimmers are encouraged to train with swimmers of similar ability and expectations despite their individual barriers. DST is striving towards offering an individualized specialty program for higher needs IPC Swimmers.

Registration and Payments

In response to a reduction in public funding available from BC Gaming funds, and continuing increases in the cost of providing the Team's the DST BOD work diligently towards maintaining the individual members' costs. As such, we are proud to say that the monthly dues for the 2013 / 2014 season will not be increased.

The Team offers a number of programs to suit all levels of swimmers. The cost of the Team's program for each swimmer varies with his / her level of training, commitment, and competition.

Registration – Swimming/Natation Canada & Swim BC

All swimmers participating in programs offered by the Duncan Swim Team Society are required to be registered with, and covered by insurance offered by Swim/Natation Canada (SNC) and Swim BC.

The registration and insurance cost for swimmers is determined by Swimming/Natation Canada based on the level of participation and age of the swimmer. Swimmers are registered as either "Competitive" or "Non-Competitive". A swimmer can change his / her status from "Non – Competitive" to "Competitive" at any time, and must do so in order to participate in sanctioned swimming competition. However, SNC / Swim BC will NOT allow a swimmer to change his or her status from "Competitive" back to "Non-Competitive" at any time, or for any reason. Please see your Registration Package>Terms & Conditions for Participation document's table of SNC / SwimBC registration and insurance rates for additional details. You can also request an E-copy from any of our Staff or BOD members.

Registration – Duncan Swim Team Society

A DST Registration fee is due at the time of registration with the Duncan Swim Team Society for those registering with the 'A', 'B', 'C', or 'D' groups. This fee covers the Team's administrative costs associated with swimmer registration, swim caps, and team shirts that are issued to swimmers at the time of registration. Should your swimmer be a member for the duration of the season (9mo) with no interruptions, you will be rebated this amount no later than Aug 2014.

Volunteer Credits

DST's swimmers' program is run by the DST Coaches. The 'business' of DST is run by a volunteer Board of Directors. These parents who take on leadership roles for the benefit of the WHOLE TEAM, including your child(ren), need your help in many different areas.

To secure your assistance, the Stingrays have implemented a "Volunteer Credits" program where each FAMILY (dependent on the highest group level committed to) is obligated to:

- A & B groups: \$200
- C group: \$150
- D group: \$100
- ICS groups: \$50

Throughout the season, the Team offers multiple opportunities to earn your Credits back in increments of \$25 per session attended:

1. Attendance at the AGM & Awards
2. Participation in an Officiating Course
3. DST Winter Break Invite
4. VIR SC Championships – *the Stingrays host this prestigious competition every 4 – 5 seasons*
5. DST Spring Break Invitational
6. DST June Jamboree

**Please note that it is the responsibility of the member to claim their Volunteer Credit via the DST website www.duncanstingrays.com PRIOR to the DST hosted event.*

FAILURE TO DO SO RESULTS IN NIL RECORDS TOWARDS YOUR VOLUNTEERING CREDITS!

Training Fees

Annual Training fees are divided into nine equal payments due on the first of each month beginning October 1st. The Team requires that members provide all post dated cheques at the time the swimmer is registered and made payable to Duncan Swim Team or DST. A one time Annual payment is also an option.

One day of swimming in a month constitutes the obligation for that month. No partial months will be billed or credited. Daily attendance is taken by the coaches and will be used to verify each month's billing obligation. The swimmer's coach or Treasurer must be notified IN WRITING prior to the beginning of the month in which a swimmer wishes to discontinue participation with the program. The treasurer will return or destroy your post dated cheques remaining on file. If you do not notify the treasurer, he or she will not know to give the cheques back to you and may inadvertently deposit them.

A swimmer may change groups within the Team on the recommendation of the coach and when the swimmer and his / her parents agree. If your swimmer is invited to move to the next group the Swimmer's present Coach will email you and you will be notified of the changes in cost and training hours. If the parent and swimmer accept the invitation, then it is necessary to reply to the email and the appropriate arrangements will be made. If you do not respond, the swimmer will not move to the next level.

If a swimmer decides to leave the Team for a period of time, or to pursue other interests, please notify either your Swimmer's Coach or the Head Coach and registrar via email or by dropping a note in the DST Drop Box in the CAC Pro Shop. You must notify the Coach and / or the Treasurer prior to the beginning of the month so that your post-dated cheque can be returned to you or destroyed. Only full months will be refunded. Partial months will be billed or credited ONLY in the event of a medical reason (Dr's notes will be requested). If you wish to stop attending, please notify the coach and/or treasurer so that if there are swimmers on the wait list, they may join as soon as possible.

If a swimmer decides to return to the swim team in the current swim year (a swim year is defined as September to June), they may do so without repaying the Team Registration Fee and the Swim BC insurance fee provided they have no outstanding balance on the account and space is available.

Transfers

If the swimmer is moving to another club, you must inform the registrar. A transfer form will be completed by our team, the new team and Swim BC. This is a Swim BC / SNC policy put in place to make sure than any amounts owed to one swim club are paid before a swimmer joins a new club.

There is a 30 day 'unattached' period where the swimmer, if competing will be reflected as 'UNAT' on the meet's program. The unattached status remains until the previous club confirms that no money is owed to the club that is being left. If accounts are not paid up, clearance will not be given and the swimmer will not be allowed to join the new club.

Competition

Training fees do not cover a swimmer's costs for participating in swim meets or other competitions. Swim meet fees are set by the club or organization hosting the meet. The fees will vary depending on the length of the meet and the level of competition. Swimmers are responsible for their own costs related to travel and accommodation for swim meets which take place away from home. In addition, all of the swimmers attending a given swim meet will share equally in covering the travel and accommodation costs associated with coaches attending the swim meet. The club is undergoing a review of fundraising programs and activities, and it is hoped that in the future, the Duncan Swim Team Society will be in a position to offset travel costs with fundraising revenues.

Fundraising

In order to keep the cost of our swim program as low as possible, the DST Board of Directors has separated *Program Cost* from *DST Staff Swim Meet Cost* in this year's budget.

Currently, the DST monthly fees that our members pay go directly towards:

- Pool rental
- Coaching cost for training
- General yearly expenses associated with running our club
- DST Staff expenses for attending Provincial & National level competitions

Therefore, in order to pay for the cost of sending our coaches to meets, the DST Board of Directors has instituted a user pay policy, whereby the cost of sending coaches to meets is split evenly amongst the participants "DST Staff Meet Cost".

