

PRINCE GEORGE BARRACUDA SWIM CLUB



HANDBOOK

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Table of Contents

1.0 INTRODUCTION	3
2.0 PHILOSOPHY	4
3.0 STATEMENT OF GOALS AND OBJECTIVES	4
4.0 COACHING STAFF	5
5.0 THE SWIM CLUB	5
6.0 REGISTRATION	8
7.0 SWIMMING COMPETITIVELY	9
8.0 TEAM TRAVEL	18
8.1 TRAVEL DIRECTOR	19
9.0 EXPECTATIONS	19
10.0 SAFE SPORT POLICY	24
11.0 FINANCIAL	24
12.0 CLUB ORGANIZATION	26
13.0 DISCIPLINARY COMMITTEE	31
14.0 NUTRITION	33
15.0 SPONSORSHIP	34
16.0 CONTACTS AND WEB SITES	35

PRINCE GEORGE BARRACUDAS HANDBOOK

1.0 INTRODUCTION

Welcome to the Prince George Barracuda Swim Club. This handbook is intended as an introductory guide for new and experienced swimmers and their adults by providing information to help you understand the terminology and activities as part of competitive swimming. It also serves as a resource for all involved in Barracuda swimming.

The Prince George Barracuda Swim Club currently operates from the Prince George Aquatic Centre. Generally, the Club organizes an information night to take place during practice times in the month of October. This night is intended to answer questions face to face and to get a feel for Who's Who in the Club.

We are looking forward to your participation in the activities that make Barracudas a dynamic swim club. Together, we can provide the environment that will allow swimmers to achieve their maximum potential.

The activities of a swim club somewhat resemble a pyramid. There is an ever-increasing degree of intensity, commitment and time involved in the training program. We hope every member will work to ensure every level of the Club functions well. Please lend your support to club activities, even if your swimmer isn't involved in a particular activity this year.



Swimming is a way of life that helps young people become physically fit and mentally alert. It teaches club members to help each other improve as swimmers and competitors. It encourages young people to take pride in their performance and responsibility for their development.

2.0 PHILOSOPHY

Mission Statement – The Barracuda Swim Club is a dynamic winning team dedicated to the development of excellence in swimming.

The primary objective of the Barracudas is to provide an opportunity for each of its swimmers to attain their maximum potential in competitive swimming. In pursuing this goal, it is our belief that each swimmer will derive significant benefits in the following areas:

- **CHARACTER DEVELOPMENT:** understanding the value of hard work, commitment and contributing to team effort.
- **INTERNAL REWARDS:** experiencing the unique satisfaction that follows a 100% commitment.
- **PHYSICAL AND MENTAL HEALTH:** the physiological benefits of exercise for physical development and the promotion of positive mental health cannot be understated.

These benefits support participation in the program and progress in the areas of self-confidence and commitment can usually be observed almost immediately after the swimmers become involved. On the other hand, it often takes several years of participation culminated by a period of solid commitment and a great deal of sacrifices to attain the second benefit. Although many of our swimmers may not choose to take this step, it is important that the program be designed to allow and encourage this to occur if our primary objective is to be achieved.

A well-defined, long-term approach of gradually increasing degrees of commitment is essential if swimmers are to reach their peak. The emphasis in the early stages of participation is placed on developing technical skills and a love for the sport. In the later years, a more demanding physical and psychological challenge is introduced to the training program. In this respect, “too much, too soon” is more often the cause of failure to achieve maximum potential in senior swimming than is the reverse situation.

In addition to emphasizing long-term rather than short-term results, it is also important we establish training groups of swimmers who are compatible with respect to abilities, commitment levels and goals. Unfortunately, this is not always the most convenient approach to take but it is the most productive.

Perhaps the most significant consideration of all in the pursuit of our primary objective is the importance of teaching our swimmers that it is neither the time nor the place on the scoreboard that determines the degree of success or failure, but the extent to which they perform up to their capabilities.

By placing the emphasis on this aspect of performance, every swimmer will be given the opportunity to **“Be the Best That You Can Be”**.

3.0 STATEMENT OF GOALS AND OBJECTIVES

The Prince George Barracuda Swim Club is a competitive winter swim club with a pre-competitive level and a swim school. The Club aims for the development of competitive swimming skills as well as providing an environment which encourages each swimmer to achieve their maximum potential as an individual within a team atmosphere. Along with the physical aspect of the sport, strong emphasis is placed on personal growth.

At all times, the Club and its members will strive to promote competitive swimming as well as carry a positive image of our club and pride in our community to all those we meet through our swimming and other club endeavors.

4.0 COACHING STAFF

Bios and other information on the coaching staff may be found on the team website:

<https://pgbsc.org>

5.0 THE SWIM CLUB

The Barracuda swim club is an age group club that is divided into several groups for the purposes of training and competition. These groups are determined by the coaching staff and are indicative of the level of skill of the swimmer. Generally, they follow age groups with a few exceptions. There are two general divisions, the pre- competitive and competitive programs.

5.1 Prince George Barracuda Age Limit Policy

“In the year a swimmer reaches the age of 19, that swimmer will no longer be eligible to swim with the Prince George Barracuda Age Group Club. The only exception to this policy is if a swimmer is in full time attendance at a Secondary or Post-Secondary Educational Institution, they may at the discretion of the head coach be eligible to swim with the club. After the age of 18, swimmers may opt to swim with the Barracuda Master’s Program.”

5.2 Developmental Program

The pre-competitive groups (Intro to Swim School, Swim School, and D3) are designed to prepare young swimmers for the demands of a competitive program. The focus at this stage is solidly on skill development. This is approached through a series of drills, aerobic activities, and dry land skills, which are set out in a format that allows learning in a fun environment. These swimmers practice anywhere from two to three times per week. D3 will have two chances to participate at home mini-meets (December and June).

5.3 Competitive Program

This program (D2C, D2B, D2A, D1, Fitness and Development and Youth National) is designed for the swimmer who is seeking an advanced level of training and skill development. As the swimmer progresses through this program, the development of technical skills is combined with mental training and an increasing focus on endurance. These swimmers train from three to ten times per week and their season extends to the end of June or even into July. They have the potential to compete at as many as eight to twelve meets during the year.

