



FAST Policies at a Glance

Background:

In 2015 FAST was granted Level I certification with the Club Excellence organization. Part of the requirements for this certification was to ensure the club operates with transparency and consistency through its policies and guidelines. Please see below for a brief explanation of our most used policies. The actual policies with more details can all be found on our website under the Parents Tab

Alumni Swimmers	<ul style="list-style-type: none"> • If there is room and at the discretion of the head coach, FAST alumni varsity swimmers may be able to attend FAST practices once their “off season”
Apparel & Equipment Policy	<ul style="list-style-type: none"> • FAST takes great pride in its brand and believes there is a connection between team clothing and team spirit/unity • there are clothing/swim gear items that are required to have for each group • outside use of FAST logo is prohibited to ensure consistency of our brand/offersings to all members • morning practices – swim suit is swimmers choice • afternoon practices – must wear FAST Team Suit (Speedo Endurance) • swim meets – must wear FAST Team Suit (Speedo Endurance) • no other performance suit may be worn at swim meets without prior coach approval
Chaperone Policy	<ul style="list-style-type: none"> • all chaperones must have a valid police check including vulnerable sector check
Code of Conduct for Swimmers	<ul style="list-style-type: none"> • is reviewed by all swimmers with their coach at the beginning of each swim season
Code of Conduct for Parents/Guardians	<ul style="list-style-type: none"> • is required and included as part of FAST Registration • parents/guardians who do not adhere to the Code of Conduct will face disciplinary measures and possibly suspension from the team
Communications Policy	<ul style="list-style-type: none"> • FAST’s primary method of communication is email and we ask that you check it frequently • Other methods of communication include: FAST Website, Social Media and News Releases (usually Daily Gleaner)
Discipline Policy	<ul style="list-style-type: none"> • FAST has adopted and follows SNB’s Discipline Policy – this is for all swimmers, their parents/guardians and FAST volunteers • Minor and major infractions are explained • Hearing and Appeals process outlined
Family Participation Plan (FPP)	<ul style="list-style-type: none"> • Parents/guardians with swimmers in our competitive programs are required to volunteer a minimum # of hours/swim season • If you do not meet the min hourly requirement, your FAST account is charged for \$15/hour not volunteered • The purpose of this plan is to ensure we have enough volunteers to run our Club and swim meets/competitions

	<ul style="list-style-type: none"> • Special consider may be given at the discretion of the Board of Directors (ie. Single parent families, illness, etc) • Hours volunteered by swimmers are not counted against this requirement
Group Transfer Guidelines	<ul style="list-style-type: none"> • Coaches may deem it necessary for a swimmer to transfer to another group temporarily (switch practices) or permanently (group transfer) • Guidelines outline factors used to consider these transfers
Injury Management & Recovery Policy	<ul style="list-style-type: none"> • FAST takes injuries and recovery seriously • Depending on various factors outlined in this policy, coaches may ask swimmers to take a break from training and/or consult a medical professional • FAST has a partnership with Max Health Institute who will see our swimmers within a 48 hour period
National Performance Fund	<ul style="list-style-type: none"> • FAST maintains as part of its budget a National Performance Fund (NPF) • This fund is used to pay for the expenses related to a FAST coach attending a national swim meet • Swimmer expenses for these meets are the responsibility of their family and is not covered by this funding
Practice Cancellation Policy	<ul style="list-style-type: none"> • Just because school is cancelled does not mean FAST practice is cancelled • Email notification will be sent out should any practice be cancelled
Fee & Refund Policy	<ul style="list-style-type: none"> • Pre Competitive groups have 1 week to request a refund for the session - a \$25 cancel fee will apply • Competitive groups the refund depends on the reason for the refund (ie. Medical/not medical) • 30 days notice must be given for competitive groups • No refunds will be given after Jan 1 for competitive groups • A \$25 cancel fee applies to all competitive group cancellations • Convenience Fee, Insurance Fees and Pool Fund fees are non-refundable for all groups • Other fees and admin charges are outlined in this policy
Parent Liaison Guidelines	<ul style="list-style-type: none"> • Each competitive group will have a designated Parent Liaison • Liaisons will provide additional support and communication to their specific group • Parent Liaisons are asked to administer a Facebook Parent Group
Registration Guidelines	<ul style="list-style-type: none"> • All swimmers must be assessed by a FAST coach prior to registration • Online Registration must be completed including waivers and code of conduct • At least 1 parent/guardian per family is required to hold current Respect In Sport Parent Certification • Payment of fees and insurance required before a swimmer can attend practices
Registration Fee Assistance Policy	<ul style="list-style-type: none"> • Families may apply for FAST Fee Assistance (FFA) • May cover registration, meet entry and clothing/gear requirements • Based on current Low Income Cut Offs (LICOs) in Canada or the families country of residency

	<ul style="list-style-type: none"> • FFA funding is net of any grants or other sponsorship monies received (ie. From jumpstart or other)
Team Travel Code of Conduct	<ul style="list-style-type: none"> • Separate and in addition to the FAST Code of Conduct • Outlines expectations and responsibilities of the swimmer, coaches and chaperones attending any Team Travel • Must be reviewed by group travelling prior to or at the beginning of the trip
Team Travel Policy	<ul style="list-style-type: none"> • Minimum practice attendance to go on Team Trip is 80% • Non-refundable deposit (1st payment) and Letter of Intent must be received when committed to attend • Chaperones will not share rooms with any swimmer unless coach is a parent, guardian, sibling or spouse) • Rule of Two is always adhered to • Swimmers cannot ride in a coach or chaperone's vehicle without another adult present, unless prior written parental permission is obtained • For overnight trips, athletes are paired with other athletes of the same sex and similar age/maturity • Medicine is the responsibility of the swimmer
Waiting List Policy	<ul style="list-style-type: none"> • Pre Competitive Program – athletes are placed on the wait list in the order their request to be added is received (time stamps used) • If requested, swimmers who for medical reasons need to stop swimming may be put on the waiting list