We understand that over the course of a swim season, these costs can be significant for families. Therefore, the DST Board of Directors will be offering various fundraising opportunities throughout the swim season that may be applied against such costs.

Also not included in this year's budget is the cost of social events and equipment/miscellaneous, which will need to be covered with fundraising dollars.

Fundraising Percentage Breakdown

For every dollar that is fundraised by a swimmer the following criteria is applied:

- 75% goes towards DST Staff Meet Cost
- 10% goes towards Social Functions
- 15% goes towards Equipment Upgrades/Miscellaneous

75% - DST Staff Meet Cost

For every meet that your swimmer attends, you will receive an additional DST Staff Meet Cost bill to be paid immediately upon receipt. Failure to pay an outstanding DST Staff Meet Cost will prohibit swimmers from attending future meets until such fees are paid.

DST Staff Meet Cost Example: If 15 swimmers are attending an upcoming meet and it is ascertained that the cost to send a coach(s) is \$225 then each swimmer will be billed \$15. This bill will be on top of the regular cost to enter the meet.

10% - Social Functions

Over the years DST has hosted various social functions. A small portion of fundraising will be set aside from each DST member to ensure that there is a budget to have fun.

15% - Equipment / Miscellaneous

Equipment will always need to be upgraded, replaced or purchased. With a percentage of fundraising set aside, DST will have a budget to take care of these issues as they arise or anything else (under the miscellaneous category).

How do I get back my fundraising dollars?

To reduce administrative time, all swimmers must pay their portion of the DST Staff Meet Cost for each swim meet up front. At the end of each season, DST will write a cheque back to each family for 75% of the total amount fundraised up to a maximum amount that is equal to the actual cost of the swimmer's portion of the DST Staff Meet Cost for the season.

Stipulations

1. If there are additional funds left in your account after your total DST Staff Meet Cost is paid back to you, then the remaining will be carried forward to the next year's swim season

Example

Total Fundraising = \$500

75% available for DST Staff Meet Cost = \$375

Actual DST Staff Meet Cost = \$200

Carryover for the next swim season = \$175

*A cheque written back to the family will be \$200

2. If your swimmer does not return for the upcoming season, then any credit left over may be transferred to a sibling. Otherwise this credit will be reverted back to DST
3. One DST Staff Meet Cost payout cheque per family of swimmers will be written
4. The DST Board will track each member's fundraising earnings
5. Members can inquire about their fundraising account anytime with the Fundraising Coordinator fundraising@duncanstingrays.com at any time throughout the year

Fundraising Programs

The DST board will do the best that it can to provide various fundraising activities throughout the year to assist you with your fundraising.

As demonstrated in the past, the largest fundraising opportunity is the ***DST Swim-a-thon***. Fundraising opportunities will be announced upon activation and it is entirely up to each member if they wish to take advantage of these activities. Be sure to check our website www.duncanstingrays.com for a list of fundraising activities.

Remember, the more fundraising you do, the less expensive it becomes to send your swimmer to the best and most exciting part about swimming.....swim meets!

5. Swim Meets, Rules and Officiating

DST word on Swim Meets

We realize that competing is not for everyone. It is the swimmer and his or her family's decision whether or not to participate in a swim meet. Competitions are encouraged but are not mandatory regardless of your chosen commitment level. Every swimmer of the Duncan Swim Team will learn how to compete so that if a swimmer decides to compete at a later stage, they will already have the appropriate skills.

Swimming is an excellent way to teach children and youth life skills and how to fulfill their potential. Self improvement is stressed in a positive environment which ultimately encourages a heightened self image. Goals are identified and worked towards and participating in competitions is only one manner in which this is achieved.

There are different types of competition based on age, experience and level of performance. Some swim meets are open to everyone, and some swim meets restrict participation to allow only swimmers who have achieved certain time standards. Some meets limit advanced swimmers by dequalifying them if their times are too fast.

Time standards are not uniform across the different provinces and territories in Canada. Provincial time standards are determined by each province based on past provincial results, hence a 'AAA' time in BC may be faster than an 'AAA' equivalent time in Ontario. We follow provincial time standards established by Swim BC, and national time standards established by Swimming Canada.

Entering a Swim Meet

Participating swimmers will share equally in all of the DST Staffing costs associated with attending meets. They will be responsible for their own entry fees, their own travel, and accommodation costs (where applicable) and a share of the travel and accommodation costs related to coach(es) attendance at meets "DST Staff Fee". Team travel arrangements will be made where possible to help reduce travel and accommodation costs for away meets.

The events that the swimmers will participate in at the meets are the final decision of the coaching staff based on the swimmer's input. Swimmers select their own events with the guidance of the DST Staff. DST Staff will never force a swimmer to swim an event that a swimmer is not comfortable in but will encourage the swimmer to challenge themselves on a regular basis.

Parents are requested to encourage their Swimmer to discuss their events with the DST Staff as the Swimmer & Coach work very closely together on a (near) daily basis. Swimmers will be entered into the specific meets and events that the coaches feel are appropriate for their current level of development. Entries will be matched according to training programs and each swimmer will be given the opportunity for learning, racing and succeeding.

Expectations of Swimmers at Meets

Whenever and wherever a swimmer wears any item of the team uniform, the individual should remember that his or her actions reflect the team that he or she represents and should behave accordingly.

All questions that swimmers or parents have concerning meet results, officiating calls, or issues at a meet should be directed to the coaching staff only. The coaches will pursue the matter through appropriate channels.

If a swimmer decides not to swim a scheduled race, this must be discussed with the attending coach. Scratches and deck entries can only be done by the DST Coaches. Often there is a deadline to scratch from a race. If a swimmer's race has not been scratched before the deadline, and the swimmer does not show up to race, the swim team is often penalized **financially** which will then be passed along to the offending swimmer. This penalty fee must be paid prior to the swimmer being permitted to race again. **In some instances, this one swimmer's offence may result in their being scratched for the rest of the session and ultimately escalating to the rest of the competition.**

The Meet Entry Process

1. The DST Events and Competition Schedule is available on the DST website under the heading "Swim Meets" and is distributed at point of Registration.
2. The Attending Coach will email an invitation along with a link to the Stingrays' online confirmation portal located on www.duncanstingrays.com to all swimmers who are qualified to swim at the meet. The Stingrays' Event Page for the specific competition will contain the Meet Package as well as other pertinent information specific to that competition. The swim meet package will include location, events, costs per event and general information regarding the meet.
3. Each Swimmer's online confirmation must be received prior to the Stingrays' INTERNAL DEADLINE as outlined within the invitation and listed on the Event Page

If you do not respond online, it is assumed that your swimmer does not plan to participate in the meet and will not be registered.