All group sizes are limited because of space in the pool and the need for close supervision. Swimmers can be moved up or down throughout the season as skills develop and spaces become available. There are attendance expectations for all groups; swimmers who do not meet these expectations may be asked to move to a different group.

5.4 Group Structure

5.4.1 Youth / National

This is the top group of swimmers in the Barracuda Swim Club. These swimmers exhibit a solid background in competitive swimming and training skills. They have a strongly developed work ethic, are disciplined, and dedicated to pursuing excellence in the sport of swimming. These swimmers are expected to attend all top-level meets they qualify for. Attendance requirement is 75% minimum.

5.4.2 Elite (paused for the 23/24 season)

The Elite swimmer is focused on stroke and training technique, and age group swimming. They are dedicated swimmers who have decided to pursue excellence in swimming, and therefore exhibit a solid background in the sport. These swimmers are expected to attend all top-level meets they qualify for. Attendance requirement is 75% minimum.

5.4.3 Development I

In this group, emphasis is placed on stroke and competitive skill development. These swimmers have competitive swimming experience but are still encouraged to have an interest in other sporting activities. Swimmers will find this group to be challenging and fun. Expected attendance is 75% minimum.

5.4.4 Development II

This group is for novice swimmers. They focus on stroke and skill development, as well as body awareness and feel of the water. There are several levels in the program to accommodate varying skill levels. In this group, practices are designed to be fun and worry free. Expected attendance is 75% minimum.

5.4.5 Development III

This group is for young swimmers new to the sport. Emphasis is placed on fun, while learning the basics of stroke technique. Swimmers are divided into groups according to their skills. Training is set out in a format that allows for learning in a fun environment. Expected attendance is 75% minimum. This level is also strictly non-competitive. These swimmers are not registered to compete in any sanctioned meets.

5.4.6 Fitness and Development

This group is for swimmers who wish to continue in the sport, but train at a reduced schedule. The focus of this group is on continued stroke development and refinement of competitive skills. This group will have the option of competing regionally and will be eligible to compete at a higher level if they qualify.

5.4.7 Intro to Swim School and Swim School

This group is for younger swimmers, generally ages 4-10, who can swim anywhere from 10-20m unassisted on front or back. Both programs are held twice a week for seven weeks. We offer four sessions per year, October through June. The Intro to Swim School program is for the child who can't swim past 10m unassisted. Swim School is for the child who can swim 10m, but not quite 20m.

5.5 Practice Times

The regular schedule for the various swim groups is available at registration. However, during Christmas and Spring Breaks, the schedule will vary, as well as during the month of September when we use the Canfor Leisure Pool. Updates will be included in email communication, Facebook/Instagram posts and on our webpage. Please check with your coach if you have any questions. The practice times are very rigid for several reasons. Firstly, pool time itself is very expensive and is strictly adhered to, as there are many users of the pool; being late therefore, reduces training time. Secondly, dry land and water training is designed as a team endeavour; tardiness affects those in your group as well as yourself. Finally, an important aspect of swimming is commitment and self-discipline, one element of which begins at the time practice starts. The coaches clearly expect swimmers to be on time; while parents/guardians will themselves ensure punctuality. **Please note that the expected time to be on deck is always 15 minutes prior to the scheduled start time of practice.**

5.6 Attendance

As noted earlier the expected level of attendance is **75% minimum**. Level of attendance is directly proportional to the level of performance, especially at the higher levels. Help your swimmer by expecting a high standard of participation and attendance from day one.

5.7 Equipment

TEAM GEAR – Required for all Swim Meets

- Swimsuit, preferably navy
- Orange Cap with logo
- Goggles
- Team T- Shirt
- Deck Shoes
- Shorts or pants, preferably navy or black
- Sweater
- Optional: swim robe

Swimmers are expected to wear their Team T-shirts on deck while not swimming. It is recommended to have an extra pair of goggles, cap, and suit at all meets.

For practice any color cap and suite are fine. T- Shirts and shorts are recommended to wear for dryland practice and warmups.

Any other equipment needed is based on what group your swimmer is in:

- **D2A/B** - pull buoys and fins.
- **D1** – pull buoys, fins, and paddles.

The pull buoys will help keep them balanced in the water while they are learning to have a better feel of the water. The fins will help strengthen their legs while continuing to improve on their kicking skills. The paddles will help strengthen their shoulders when performing certain movements underwater and will also give them a better feel of the water that they do not experience when pulling with their hands.

The Club stocks caps and sells them at reasonable prices to its members. Once a swimmer registers, they will be given a card for a 20% discount on swimming equipment at **STRIDE AND GLIDE SPORTS LTD**, the team's recommended vendor.

Occasionally the Club organizes special opportunities to purchase swim bags, sweat suits, personalized caps and more. Please watch for email alerts and Facebook/Instagram posts for these occasions.

Please ask your coach if you need assistance in choosing the right size of equipment for your swimmer. Once you have purchased the required equipment for your swimmer, please remember to have them put their name on all their items. For D2 and above, the swimmers may leave their equipment at the pool between practices if properly labelled and in a mesh bag.

5.8 Social Events

The club organizes several social events throughout the year; Awards Night, Year End Barbecue as well as smaller social events within the groups. The Club has a Social Director as well as volunteer parents/guardians from each group who aid in putting on these events. Please consider being a part of this volunteer opportunity.

The Club is always looking for volunteers. Regardless of the level of your swimmer, we need some level of involvement by all families. It doesn't have to be large. Helping with social events is one fun way to get to know the other parents/guardians in the Club.

6.0 REGISTRATION

Registration with the Prince George Barracudas has several important aspects. One, of course, relates to the financial status of the Club and will be addressed more thoroughly in a later section. However, registration also assures insurance protection for your swimmer during practice and competition. It is required before a swimmer can enter SNC (Swimming/Natation Canada) meets and obtain official times. Qualification to enter some meets is based upon eligibility and official times, particularly as the swimmer advances competitively.

1. Swimmers must complete a registration application and have made financial arrangements before beginning to practice.
2. An important and mandatory element of the registration process is to complete the information in the link sent out to you by Swim Canada. This will be sent after the registration with the club is complete and processed. Please look for this to arrive in late September or early October, or two to three weeks after registration if joining mid-year. It only takes a few minutes to complete.
3. A registered swimmer who wishes to transfer from one club to another club within the province must complete a transfer form. Details are available from the registrar.
4. A registered swimmer from another province must obtain a release from the old club and the provincial section to transfer to a club in BC. Details again are available from the registrar.
5. An insurance policy carried by Swim BC covers all nationally and provincially registered swimmers and coaches, officials and parents/guardians as determined by the club roster. The payment is included in your registration fees. Further details are available from the registrar.
6. Swim BC fees allow a swimmer to compete in sanctioned meets and obtain official times. These fees are determined by Swim BC and are based on the swimmers age, group level, and official times.

7. Periodically, a coach may wish to move a swimmer to another group. This move would be discussed with both the swimmer and parents/guardians. Any additional fees will be due at that time. Once a move has been registered with Swim BC, the Swim BC upgrade Fees cannot be changed back.
8. It is important that any changes of status, address changes, etc. be reported to the registrar as soon as possible. The club general information and memos from the coach are communicated through e-mail. Please make sure that the club has the proper family e-mail address.

7.0 SWIMMING COMPETITIVELY

The Prince George Barracuda Swim Club is a competitive racing club. This section is intended to assist new parents/guardians and swimmers to understand the various types of meets and competitions that will be encountered.

7.1 Individual Times

In many ways, swimming is an individual sport. The only way to advance is to improve your own times. Training is centered on the individual swimmer. Swimmers learn many details of the “pacing of racing”, focusing on their own times and improving those times. At practice, swimmers learn to precisely gauge their strokes and laps. Pacing is also used to build aerobic and anaerobic endurance, to strengthen specific strokes and to warm up and warm down.

When a swimmer is entered in a race, his or her own time for a specific event must be known since many meets have minimum qualifying times. Entry times are also used to place swimmers in appropriate heats (see Heats, Finals and Seeding).

For swimmers, times are based on certain standards, which are determined by SNC and Swim BC. These standards are discussed briefly below. The “time” of the swimmer is for each event; one swimmer may have a Divisional time in one event and a Provincial time in another event. As swimmers train and develop, their times for each event become faster and they qualify for a higher time standard. For example, a swimmer might be entered in the 100m Freestyle with a Divisional time but might swim a faster Provincial time in the actual race. This new Provincial time becomes his or her official time and is used for entering subsequent meets. Swimmers do not need to have Divisional or Provincial times to enter most meets. Divisional and Provincial times are listed on the Swim BC website. These times are used to qualify for Divisional and/or Provincial championships.

Times for events are also age related. There are separate time standards. For example, 10 and under, 11 and 12 years of age, 13 and 14, 15 and 16, and 17 and over. When swimmers change age groups, their official times are applied to the new age group standard for Divisional and Provincial championships. Age for a meet is based on the swimmers age on the first day of the swim meet.

The third division for time is by gender. Girls’ times are often faster than boys in the lower age groups, and then reverse in the older age groups.

7.2 Time Standards

Every fall, actual time standards for each event in each age group will be published on the Swim Canada (National standards) and Swim BC (Divisional/Provincial time standards) websites. Your child's most up to date times are noted on the Barracudas website and the OnDeck app.

Divisional Standards: These times enable a swimmer to enter winter and summer Divisional Championships, held in February and June.

Provincial Standards: These times enable a swimmer to enter winter and summer Provincial Championships, held in March and July.

Age Group Standards: The Youth/National group will aim not only for their Provincial times, but also for an Age Group Championship time. These are faster than Provincial times and are required for the Age Group Championships.

Eastern/Western Canadian Championship Standards: are achieved by only a few swimmers. These times enable the swimmer to compete at the Eastern or Western Canadian Championships, held once a year on the same weekend. Western Standards are for BC to Manitoba and Eastern include Ontario through the Maritimes.

National Standards: are achieved by very few swimmers. These times enable the swimmer to compete at the Canadian Nationals; held once a year in the summer.

Trials: are specific times set for special meet trials such as the Olympic Trials, Commonwealth Trials, World Championships, etc. These standards are faster than National time standards.

7.3 Swim Meet Levels

From the above discussion of swimmer's times, it is clear that there are various types of swim meets.

7.4 Types of Meets

Swimmers compete in two different lengths of swimming pool: 25m and 50m. Short course meets (SC) are swam in a 25-meter pool. The short course season runs from September until the end of March. Long course (LC) meets are held in 50-meter pools only. The long course season is from April through August.

Not only distance but also time differences occur between SC and LC events. Long course times are slower than short course times. For the same event, the SC time is roughly 98% of LC, or, conversely, LC is about 102% of SC, although there is some variation among events and distances. The reason for this is that the push-off from a turn is faster than the swimmer could swim in the same distance. SC times are, therefore, faster because they have more turns.

The following is a brief description of the types of meets you are likely to encounter through competitive swimming.

7.4.1 Time Trials

Regularly throughout the year we will host time trials. These events usually take 2-3 hours and are basically a mini-meet where 1 or 2 events only will be swam. The Time Trials are usually scheduled to take place on

Saturday morning. The time trial is sanctioned by Swim BC, so the times achieved will be “official” and be used in qualifying meets.

The set-up at the pool is very similar to a regular meet so our swimmers get a feel for a meet without traveling out of town. These time trials are also great opportunities for our officials to practice their skills.

7.4.2 All Level Meets

These are official SNC meets held throughout Canada. These meets have no qualifying times and are open to all swimmers. Prince George Barracudas attend meets of this level in both BC and Alberta. Any competitive swimmer wishing to attend any such meet must indicate so on the Team Unify website or through the OnDeck app. There is a link to the meet sign up that is both emailed out and, on the website, and app prior to any upcoming meet. However, all entries are subject to both parental/guardian and coaches’ approval. We assume that all swimmers registered in Development II and up will at a minimum compete at our local swim meets. Please inform your coach beforehand if this is not your wish.

7.4.3 Invitational Meet

A club who “invites” others to compete hosts these meets. They vary somewhat although many require Divisional times. An example of this type of meet is the Hyack Invitational in Coquitlam.

7.4.4 Provincial Championships

Provincial Championships are held twice yearly in March and July. The short course meet is for swimmers 17 and under while the long course meet accommodates swimmers up to senior (17+) level. Competitors must have achieved a Provincial standard.