4. On deck, the Coach will help your swimmer select events that are appropriate to *their* goals. While we encourage the family's participation in all aspects of your Child's Swimming we do request that specific conversations regarding events selections be left between the Coach & Swimmer as we've been working very closely and on specific skills leading up to the competitions.
5. After the Coach has completed the entries, an Entries & Fees Report will be emailed to all confirmed participants which outlines the swimmer's chosen events as well as the cost. At this time, the Coach will have a general knowledge of how many people plan to attend and will include the cost of the potential associated coach travel costs "DST Staff Fee" within the Entries & Fees Report.
6. At this point, the attending family will have a minimum of 24hrs to make any necessary adjustments to the Swimmer's commitments ie day(s) of attendance. If there is attention needed to your Swimmer's events selections, please encourage them to speak with their Coach at their next practice.
7. After the Entries & Fees Report is emailed to the participating families following all necessary requested changes, it is the responsibility of the families to put a cheque in DST's mail box in the aquatic centre foyer PRIOR to the date of competition. Swimmers will not be allowed to compete in subsequent swim meets until all meet fees have been paid.
8. Swimmer entries are sent in to the Host Team through the Swimming Canada website. Individual events cost are the responsibility of each Swimmer's family. Relay events cost are covered by the Stingrays with Relays participants selections solely determined by the DST Staff attending the competition.

9. After the meet entries have been sent to the host club, each family is responsible for paying the meet fees. Fees are non-refundable as the team has already incurred the expense of your child's entry into the swim meet. If you know that the child will be unable to participate in the swim meet PRIOR to the first day of the meet, you can then provide a doctor's note to the DST staff, who will make a request to the Host's Meet Manager for review. Reimbursement may or may not occur and is solely at the discretion of the Host's Meet Management.

Meet Format

The Pool: The pool is divided into four, six or eight lanes depending on the size of the facility. At one or both ends you will see starting blocks; these are the platforms that the swimmers will dive off of at the start of the race. Five metres from each end of the pool there will be a set of flags. These flags help the swimmers with the timing of their turns, particularly with backstroke. Fifteen metres from the 'starting end' of the pool, there is a rope strung across all lanes. This is the 'false start rope'. If a swimmer false starts, or leaves the block before the command in a race, the rope will be dropped to stop the swimmers so that the race can be restarted. Pools are hot and humid, and seating can be limited or non-existent at swim meets, so come prepared with appropriate clothing and a fold up chair if necessary.

Official Times: Once a swimmer has completed an event, he or she will get a time that shows how long it took him or her to complete their swim. If a swimmer's time is 1:09.87, it is read as one minute, nine seconds, point 87. This becomes the official time if the event was completed in an official, sanctioned meet. Most swim meets are sanctioned. The pool may be equipped with electronic timing and times may be displayed on the scoreboard as the race is completed. If there is no electronic timing system, the time will be determined manually by timers in that lane.

All swim meets have a certain number of officials that must be on deck. Officials are parent volunteers who run the meet and ensure that all swimmers follow the swimming rules laid out in the Swimming Canada rulebook. The swimmers become aware of the rules that apply to them; such as two hand touches in breaststroke and butterfly. See your Child's Coach if you would like more information. If a swimmer breaks one of these rules, he or she will likely be disqualified. Being disqualified means that the time achieved in the race will not count. A time standard will not be achieved and the swimmer will not be placed in that event for finals. If a swimmer is disqualified the coach will be notified within 15 minutes of the offense. Competitive swimming is about working on improving your personal times. As the swimmer becomes faster, he or she will achieve more time standards which will allow him or her to compete at higher level meets.

Age Categories: In all swim meets, swimmers are divided into genders so that boys and girls compete separately. In most swim meets, they are also divided into age groups. The SwimBC current age groups are as follows:

11 & Under (Provincially) OR 10 & Under, 11 & Under (Regionally)

12 / 13 yrs

14 / 15yrs

16 & Over / Senior

Open (nil age categories)

Our Provincial Time Standards are determined by SwimBC. They are based on age and group swimmers of similar speed into A, AA, AAA for

11 & Under

12 & 13 years

14 & 15 years

16 & Over / Senior / Open

To race at Provincial AAAs one must achieve 2 x AAA Qualifying Times (QTs). To race at Provincial AAs one must achieve 2 x AA QTs (discluding the stroke 50s: fly, bk, br and no more than 1 x AAA QT).

The first step into National level swimming is achieving a Canadian Age Group Time Standard. These Qualifying Times (QTs) are intended for swimmers between the ages of 12 & U to 18 years. To race at the Canadian Age Group Championships one must achieve 3 x Canadian Age Group Championships QTs.

The next step into National level swimming is achieving a Western National / Eastern National QT. This is the first step into 'Senior' level swimming where the swimmers are grouped only by gender and time, regardless of age. The final step in National level swimming is achieving a Senior national QT. Only about 500 swimmers in all of Canada achieve this outstanding standard each season. And finally, the Canadian Swimming Trials times are the greatest Time Standard within Canada with only 350+ swimmers achieving this exceptional standard each season.

Seeding: In an event, there are usually more swimmers than lanes in the pool. The race is then divided into heats of swimmers, and the method used is referred to as seeding.

The swimmers are placed into lanes according to their entry time or the fastest time completed going into the meet. The fastest swimmer in the heat is placed slightly to the left of the centre of the pool, with the slower swimmers going out to either side. In an 8lane pool, the fastest swimmer will be in lane 4, second swimmer in lane 5, third swimmer in lane 3, fourth swimmer in lane 6, fifth swimmer in lane 2, sixth in lane 7, seventh in lane 1 and eighth in lane 8. Swimmers without a time are seeded with the slower times. When accurately seeded, the swimmers produce the shape of an arrow across the water when racing.

Most regional meets are **timed finals**, which means that everybody only swims the race once. In these meets, the swimmers are **senior seeded** meaning the fastest six (or eight) are in the last heat, then the next six in the heat prior, and so forth with the novice swimmers comprising the first heat(s). The heats are swum slowest to fastest.

In higher level meets, there are preliminary heats and finals with a break between heats and warm-up for finals (sometimes as short as 30min and as much as 5hrs). After the preliminary heats have been swum, the fastest eight finishers will qualify to swim in the championship final that evening. In some higher level meets there is a consolation final in which the next eight finishers (9th – 16th place) will swim. If there is a tie for a key position (8th, 16th, or 1st or 2nd alternate) after preliminaries, both swimmers will be notified and must swim a swim-off at the end of preliminaries or the beginning of finals.