7.4.5 Club Nationals

Club Nationals happen once a year in the summer during the long course season. The major change in the meet format is the different time standard for the different age categories. Previously the time standards were the same across the board.

7.4.6 Western and Eastern Canadian Championships

The Western and Eastern Canadian Championships are held in the spring every year. All provinces west of Ontario compete at the Western Championships. All provinces east of Manitoba compete at the Eastern Championships. The championships are long course.

7.4.7 National Meets

Winter short course Nationals are held in January or February while long course Nationals are usually in July or August. Entry requires proven national level times in specific events.

7.4.8 International Meets

International meets include the various Games listed below:

Pan American Games

- Countries from North and South America
- Held every 4 years

Pan Pacific Games

- Countries from the Pacific Rim
- Held every 2 years

Commonwealth Games

- Countries from the British Commonwealth
- Held every 4 years

Olympic Games

- Countries recognized by the IOC (International Olympic Committee)
- Held every 4 years

World Championships

- Countries recognized by World Aquatics, previously known as FINA (Fédération Internationale de Natation – aka International Swimming Federation)
- Held every 4 years

There are also World Cup races every season around the world. These races are a circuit that Canada's National Team will participate in. There are money prizes for top swimmers.

7.5 Swim Meets

What is a Swim Meet?

Swim meets are organized competitions between two or more teams or swim clubs. They allow the swimmer to demonstrate developing skills under the pressure of competition. Every swim year, a competitive swimmer will have the opportunity to participate in several meets with swimmers of a comparable level of ability. For those swimmers who may not consider themselves to be competitive, we encourage participation as well. This is a way for them to get used to the format of competition, engage with, and encourage their teammates and achieve their own best times.

What Happens at a Meet?

The meet procedure is well established. When the doors open (usually between 6:30 – 7:30AM), coaches have their swimmers warming up, while the Meet Manager may hold a scratch meeting (where she/he finds which swimmers have been scratched and adjusts heats if necessary). Approximately 60 minutes before the meet begins, the Referee calls an officials meeting to inform Timers, Place Judges and Stroke and Turns Judges of their responsibilities.

Approximately fifteen (15) before the meet starting time, the Referee clears all swimmers from the pool.

As the meet gets underway, the first heat of swimmers has found their way to the starting blocks and are ready to race. The Starter will call them to the blocks and begin the race. Meanwhile, the next heat of swimmers moves into place and the process continues.

What do the Barracudas Do?

The Club hosts 1-2 swim meets annually. Generally, the third week of November and the end of April.

To run these meets, our club has a responsibility to provide competent officiating. ***It is required that a parent/guardian volunteer for each day their child swims. It is important they give their full support to these meets, both by taking officials clinics to train themselves and by assisting on the deck.***

7.5.1 Selection for a Meet

Coaches will normally select swimmers for attendance, taking into account the swimmer's need for an official time, readiness for a competitive situation and the opportunity to swim new events. However, there are many all Level meets that require swimmers to "sign-up". These sign-up sheets are online, and links will be emailed to you so you may sign up for both your swimmer to participate and for volunteer opportunities for yourself to help on deck. Encourage your child to discuss their intentions with you BEFORE they sign-up for the meet. It is important that they keep you posted because once they have signed up, there can very well be financial responsibilities that you will be held accountable for, even should you wish to cancel out of the meet. If you sign your swimmer up for a meet, you do not need to select the events they will swim in, this will be taken care of by the coaches. Please speak with your swimmers coach if you have any specific questions. More details may be found in the section on Travel.

The head coach maintains club swim records. These records are updated after each meet and contain the best current times for each swimmer in each event. It is these times that are used as entry times on the swimmers meet entry cards. These times may also be found in your account in the OnDeck app.

Entry fees, other than for own meets, must be sent to the host club two weeks in advance and are not refundable. While emergencies do occur, once a meet commitment has been made, it should be honoured and will not be refunded if it is past the deadline.

The Travel Director makes travel arrangements for out-of-town meets for the coaches. Meet information, to include any lodging suggestions will be in the official meet package. Please refer to the section on Travel for this type of information. There is often a meet overview document attached to the information in the OnDeck app and on the website by the club that is hosting the event.

7.5.2 At the Meet

Be punctual, warm-ups are mandatory. There will normally be a one-hour warm-up period before the meet starts. Swimmers need to arrive at the pool early enough to change and be on deck for the start of stretches. These begin 20 minutes prior to the start of warm-ups. Before and after every swim the swimmer should go and talk to their coach. This will ensure that any last-minute instructions and preparation are dealt with.

7.6 Club Uniform/Team Gear

Barracuda swimmers are expected to wear Team Gear at all swim meets. Barracuda T-shirts are mandatory. The Club has made a good effort to provide quality at an affordable cost. This will enable us to project a more professional image when in public and allows the swimmers to identify as a team.

If heats and finals take place, it is expected that team gear is to be worn by all swimmers, including those that did not qualify for the finals.

Swimmers should remember that they represent their club and should always dress and act in a manner which reflects their pride in the Barracuda Swim Club.

7.7 Meet Calendar/Schedule

The head coach in consultation with the Board of Directors determines the Club's meet schedule. It may vary from year to year depending upon many factors. Details are sent out regularly via email communication.

Not all swimmers attend all the scheduled meets. The coaches in consultation with parents/guardians make the decision. Factors influencing the decision include the following: qualifying times for a meet, the mindset and readiness of the swimmer, and the importance of the meet in the specific training schedule of the individual swimmer. The meet calendar is therefore intended only as a guideline in planning your activities over the year. Please check with your coach to clarify each swim meet.

7.8 Course, Meets, Competitive Swimming Strokes and other Definitions

7.8.1 The Racing Course

The length of a long course racing pool is 50 meters, and a short course is 25 meters. The pool has eight lanes, and each lane is 2.5 meters wide. The water temperature must be kept at 26 degrees Celsius.

7.8.2 The Meet

There are normally eight individual events and up to three relays per gender in a swim meet.

7.8.3 Freestyle Events

In the freestyle, the competitor may swim any stroke they wish. The usual stroke used is the front crawl. The alternate overhand motion of the arms characterizes this stroke. The freestyle is swum over 50, 100, 200-, 400-, 800- and 1500-meters distances.

7.8.4 Backstroke Events

In the backstroke, the swimmer must always be on their back. The stroke is an alternating motion of the arms. At each turn a swimmer must touch the wall with some part of the body. Swimmers must surface within 15 meters after the start and each turn. Backstroke race distances are 50, 100, and 200 meters.

7.8.5 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 brought backward in the propulsive stage of the stroke simultaneously.

The kick is a simultaneous thrust of the legs called a frog or whip kick. At each turn a swimmer must touch with both hands at the same time. Breaststroke races are distances of 50, 100, and 200 meters.

7.8.6 Butterfly Events

The most physically demanding stroke, the butterfly features the simultaneous overhead stroke of the arms combined with the butterfly kick. The dolphin kick features both legs moving up and down together. No flutter or whip kicking is allowed.

The butterfly was born in the early 1950's due to a loophole in the breaststroke rules and became an Olympic event in Melbourne, Australia in 1965. Butterfly races are swum in 50-, 100-, and 200-meter distances.

7.8.7 Individual Medley

The individual medley, commonly referred to as the IM, 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 IM is swum in 200 and 400-meter distances.

7.8.8 Medley Relay

In the medley relay all four strokes are swam by four different swimmers. No swimmer may swim more than one leg of the relay, which is swum in backstroke, breaststroke, butterfly, and freestyle order. The medley relay is 200- or 400-meter distances.

7.8.9 Starts and Turns

Many races are won or lost in starts and turns. The swimmer is called to the starting position by the starter, who usually checks that all swimmers are motionless. Then, once the starter is satisfied, the race is started by either a gun or electronic tone.

Quick turns are essential to a good race. In all events the swimmer must touch the wall, but in the freestyle and backstroke the swimmer may somersault 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 before executing the turn.

7.9 Strategies

The sprint races (50 and 100 meters) are an all-out burst of speed from start to finish. The slightest mistake can cost precious hundredths of seconds - and the race.

The 200-meter events require the swimmer to have a sense of pace as well as the ability to swim in a controlled speed.

The 400, 800 and 1500m 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 reduce a swimmer's 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 impossible.

There are two ways to swim a distance race. Swimmers may elect to swim the race evenly (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 the race faster than the first half.

7.10 Heats, Finals and Seeding

Swim meets are generally run with both preliminary heats and finals or with timed finals. In the first, there are several heats swam earlier in the day and only the faster swimmers are entered in the finals. In the latter, all swimmers swim only once for each event. In both cases, it is usual for swimmers to be seeded.

Seeding is the process where swimmers are ranked according to their entry times for each event and placed in specific lanes and heats.

The reason for seeding a meet is so that no swimmer is more than one half the pool width away from the likely heat winner. Seeding involves both the lane of the pool as well as which heat a swimmer is in.

In an eight-lane pool, like the Aquatic Centre, the swimmer with the fastest qualifying time for a heat is seeded in lane 4. The second fastest swimmer is placed in lane 5, the next fastest is in lane 3, the next fastest in lane 6, the next fastest in lane 2, the next fastest in lane 7, the next fastest in lane 1 and the slowest in lane 8. In time final meets, the heats are usually swam slowest to fastest according to the submitted times.

On the other hand, meets, which use a heats and finals format, are seeded differently. The fastest three heats, which are swam last, are circle seeded whereas all the earlier heats are seeded as described above.

Circle seeding of the top 3 heats involves grouping the times of the swimmers into set of 3. For example, the fastest set of 3 times swim in lane 4 (in an eight-lane pool) but in separate heats. The next fastest 3 (swimmers 4, 5, and 6) swim in lane 5 in separate heats, swimmers 7, 8, and 9-use lane 3 etc. according to the seeding pattern discussed before. Swimmers who are entered in an event, but without an official time are ranked by draw and seeded slowest at the start of the preliminaries.

Most of the all-level meets are swum as time finals due to the large number of swimmers in many events. All provincial level meets, and many qualifying meets are swum with the preliminaries and finals.

7.11 Officiating at Meets

The Director of Officials will open the jobs prior to a meet/time trial for families to signup online. As mentioned previously it takes many officials to run a swim meet. Please make sure you sign up online to work at the meet.

Officials' clinics will be conducted on a regular basis, commencing with Level 1. Please watch the emails and Facebook/Instagram page for dates, times, and location of clinics. If you have a particular interest in any area or require further information, contact the Director of Officials.

The following list outlines the requirement for certification under the 2023/24 Swim BC guidelines for the various levels. Please contact the Director of Officials if you would like more details.

Level I - Red Pin

Officials must complete:

1. Introduction to Swimming Officiating clinic
2. Safety Marshal clinic
3. Fully registered in the RTR

Level II - White Pin

Officials must complete:

1. Two successful deck evaluations in the role of Timekeeper
2. Judge of Stroke/Inspector of Turns clinic
3. Two successful deck evaluations in the role of Stroke/Turn Official
4. One of the following Level II clinics:
 - o Chief Timekeeper
 - o Clerk of Course
 - o Chief Finish Judge (CFJ) / Chief Judge Electronics (CJE)
 - o Meet Manager
 - o Starter

5. Two successful deck evaluations in role of the clinic above

Note: Certification in the role of Chief Finish Judge/Chief Judge Electronics - requires that an official obtain at least

one of the two deck evaluations in the role of Chief Finish Judge.

Level III - Orange Pin

Officials must complete:

1. All remaining clinics listed under Level II (Chief Timer, Clerk of Course, Chief Finish Judge/Chief Judge Electronics, meet manager and Starter);
2. Recorder-Scorer clinic;
3. Para Swimming eModule (through the LMS)
4. Two successful deck evaluations in 3 different positions;
5. Encouraged to conduct the Introduction to Swimming Officiating clinic under the supervision of a Level IV or V official.

Level IV - Green Pin

Officials must complete:

1. Any outstanding deck evaluations for remaining Level II positions;
2. Referee Clinic (please review note below in regard to this clinic);
3. A minimum of 5 sessions as a Referee.
 - o It is recommended that these 5 sessions take place at different competitions in different pools and pool configurations;
4. Conduct at least 2 different Level II officials' clinics under the supervision of a Level V official (official must

be

certified in the position for the clinic they are presenting);

5. Complete one year of active service as a Level III official working a variety of positions, which shall include a

minimum of two sessions as a Stroke Judge and/or Inspector of Turns.