Circle seeding: Circle seeding means the three fastest heats of swimmers are evenly distributed between the final three heats with the fastest swimmer being in the last heat lane 4 (for an 8lane pool). The 2nd fastest swimmer races in lane 4 of the 2nd to last heat and the 3rd fastest swimmer races in lane 4 of the 3rd to last heat. The 4th fastest swimmer then races in lane 5 of the last heat, 5th fastest in lane 5 of 2nd to last heat, so on so forth. This is to give swimmers greater racing opportunities particularly where the 21st place swimmer will race the fastest seeded swimmer in the meet during the preliminaries.

The rest of the swimmers are placed in slowest to fastest heats ie 'senior seeded' as expressed above.

The Meet Routine

The first few meets can be confusing. Different pools have different rules and sometimes the change rooms are hard to find.

1. At the time specified within the Meet Package distributed to all participants come out to the deck wearing your suit, shirt and other team gear and find your Coach. It is important to arrive on time 15 minutes PRIOR to the listed warm-up.
2. The team gathers for a dry warm-up prior to entering the water, their pre swim activation.
3. The Coach will then direct the water warm-up. Each Stingray knows their warmup routine as it has been taught in D group and then with growth and development, the Swimmer's needs change. The Coach and the Swimmer then work together in regular training to develop more appropriate warmups individual to each swimmer.
4. Following the water warm-up, the swimmer should dry off and put on warm clothing to prevent their muscles from tightening.
5. There will usually be a team meeting and team cheer after everyone is done their warm-up and it is expected that the Swimmers sit with their teammates. While we discourage family members sitting with the Team, we do encourage the swimmers to visit with their families often. We endeavor to make a Team Environment for all of our swimmers to heighten their experience as a competitor and be more focused on the tasks at hand. Liken it to the players bench in other team sports.
6. Get yourself organized with your Events Information: event number, heat, lane. As the swim meet progresses, it is the responsibility of each swimmer to watch the events to determine when they need to get ready for their next event.
7. About 10 – 20 minutes before your event (as determined by the number of heats prior to your race) go and talk to your Coach to review expectations, strategies, etc.
8. Report to your lane and fully watch the 'flow' of the Meet ie how long do the heats take prior to you? 50m races will be a significantly quicker flow than 400m race heats.
9. When the heat before you starts their race, be ready for your swim.
10. After your swim, be sure to stay in the pool until all the other swimmers have completed their race (shows sportsmanship) and commend the swimmers next to you. Thank the timers (shows respect) and then go talk to your Coach about your race.
11. After your talk with the Coach, you'll do a warm-down in the designated pool, if available. If there is no warm-down pool, do arms swings and stretches.
12. If you have other events, put on warm clothing and rest. If you are done for the session report to your Coach prior to leaving to ensure that all your commitments have been taken care of.
13. It is expected that members are in attendance for all sessions on the day(s) of commitment UNLESS you have informed the Staff PRIOR TO THE COMPETITION. Specific arrangements sometimes need to be made on behalf of your swimmer and well, we all like our teammates cheering for us and us for them.

Home Meets (not staying overnight): When competing at a home meet or a meet close to home, your swimmer needs to ensure that they bring the following to the pool in a knapsack or bag:

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|--|--|
| ✓ Bathing Suit (check twice!) | ✓ Water bottle |
| ✓ Goggles (2 pairs are encouraged as a 'just in case') | ✓ Light snacks |
| ✓ Team Cap | ✓ Bag Lunch & / or lunch money |
| ✓ Team Shirt | ✓ Dinner money if necessary |
| ✓ Deck pants, shorts, etc aside from regular clothes | ✓ Books, Music, Homework, Deck of Cards, etc – activities to do on deck between events |
| ✓ 2 towels minimum | |

Away Meets / Travel Meets: Meets that are not hosted at our own facility are considered travel meets. When going on a travel meet, your child will need the same gear as listed above. He or she may also need an extra change of clothes (one for each night away), extra snacks and spending money. If your child is traveling with another family please be realistic when giving money to your child. It is important that he or she eats well. If your swimmer is staying with the team, they will need about \$40 - \$50 / day for food. The chaperone can hold the money for safekeeping.

Parents are expected to make their own travel arrangements (with other families if possible). We are currently working towards Team Travel and would appreciate the assistance of a volunteer Parent with the potential of offsetting their own cost of attending the Competition. If you are interested in this, please contact our Head Coach leanne@duncanstingrays.com

Team Travel Swimmer Expectations

Failure to abide by the rules below may result in the swimmer being sent home at his / her expense. If this is not possible, the swimmer will be removed from the remainder of the competition and will not be allowed to attend future travel meets unless accompanied by a parent.

- Swimmers are expected to abide by all curfews.
- No smoking, alcohol, or illegal drug use will be tolerated, regardless of age.
- Swimmers are expected to obey all Provincial and Federal Laws.
- Swimmers must respect the host facility and all competing teams.
- Swimmers must always stay with the group. If the group does split up, inform the chaperone of where you are going and when you'll be back. Always stay in groups of at least three and always have an adult or senior swimmer with you.
- The **swimming comes first** at away meets. Other activities such as shopping and sightseeing are secondary and will be permitted only if it does not interfere with swimming.

The following is a brief summary of the components of the sport of competitive swimming.

The Racing Course: The length of the Short Course racing pool is 25 meters and the Long Course pool is 50 meters. The pool has six, eight, or ten lanes wide and each lane is usually 2.0 to 2.5 meters wide. The water temperature must be kept at a minimum of 24 degrees / 78 celsius.

The Meet: There are a total of 18 individual events and five relays events for both men and women. In most meets you will not find all the events, as time typically will not permit this. For the most part you will see all four strokes, two relays, and one or both Individual Medley swims. In the Olympic Games, for example, there are only 13 individual events and 3 relays. In the Olympics, men do not swim an 800-meter freestyle and the women do not swim a 1500-meter freestyle nor will you find the stroke 50s: fly, bk, br.

Swim meets are the "tests" to measure your swimmers training progression. Meets present many challenges to swimmers and are often approached with different expectations during different "phases" of training. It is very important to communicate with your swimmers to make sure you understand the goal of the meet. Swimming fast is always the desired outcome, but not always the primary goal. Different phases of training elicit different competitive responses.