Note: An official may act in the position of Session Referee upon completion of the Referee clinic and who has

completed the meet manager and CJE/CFJ clinics but has not yet been certified in these positions.

Certification will be required to achieve level IV certification as per A i) above.

Completing the requirements for Level IV (A&B), with the exception of the above note on completing certifications and acting in the capacity of Referee, may happen simultaneously or in any order. The one year

of active service begins following the achievement of Level III.

Level V - Blue Pin

Officials must:

1. Complete a minimum of one year of active service as a Level IV official
2. Organize, conduct and/or supervise a minimum of 2 different Level II clinics within the year of application
3. Work a minimum of 2 sessions at a Swimming Canada national competition in any position, after becoming a
4. Obtain the approval from the Officials Committee to be evaluated and have 2 successful evaluations as a Referee, or once as Referee and once as Starter, by a Level V official.

It takes a minimum of three to four years of active work to become a Master Official. The Club recognizes that not every parent/guardian will have the time or the interest in achieving this level. It is important, however, for every family to support the Club by working as an official.

7.11.1 General Guidelines for Officials

1. Be on deck of the swimming pool at least 60 minutes prior to the start of the meet or before the time scheduled for your shift.
2. Dress in light weight comfortable clothing. Black shorts or pants with either white shirts (Timers) or red shirts (All other officials)– to present a uniform image of professionalism. Clean gym or deck shoes are best or bare feet, remembering you are working on a wet, hard surface. Please wear your pin/name tag.
3. When you arrive on deck, check your name off the list of officials and identify yourself to the person in charge. Pick up any required materials (stopwatch, clipboard, etc).
4. After your shift, get the Referee to sign your apprenticeship certificate, if required.
5. At swim meets, the host club provides light snacks to officials while working a session.
6. Always be consistent and fair as well as knowledgeable regarding current swim rules. A rulebook can be obtained from the Director of Officials. Any updates or changes can also be read on the Swim BC website.

8.0 TEAM TRAVEL

Out of town meets offer swimmers a chance to travel and meet a wide variety of other swimmers. Each swimmer must have a designated parent/chaperone for out of town meets. There will be coaches present at each meet, generally consisting of the head and assistant coach.

8.1 Travel Director

The Travel Director is responsible for transportation and accommodation arrangements for the coaches and will arrange bus transportation when and if possible, for the team. They will also send out information on host hotels or any other travel details that may be helpful to the swimmers. Families are responsible for their own travel arrangements and costs for out-of-town meets. Swimmers must have a chaperone for out-of-town meets.

8.2 Travel Information

Approximately six weeks prior to an away meet, information will be emailed to families. It is the responsibility of the swimmer and parents to ensure that all information for their swimmer is accurate. Also, please read the ongoing email communication to ensure that you are aware of up-coming meets, so that you and your swimmer can discuss the possibility of their attendance.

Finally, many of the out-of-town swim meets will be in the winter. Please make appropriate allowances for the changeability of BC's weather and ensure that your swimmer is properly dressed. Bus trips are often long enough to require a meal on the way (both coming and going). Please provide a lunch, water, and snacks for your swimmer. You are responsible for meals and snacks for your swimmer during the meet.

Please note the Club has a no junk food policy, to encourage food choices that allow for better overall health and performance for your athlete.

8.3 Clothing and Gear for Out-of-Town Trips

Team Gear: Swimsuits, preferably navy (2); goggles (2); swim cap – Orange with logo (2); towels (2); swim robe (optional); team T-shirt; sweatpants or shorts (preferably navy), and clean deck appropriate footwear. These must be with the swimmer at the start of all meets on deck. They may also want to bring spare clothing to remain warm; games, homework, or other items to occupy idle moments; bag for stowing items on deck.

Please label all items with your first initial and last name

Check with the pool office for lost or found items.

8.4 Travel Guidelines

8.4.1 General

1. Swimmers will travel to meets accompanied by a parent/guardian/chaperone.
2. Please be aware of the start times for out-of-town meets to plan accommodation and travel.
3. Further logistical and cost information will be available closer to the event if the team will be traveling by bus.

9.0 EXPECTATIONS

9.1 Club Responsibilities

9.1.1 Training

The Club will provide the appropriate training schedule and facilities.

9.1.2 Coaching

All necessary coaching will be provided.

9.1.3 Swim Meets

The Club will enter the swimmers in appropriate swim meets and events, after sign-up by the parent/guardian has been submitted.

9.1.4 Travel

The Club will provide all necessary information regarding travel to out of town meets.

9.1.5 Administration

All activities will be administered according to the aims and objectives of the Club.

9.2 Swimmers' Responsibilities

9.2.1 Team and Individual Goals

9.2.1.1 Team Goals

1. To strengthen team and individual character.
2. To create an atmosphere of team spirit and unity, and to contribute to the development of a positive attitude.
3. To encourage the development of competitive mental resilience (determination, confidence, and pride) as a team and individual characteristic.
4. To work harder than our opposition in the pursuit of excellence.
5. To achieve our maximum potential in competitive swimming.

9.2.1.2 Guidelines for Establishing Individual Goals

1. Goals are merely estimates to be used as achievement incentives. Written short- or long-term goals are useful in striving towards improvement.
2. Goals should be compatible with the self-image and the level of long-term commitment required.
3. Goals should be attainable, pursued daily, and evaluated regularly.
4. Goals are more likely to be achieved through facilitation and communication with the coach.

9.3 Swimmers' Code of Conduct

Positive, respectful, and honourable behaviour is critical if all swimmers are to achieve their maximum potential. Such conduct also serves to enhance the reputation of the Club and the sport of swimming. This Code of Conduct is intended to achieve those ends.

The code applies to swimmers whenever they are involved in Club activities. This includes training sessions, swim camps, swim meets, social gatherings, fundraising events and any other directly or indirectly related activity. The code also governs the behaviour of swimmers at times when they may not be under the direct jurisdiction of the Club but are clearly acting as Club members or may be identified as such.