Freestyle Events: In the freestyle events, the competitor may swim any stroke he or she wishes. The usual stroke used is the front crawl. The alternate overhead motion of the arms, a side-to-side breathing action and an alternating "flutter kick" characterizes this stroke. The freestyle is swum in 50, 100, 200,

400, 800 and 1500 meter distances. Freestyle is the fastest of the four competitive strokes and is generally the easiest and most natural to learn. As a result of these factors it is commonly used as the primary training stroke.

Backstroke Events: In the backstroke, the swimmer must stay on his or her back at all times. The stroke is an alternating motion of the arms combined with a “flutter kick”. It is the swimmers objective to “roll” from side-to-side while maintaining a very “quiet” head position. Backstroke flags are positioned 5 meters away from each wall to alert swimmers of their proximity to the wall. Swimmers begin a “stroke-count” upon seeing the flags and begin the turn after counting a specific number of strokes. At each turn, a swimmer must remain on their back until the actual turning action has begun. Swimmers must surface within 15 meters off of each wall. Backstroke race distances are 50, 100, and 200 meters. A 50-meter event is often used for developing swimmers and for National level sprint events.

Breaststroke Events: Perhaps one of the most difficult strokes to master, the breaststroke requires simultaneous movements of the arms on the same horizontal plane. The hands are pushed forward from the breast on or under the surface of the water and swept “out and back” simultaneously in the propulsive stage of the stroke. The kick is a simultaneous thrust of the legs called a “whip” or breaststroke kick. No flutter or dolphin kicking is allowed. At each turn a swimmer must touch with both hands at the same time. Breaststroke race distances are 50, 100, and 200 meters. A 50 meter event is often used for developing swimmers and for National level sprint events.

Butterfly Events: The most physically demanding stroke, the butterfly features the simultaneous overhead stroke of the arms combined with the full body dolphin kick. The dolphin kick features both legs moving up and down together. No flutter kicking is allowed. The butterfly was “born” in the early 1950’s as a loophole in the Breaststroke rules and in 1965 was made an Olympic Event in Melbourne, Australia. Butterfly races are swum 50, 100, and 200-meter distances. A 50-meter event is often used for developing swimmers and for National level sprint events.

Individual Medley: The individual medley, commonly referred to as the “I.M.”, features all four competitive strokes. In the I.M. a swimmer begins with the butterfly, changes to the backstroke after one-fourth of the race, then the breaststroke for another quarter and finally finishes with the freestyle. The I.M. is swum in 200 and 400-meter distances. A 100-meter event is often used for developing swimmers and for International level sprint events.

Relays: The Relay races are comprised of 4 members and are typically raced in the 200 and 400m distances.

The Freestyle Relay offers the 4 x 50, 4 x 100, and in some instances the 4 x 200 (800m total) distances.

In the Medley Relay is the 4 x 50 and 4 x 100 distances with four different swimmers swimming each of the 4 strokes. No swimmer may swim more than one leg of the relay. The order for a Medley Relay is backstroke, breaststroke, butterfly, and freestyle.

Starts and Turns: Many races are lost due to poor start and turn technique. At the start, the Referee visually checks that all swimmers are down and still. Once the Referee is satisfied, the race is then turned over to the Starter who starts the race by either a gun or electronic tone. A swimmer’s ability to react quickly to the start signal is critical but only part of good start technique. The swimmer’s ability to efficiently transfer their flight to a streamlined entry followed by an aggressive but controlled transition to swimming will be a major determinant in the success of their start.

Quick turns are essential to a good race. Excellent turn technique allows a swimmer to maintain their swimming velocity in and out of walls, thereby conserving energies that may otherwise be used to get back up to speed. In all events the swimmer must touch the wall, but in the freestyle and backstroke the swimmer may somersault “tumble turn” “flip turn” as he or she reaches the wall, touching only with the feet. In the other two competitive strokes, the swimmer must touch the wall with both hands simultaneously before executing the turn.

Strategies: The sprint races (50 and 100 meters) are the highest intensity racing requirement the greatest intensity of effort for a short period from start to finish. The slightest mistake can cost hundredths of seconds - and the race.

The middle distance races (200 and 400 meters) require the swimmer to have a sense of pace as well as the ability to swim in a controlled sprint. This too requires a high intensity from start to finish where the swimmer gains confidence from their training on how to give as high intensity as possible for the longer duration.

The 800 and 1500 meter freestyle require the swimmer to constantly be aware of where they are in the water and how tired they are becoming. Swimming the first portion of the race at too fast of a pace can sap swimmers’ strength and cause a poor finish. Swimming the first portion of the race too slowly can separate the swimmer from the pack and make catching up extremely difficult.

There are 3 basic tactics to a race: Negative Split, Positive Split, Even Split. Swimmers may elect to swim the race evenly “Even Split” (holding the same pace throughout the race), or they may “Negative Split” the race. A negative split occurs when the swimmer covers the second half of a race faster than the first half. Typically these conditions will be dictated by both the swimmers genetic pre-disposition towards distance events, and their personal level of fitness. And finally the most natural manner in which racing occurs: Positive Split meaning the first part of the race is the fastest with minimal effort beyond what is natural is necessary.

The Team: A swim team is composed of any number of swimmers. Participants compete in different age groups and meets depending on their achievement level and how old they are on the first day of the meet. Provincially recognized competition age groups are 11 & under, 12 & 13 yrs, 14 & 15 yrs, and 16&Over / Senior (open).

Swimming Canada also recognizes the age groups of 12 & under (female), 13 & under (male), 13 yrs female, 14 yrs, 15 yrs, 16 – 18 yrs (female), 16 yrs (male), 17 - 18 yrs (male).

Local meets may also feature events for 8 and under swimmers. Team practice groups are usually determined by age and ability.

Levels of Competition

Time Trials: DST holds time trials throughout the swim season. They bring swimmers of all levels together for a fun opportunity to practice competing. They take place at the Cowichan Aquatic Centre for a couple of hours on a week day. These are usually not sanctioned meets which means that the times are not forwarded to our provincial or national governing bodies. This provides our ‘non-competitive’ swimmers an opportunity to experience a swimming competition without exhausting their ‘one competitive opportunity’ permitted by their SwimBC Insurance category.

Regional Meets: These are official meets that are hosted by clubs on the Island about once every 4/6/8 weeks. These meets have swimmers from different teams and similar speeds competing against each other in a fun and low-pressure environment. They are a good opportunity for swimmers to get used to

racing and to meet new friends. As a swimmer gains experience, he / she will gain confidence and speed, and will begin to work towards Provincial AA and Provincial AAA Time Standards.

Invitational Meets: These are meets where the host club invites other clubs to attend. The time standards differ with every meet and are dictated by the Host Team. Invitational Meets are usually hosted on the Island but we do travel to the mainland for other racing opportunities. For the senior group, there are some invitational meets across Canada and the USA. The time standards also vary dependent on the Host Team.

Championship Meets

- **Vancouver Island Regionals (VIR's):** These are the Island Regional Championships that are held twice a year. The Short Course (25m) Championships are typically held in January and the Long Course (50m) Championships in June. This is a good team event for our club as it brings most of our Provincial and higher level swimmers together for a meet and builds team spirit. The standard needed to attend is a AA time + 2.5% as published on the Stingrays website.
- **British Columbia Age Group Championships / B.C. Senior Championships:** Qualifying for the Provincial Championships requires the swimmers attain 2 x AA QTs for Provincial AA Championships and 2 x AAA QTs for Provincial AAA Championships. These Meets is also held twice a year; Short Course (25m) Age Group in Feb, Senior Provincials in March. Long Course (50m) are held in July.
- **Canadian Age Group Championships:** This meet is the highest level of Age Group Swimming in Canada. Canadian Age Group Qualifying Times (QTs) are specific and require 3 x QTs to start for females for 12 & Under, 13, 14, 15, and 16-18. For males 3 x QTs start at 13 & Under, 14, 15, 16 and 17-18. This is the last step prior to competing on an 'open' stage where age has no significance. Speed is the only determining factor.
- **Western Nationals, Senior National Swimming Trials, and the Canadian Swimming Championships:** These are the highest level of Canadian meets. All of these meets do not have an age limitation. They are considered 'open' and have very strict QTs.
 - Western Nationals takes place annually and in conjunction with Eastern Nationals. Results of both meets are ranked together to create a 'Virtual' Nationals.
 - Senior National Swimming Trials and the Canadian Swimming Championships take place once annually each and do not have an age limitation.
 - Trials for International Games meets are held at the Senior National Swimming Trials in March/April with the Canadian Swimming Championships featuring Canada's fastest swimmer racing in August of each year.
- **International Meets:** To compete for Canada at an International Games meet, one must make the team at Nationals or Trials meet. Generally, a swimmer must place at least in the top two at the Trials, and surpass the posted FINA cut off time. In some events, it is possible to have four swimmers make the team provided they all have made the cut off standard. These are the 50, 100 and 200m freestyle, as four swimmers are needed to make a relay team.

Examples of International Competitions:

- **World Championships** – all FINA authorized countries and held every 4th year.
- **World Student Games** – held every 4th year for those accepted or are in post secondary institutions.
- **Pan American Games** – held every 4th year with all the countries from the Americas.
- **Pan Pacific Games** – held every 2nd year with all countries that border the Pacific Rim.
- **Commonwealth Games** – held every 4th year with the countries from the British Commonwealth.
- **Olympic Games** – held every 4th year with all countries recognized by the International Olympic Association.

As a swimmer moves up in his or her level of competition, the number of swimmers they compete against will decrease as the qualifying standards become more challenging. Not every swimmer will achieve a AAA time, and fewer will qualify for Canadian Group Championships. With consistent focused training along with great effort and years of dedication, the swimmer can move up to the highest level he / she can, and achieve something for which they can be proud of.

Swim Officials

The technical rules of swimming are designed to provide fair and equitable conditions of competition and to promote uniformity in the sport. Each swimming stroke has specific rules designed to ensure that no swimmer gets an unfair competitive advantage over another swimmer.

Certified officials observe the swimmers during each event to ensure compliance with these technical rules. If a swimmer commits an infraction of the rules, they will be disqualified from that event which means they will not receive an official time nor be eligible for an award in that event. Disqualification may result from actions such as not getting to the starting blocks on time, false starting, walking on or pushing off the bottom of the pool, pulling on the lane lines, or unsportsmanlike conduct. For a description of the technical stroke rules, please refer to the latest edition of the Swimming Canada Rule Book. Listed below are the different official's positions.

- **Timers** - operate timing devices (watches or automatic timing systems) and records the official time for the swimmer in his/her lane.
- **Turn Judges** - observe from each end of the pool and ensure that the turns and finishes comply with the rules applicable to each stroke.
- **Stroke Judges** - observe from both sides of the pool, walking abreast of the swimmers, to ensure that the rules relating to each stroke are being followed. The position of Stroke Judge and Turn Judge may be combined into one position called the Stroke and Turn Judge.
- **Relay takeoff Judge** -stand beside the starting blocks to observe the relay exchange, ensuring that the feet of the departing swimmer have not lost contact with the block before the incoming swimmer touches the end of the pool. Turn judges often accomplish this task.
- **Clerk of the Course** – maintains the seeding of the meet. Also handles any scratches or deck entries that may occur during the course of the meet.
- **Electronics Personel** usually minimum of 2 Officials who run the electronics system connected with the touchpads and the Meet Manager file ie the whole competition!
- **Starter** - assumes control of the swimmers from the Referee, directs them to “take your mark” and sees that no swimmer is in motion prior to giving the start signal.
- **Referee** - has overall authority and control of the competition, ensuring that all the rules are followed. Assigns and instructs all officials, and decides all questions relating to the conduct of the meet. Violations of the rules are reported to the Referee, and the rules require that every reasonable effort be made to notify the swimmer or his coach of the reason for disqualification.

PLEASE NOTE THAT THE SWIMMERS PARENT(S) ARE NOT PERMITTED TO APPROACH ANY OFFICIAL DIRECTLY REGARDING AN INFRACTION.

If your child is disqualified (DQed) in an event, be supportive rather than critical. For beginning swimmers, a disqualification should be treated as a learning experience, not as a punishment. A disqualification alerts the swimmer and the Coach to what portions of the swimmer's stroke need to be corrected. Disqualifications should be considered in the same light as an incorrect answer in school work: they point out areas which need further practice. The disqualification is necessary to keep the

competition fair and equitable for all other competitors. A supportive attitude on the part of the official, the coach, and the parent can also keep it a positive experience for the disqualified swimmer.

Your Involvement as an Official

Every year, we host three to four swim meets in addition to time trials. When we host meets, we are responsible for providing most of the officials. At every swim meet, you will see officials on the deck. Officials are **parent volunteers** who ensure that every meet runs smoothly and that every swimmer follows the rules as laid out in the Swimming Canada rulebook. **Every family should have at least one parent who officiates at meets.** This is a large part of parent involvement with the club. Without parent volunteers, we cannot host swim meets. Other clubs may provide us with officials and we are expected to provide our help to other clubs. Our time trials provide a great opportunity for parents to practice newly acquired officiating skills.