Breaches of this code will be dealt with as laid out in the Discipline Policy.

1. Swimmers will always conduct themselves in a way which reflects favorably upon themselves, the Club, and the sport of swimming.
2. Swimmers will strive for excellence according to their abilities. They will take responsibilities for attending practice sessions regularly and for working diligently towards the goals they set for themselves or that are set by their coach.
3. Swimmers will treat fellow Club members, coaches, staff, and officials with respect regardless of gender, ability, age, or other personal characteristics.
4. Swimmers will conduct themselves in a manner which respects the achievements of opponents.
5. Swimmers will comply with the reasonable expectations of coaches, chaperones, officials, and other persons in positions of authority.
6. Swimmers will not use tobacco, alcohol or other drugs that will alter their physical ability, mood or behaviour unless prescribed by a physician for medical purposes. This rule applies to the conduct of swimmers in circumstances where such use may affect their performance.
7. Swimmers will not engage in any physical contact, which causes harm, embarrassment, or humiliation to another individual.
8. Swimmers will conduct themselves in a respectful manner on social media and online communication platforms and apps.
9. Swimmers understand the use of technology, to include cell phones, should be limited and that communication and camaraderie in person with the team should be prioritized at meets and practices.

9.4 Prince George Barracuda Swimmer's Conduct Policy

"If a swimmer is found to be in violation of any of the outlined "codes of conduct" whether at the club or elsewhere, or a swimmer has been suspended from their school for any of these violations, the swimmer must appear before the disciplinary committee who will then determine an appropriate disciplinary action."

9.5 Parents/Guardians Responsibilities

An important strength of our Club is the enthusiastic contribution of time and effort from our parents, guardians and other adults who are supporting the swimmers.

9.6 Club Operations

An Executive Board supported by several reporting positions and committees manages the Club. This structure is intended to spread out the workload as well as enable new members to take on entry-level positions. Parents/guardians should consider taking on responsibility in an area of interest.

9.7 Fundraising

At the beginning of each year, the executive establishes a fee schedule for the various categories of swimmers in the club. These fees cover approximately 50% of the Club's operating budget. The remainder of the budget is met through fundraising. Examples of fundraising projects are sales of various items, raffles and swim-a-thon.

The purpose of family participation in fundraising is the following:

1. To help meet the financial obligations of the Barracuda Swim Club
2. To share fairly among all families the responsibility of fundraising

9.8 Fundraising Levy

The club has now adopted a fundraising fee to provide a more stable means of ensuring adequate income. Parents/guardians and swimmers can participate in several fundraising activities to earn credit against the fee and thus avoid having to pay the fee. Details of fundraising activities are published regularly via email updates.

9.9 Prince George Barracuda Meet Funding Policy

In years past, PGB was able to partially subsidize swimmers at provincial and higher-level meets. However, due to rising costs and the financial standing of the club, subsidies are not available. Moving forward, we are evaluating the possibility of adding fundraising effort to help in this endeavor as we would like to be able to help families out if possible. We will update the team via email and social media if these opportunities come available. If you are interested in helping with fundraising opportunities for these swimmers, please reach out to a member of the board.

9.13 Officiating at Swim Meets

See the section on Swimming Competitively.

9.14 Financial Support

Please ensure that all fees are paid promptly. If your swimmer has run into an exceptional circumstance that would impact their ability to pay fees, please contact a board member immediately to have the case reviewed to see if financial support is able to be provided. Please note that Club runs on a very tight budget, so there are very few cases where we can provide help.

9.15 Meetings

The Club holds one general meeting a year, the Annual General Meeting, held in October. It is encouraged for parents/guardians to attend this meeting. There are also parent/guardian/coach meetings held during

the year. These meetings are an excellent opportunity to come and find out about the program and ask questions. Your participation is welcomed.

9.16 Suggestions for Parents/Guardians

1. Make sure your children know that you love them, appreciate them and are proud of their efforts. Be the person in their life they can look to for consistent positive reinforcement.
2. Try your best to accept your children's athletic capabilities, competitive attitudes, and actual skill levels.
3. Be helpful and encouraging to your child, but don't coach them on the way to the pool, at breakfast and so on. It's tough for the swimmers to be inundated with advice, pep talks and possibly critical instruction.
4. Teach them to enjoy the thrill of competition, to be out there practicing their skills and attitudes. Help them develop the feel for competing, for trying hard and for having fun.
5. Don't compete with the coach. Remember that in some cases the coach becomes a hero to the athlete, someone who can do no wrong. Just wait it out. Eventually it will come full circle when the coach must correct, criticize, discipline, or ask for extra effort or sacrifice.
6. Get to know the coaches so that you can be assured that their philosophy, attitudes, ethics, and knowledge are such that you are happy to expose your child to them. The coaches have a tremendous potential influence. Be supportive of the coach's efforts.
7. Don't compare the skill, courage, or attitudes of your children with that of other members of the team.
8. Please remember children may exaggerate, both when praised and when criticized. Temper your reactions to the tales of woe or heroics they bring home. Try to keep an objective view of the situation and please bring any questions or concerns to the coach or person responsible.
9. If you have any concerns about coaching or other issues these should be raised directly with the coach or person responsible. If you feel your concern has not been dealt with, please contact the Executive Board directly through the President or Vice President. General concerns about Club operations should be brought directly to the Executive Board.

The coach will help each swimmer to make a commitment to a personal training schedule. As parents/guardians, you have the responsibility of ensuring that the training schedule is realistic, and that the swimmer maintains the agreed schedule.

Have your swimmer notify the coach (preferably in advance) when school exams, concerts and similar activities will disrupt the schedule. If a swimmer is sick and unable to swim, they should notify the coach. Ask for a modified training schedule, if necessary, after a prolonged illness.

Be Punctual: individuals who arrive late for practices or meets cause the whole team to be disrupted. Parents/guardians can help the Club by demonstrating and encouraging punctuality. ***Please note the swimmers need to be on deck 15-minutes before published practice times for warm-up.***

9.17 Coach's Responsibilities

The coach is responsible for maintaining order on the pool deck both in practice and at swim meets and for the smooth functioning of the swimmer's individuality and as a team. To assume and adequately fulfill this responsibility, the coach must have permission to do so for each swimmer during the duration of the meet

or practice. This requires cooperation from parents/guardians regarding communication with their swimmer and respecting the space of the coach and swimmer during active training and competition times.