To become an official, you must participate in certification courses. These courses are usually a couple of hours long and are free of charge. They are usually put on by another busy swim parent and are typically done about 2 weeks in advance of our own competitions. It is important for our club to have as many qualified officials as possible so that we are able to host meets. It is recommended that one parent from each family be certified to level II or higher. As you complete each level of training, a badge is issued.

Officials' Levels

- ❖ **LEVEL I:** Timer, Place Judge, Marshall
- ❖ **LEVEL II:** Clerk of Course, Chief Timer, Chief Place Judge/Chief Judge Electronic, Recorder/Scorer, Stroke/Turn judge, Head Lane Timer
- ❖ **LEVEL III:** Electronics personnel, Starter, Meet Manager
- ❖ **LEVEL IV:** (Senior Official): Referee, one year evaluation period in province
- ❖ **LEVEL V:** (Master): Successful completion of Senior Official, able to work at National/International Competition.



6. Glossary of Swimming Terms

- ❖ **25metres aka Short Course:** A pool 25 meters in length. Swim BC conducts most of its winter competition in short course.
- ❖ **50metres aka Long Course:** A pool 50 meters in length. Swim BC & Swimming Canada conduct most of their spring and summer competition in Long Course.
- ❖ **“AAAs” Age Group Provincial Championships:** BC’s premiere swimming championships. To enter the meet, swimmers must have attained 2 x “AAA” qualifying time. Short Course is held in the spring and Long Course is held in the summer with around 600 swimmers attending. As of August 2015, swimmers need 2 x AAA QT in their respective age categories to attend AAAs.
- ❖ **“AAs” Age Group Provincial Championships:** second tier swimming championships. To enter the meet, swimmers must have attained 2 x “AA” qualifying time. Short Course is held in the winter and Long Course is held in the summer with around 500 swimmers attending. As of August 2015, swimmers need 2 x AA QT in their respective age categories to attend AAs DISCLUDING the stroke 50s ie 50 fly, 50 bk, 50 br.
- ❖ **Age Group Swimming:** The program through which Swim BC provides fair and open competition for its developing members. It is designed to encourage maximum participation, provide an educational experience, enhance physical and mental conditioning, and develop a rich base of swimming talent. The Provincially recognized age groups for records classification are 11&Under, 12/13yrs, 14/15yrs, 16&Over/Senior.
Regional and invitational meets may offer other age grouping besides those listed above, as well, subject to approval (by meet sanctioning) from Swim BC.
- ❖ **Block(s):** 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.
- ❖ **Canadian Age Group Championship:** A national competition held once a year open to swimmers aged 18&U. 3 x qualifying standards must be achieved to gain acceptance.
- ❖ **Carding:** Swimmers may become ‘carded’ when they achieve certain time standards (Senior International, Senior National Team, C1, Junior High Performance, Relay and Transition, Developmental). When a swimmer becomes carded, they may obtain monetary support to pursue their swimming goals.
- ❖ **Circle Swimming:** Performed by staying to the side of the black line when swimming in a lane to enable more swimmers to swim in each lane – reduce chaos!
- ❖ **Coach:** A person who trains, instructs, and teaches athletes in the Sport of Swimming.
- ❖ **Code of Conduct:** An agreement signed by the Parent, Swimmer, Coach at the start of each season with certain behavioural guidelines.
- ❖ **Distance:** When used to refer to races, it refers to how far the race is ie 50m, 100m, 200m, etc.
- ❖ **“DQ” / Disqualified:** This occurs when a swimmer has committed an infraction of some kind; e.g. freestyle kick in butterfly. A disqualified swimmer is not eligible to receive awards, nor can the time be used as an official time.
- ❖ **Drill:** An exercise involving a portion or part of a stroke and or skill, used to improve technique.
- ❖ **Dry land Training:** Training done out of the water that aids and enhances swimming performance; usually includes stretching, calisthenics, and/or weight training.
- ❖ **Entries:** Submission of Swimmer events for competition to the host team. Typically requests the swimmers registration number, gender, events numbers and entry times. Completed by the DST Staff.
- ❖ **False start:** Occurs when a swimmer moves prior to the sounding of the start command.
- ❖ **False Start Line:** 15m down the pool, rope strung across the pool perpendicular to the lanes ready to be dropped to stop a race due to a false start.

- ❖ **FINA** Federation Internationale Natation Aquatique the world governing body of all Aquatic Sports. THE definitive source for all things Swimming.
- ❖ **Final:** The championship race of an event in which the top six, eight, or ten swimmers from the preliminaries compete for their Final standing / placing, depending on number of lanes in the pool.
 - **Consolation Final** the 2nd tier of competitors as determined by the preliminaries. Also known as the “B Final”
 - **Timed Finals** Only one opportunity to race an event typically reserved for entry level competitions and distance events.
- ❖ **Finish:** The final phase of the race: the touch at the end of the race and up to 10m out.
- ❖ **Flags:** Backstroke flags placed 5 meters from the end of the pool. They enable backstrokers to execute a backstroke turn more efficiently by counting their strokes.
- ❖ **Goal:** A specific time or skill achievement a swimmer sets and strives for.
- ❖ **Gutter:** The area along the edge of the pool in which water overflows and is re-circulated through the filtration system.
- ❖ **I.M.:** Shorthand for Individual Medley. An event in which the swimmer uses all four strokes in the following order: butterfly, backstroke, breaststroke, freestyle.
- ❖ **Meet:** A competitive opportunity organized to bring swimmers of a similar competitive ability together. Implementing what has been learned in practice, the swimmers test themselves against the clock and competition to see how they are improving.
- ❖ **Middle Distance:** Term used to refer to events of 200 meters to 400 meters in length.
- ❖ **National Championship:** Referring to either
 - **Canadian Age Group Championships** in which Canada’s top swimmers from 12&U up to 18yrs race against their own age category. This competition usually has around 900 swimmers attending. As of August 2015, 3 x QTs were necessary for acceptance into competition.
 - **Western Canadian Championships / Eastern Canadian Championships** the first step into “Sr” level swimming with the only age categories being 15&Under/16&Over (female), 16&Under/17&Over (male). This competition usually has around 400 swimmers attending each Region’s Meet to then combine into the “Virtual National Championships” which combine the results from both competitions. As of August 2015, 1 x QT need for acceptance into competition.
 - **Canadian Swimming Championships** Senior Nationals during the Summer in which Canada’s top swimmers compete. This competition usually has around 500 swimmers attending. 1 x QT must be achieved but there is no age restriction.
 - **Canadian Swimming Trials** Senior Nationals during the Spring in which Canada’s top swimmers compete. This competition usually has around 400 swimmers attending. 1 x QT must be achieved but there is no age restriction.
- ❖ **Negative Split:** Swimming the second half of the race equal to or faster than the first half.
- ❖ **Official:** A judge on the deck of the pool at a sanctioned competition who enforces Swim BC, Swimming Canada, and FINA rules. There will be stroke and turn judges, administrative officials, starters, timers, electronics personel, and referees.
- ❖ **Open Water:** Any freestyle event conducted in a natural body of water, such as a lake, river, or ocean. Distances start typically at 1500m and range up to 5000m/5km for the Provincial level, 10km for the National level, and 25km in the International level.
- ❖ **Pace Clock:** Large clock with a large second hand and a smaller minute hand, used to check pace or maintain intervals in practice; may also be digital.
- ❖ **Parent, Grandparent, Guardian, etc** aka Head Cheerleader, supporter extraordinaire.
- ❖ **Personal Best:** a swimmer’s fastest ever recorded time of each event. Commonly referred to as “PB”.

- ❖ **Prelims:** Slang for preliminaries, also called Heats. Preliminaries are qualifying races for championship and consolation finals in an event for higher level competitions. All entry level competitions will race as Timed Finals / Preliminaries only.
- ❖ **“QT” (Qualifying Time):** Slang for a qualifying standard. A minimum time necessary to attend a particular meet or event.
- ❖ **Relay:** An event in which 4 swimmers compete together as a team to achieve one time. Relay Teams are determined by the DST Staff.
- ❖ **Scratch:** To withdraw from an event in a competition. This can only be done in cooperation with the Coach.
- ❖ **Senior Swimming:** The program through which Swimming Canada provides fair and open competition at Swimming Canada designated meets and Senior National Championships (Canadian Swimming Championships & Canadian Swimming Trials). It is designed to afford maximum opportunity for participation, provide an educational experience, enhance physical and mental conditioning and develop a pool of talented athletes for International Competition. There are no age restrictions on Senior competitions, simply time is the only determining factor.
- ❖ **Split:** A swimmer’s intermediate time in a race. Splits are registered every 50 meters and are used to determine if a swimmer is “on pace”. Under certain conditions, splits may also be used as official times. In a relay, a split time describes the time for one of the four individuals.
- ❖ **Sprint:** Describes the shorter events (50 and 100). When this term is used in training, it means to swim as fast as possible for a short distance.
- ❖ **Streamline:** The position used to gain maximum distance during a start and/or push off from the wall in which the swimmer’s body is as tight and elongated as it can be.
- ❖ **SwimBC** Our Provincial Sport Organization. Swimmers must be a member of a SwimBC to be eligible to participate in any aspect of the Stingrays program.
- ❖ **Swimming Canada** Our National Sport Organization for which SwimBC is a member of. For swimmers to represent Canada at World Championships, the Olympics, etc Swimmers must be a member of Swimming Canada > SwimBC > member team.
- ❖ **Swimming Strokes** the 4 strokes of Competitive Swimming are:
 - Freestyle aka “Front Crawl” performed on the breast with alternating arm pulls along with an alternating up and down kicking action of the legs.
 - Backstroke aka “Back Crawl” performed on the back with alternating arm pulls along with an alternating up and down kicking action of the legs
 - Breaststroke the most energy efficient stroke when going slow and the most power consuming stroke when racing fast. Performed on the breast with arms extended out front while doing a simultaneous circular motion, legs doing a simultaneous kicking action resembling a frog kick.
 - Butterfly the youngest of all the strokes originally born from Breaststroke. Performed on the breast with simultaneous arm action with arms extended out front, pulling below the body to the hips, and then an above water recovery to the initial extension. Body is doing a dolphin action which extends to the legs doing a simultaneous up and down motion.
- ❖ **Taper:** The final preparation phase for a peak meet. A typical taper phase will involve maintaining training volume, increasing training intensity. Rest is also critical at this phase. Prior to a major competition, an older, more experienced swimmer will shave their entire body to reduce resistance and heighten sensation in the water. Called “shaving down”, this advanced technique for race preparation is designed to reduce all possible drag effects.
- ❖ **Time Trial:** A small competition typically done with one or two other teams.
- ❖ **Touch pad:** A large touch sensitive board at the end of each lane where a swimmer’s touch is registered and sent electronically to the timing system.

- ❖ **VIR** Vancouver Island Region. The Region in which the Duncan Swim Team is a member of, 1 of 7 within SwimBC, under the umbrella of Swimming Canada and FINA (Federation Internationale Natation Aquatique)
- ❖ **Warm down (Swim down):** Low intensity swimming used by swimmers after a race or main practice set to rid the body of excess lactic acid, and to gradually reduce heart rate and respiration.
- ❖ **Warm-up:** Specific swimming used by swimmer in preparation for race or main set of practice.
- ❖ **Watches & / or Plungers :** Stopwatches used to time swimmers during a competition. When electronic timing and touchpads are in use at a competition, plungers will be used in lieu of watches as the 'backup'. When totally automatic timing equipment is used, watches may be used to serve as an additional backup method.

This concludes our member's handbook. Please let us know if this book has been helpful to you and if there is additional information that you would like us to share with our club.

If you have any questions, comments, and / or concerns, please contact one of the coaches or a board member.

Thank you for choosing to be a part of our team!

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References

- Duncan Swim Team website www.duncanstingrays.com
- Swim BC Website www.swimbc.ca
- Swim Natation Canada (SNC) www.swimming.ca
- USA swimming www.usaswimming.org
- 2007-2008 - Duncan Swim Team Parent Manual 2007/2008 – written by DST Head Coach Leanne Sirup from DST manuals prior, experience and various other sources.
- 2010/2011 – Revised by Head Coach Leanne Sirup and Board members
- 2015 – Revised – Key revision aspects: now entitled “Duncan Swim Team Members’ Handbook”. Revised roles and responsibilities, added conflict resolution, anti-bullying policy, and team mission statement by R. van Nieuwkerk, D. Ridenour and DST Board Members.
DST Competitions & commitments process by DST Head Coach Leanne Sirup.