The coach's responsibilities are the following:

1. Goal setting for individuals and groups.
2. Instruction in competitive stroke skills and strategies.
3. Program planning and training of necessary physiological systems.
4. Scheduling of practice times, places, and competitions.
5. Responsibility for swimmers during practices and, with parents/guardians' assistance at meets.

10.0 SAFE SPORT POLICY

The club will uphold SNC's (Swimming Natation Canada) Safe Sport Policy as discussed on their website:

<https://www.swimming.ca/en/safe-sport/>

It is required that all swimmers and parents/guardians review this information online via SNC to have the most up to date information.

These policies also align with the Club's ongoing culture of creating a community for swimmers that is free of discrimination, harassment or any other negative or untoward behaviours that would dissuade anyone from following their passion in this sport. Please treat each other, whether swimmers, family members, coaches, pool staff or in any other function with respect and compassion.

11.0 FINANCIAL

11.1 Budget

The Executive develops the annual budget for the Club, which is then approved at the Annual General Meeting in October.

The annual fees represent only about 50% of the total budget of the Club; the rest must be raised. The "Club", of course, means all of us. There is a lot of work to be done to keep the annual fees at an affordable limit. In fact, fundraising activities provide a substantial portion of the needed funds. Your assistance is needed for these and other efforts.

11.2 Fees

All fees are payable on the agreed upon due date. Any swimmer with outstanding or overdue fees may be asked to refrain from practice until such time that all fees outstanding are paid.

11.3 Training Fees

1. Annual fees are payable in advance and are to be paid online at the time of registration.

2. Fees paid monthly are due at the beginning of each month. Any swimmer, whose fees are not paid by the end of the month, will not be allowed to swim. Club membership will cease if fees remain unpaid for a further month (Bylaw 8d).
3. No refunds will be issued after payments have been processed. Please note that it is the responsibility of the parent/guardian to notify the Club Registrar immediately if a swimmer plans to leave the Club. **One full month's written notice must be given.** (Failure to provide a full calendar months' notice of a swimmer leaving for any reason, other than medical (with physician signature), will result in forfeiture of one month's fee). As well, any fundraising balance must be paid.
4. Adjustments in fees will be made only for extended illness or in other extraordinary circumstances. In such cases the swimmer must be away from practice for more than a month.
5. Group Changes: periodically, a coach may wish to move a swimmer to another group. If this happens, the potential move would be discussed with both the swimmer and their parent/guardian prior to an action being taken. Once the change has been agreed to, fees will be adjusted accordingly as of the beginning of the following month. Any additional fees (or reduction) become due at that time.

11.4 Swim BC Registration

Registration with Swim BC is mandatory (see Registration section). Swimmers will not be able to begin practicing with the Club unless they have been officially registered and insured. The Swim BC Fee is non-refundable.

11.5 Meet Fees

Meet entry fees are charged for each event in which a swimmer is entered. For out of town meets, these fees will be added to your account and charged on your next monthly payment date. Please note these fees cannot be refunded once meet information has been sent to the host club. Meet information is usually sent at least two weeks prior to the meet.

11.6 Travel Fees

These costs are the responsibility of the swimmer's family. However, the club does cover the costs for any coaches who attend the meet.

11.7 Coaching Fees

This fee is set depending on the number of coaches and swimmers attending the meet. The coaching fee is not refundable after the meet information is forwarded to the host club.

11.8 Fundraising Levy

Fundraising is an essential part of operating a swim club. The Club has adopted a formal fundraising fee, an idea that is used in numerous clubs. Increasing costs necessitate a stable means of ensuring funds are available to maintain the financial health of the club. This levy will do that without raising monthly fees while at the same time offering members an opportunity to work off this increased expense. It is hoped this fee will provide some incentive to involve more people in fundraising efforts while at the same time avoiding the raising of fees and maintaining the affordability of having young people swim. Fundraising fees are set annually and are roughly one third of the yearly fee.

Procedure

1. Dollars will be earned by fundraising to work off the levy amount.
2. Upcoming fundraising events will be emailed. Each member will be given equal opportunity to participate.
3. The Club Executive welcomes new fundraising suggestions from club members.

12.0 CLUB ORGANIZATION

Before discussing the structure of the Club, it may be of help to show the overall organization of competitive swimming and the way Canadian Groups are affiliated to each other and to world bodies in swimming.

International Swimming:	World Aquatics. (Previously known as F.I.N.A., the Federation Internationale de Natation Amateur)
National Organizations:	A.F.C. (Aquatic Federation of Canada)
National Sport Division:	S.N.C. (Swimming/Natation Canada)
Provincial Sections:	Swim BC
Provincial Regions:	North-East Region
Swim Clubs:	PG Barracuda Swim Club

The Executive Board governs by its Constitution and By-Laws as well as the internal structure of the Barracuda Club.

12.1 Barracuda Organization

The Barracuda Swim Club is organized as a non-profit society under the Societies Act. The Constitution and By-Laws are included in this section for your information.

The structure of the Club may be visualized as follows:

- The Barracuda Society
- Members
- Executive
- Coaching Staff
- Committees
- Swimmers

The current Executive and Committees of the Executive will vary from time to time; and will be updated via email communication.

12.2 Meetings

Board meetings are held monthly. Members are welcome to attend but may not vote. The President calls General Meetings of the Society, in which members do vote. The Annual General Meeting is held in October.

12.3 Constitution and By-Laws

The following constitution and By-Laws were revised and approved in April 2024.

Constitution

1. The name of the Society is the “Prince George Barracuda Swim Club”, herein referred to as “The Society”.
2. The purposes of the Society are:
 - a. To promote, foster, teach, and perpetuate aquatic activities, and to encourage training for competition, self-development, leadership, and fairness in the field of aquatic activities.
 - b. To promote, encourage and maintain among its members, and others, an interest in all amateur aquatic sports, and to
 - c. To stimulate interclub competition and competition with other communities.
3. The operations of the Society are to be chiefly carried on in the city of Prince George, in the Province of British Columbia.
4. Upon the winding up or dissolution of the Prince George Barracuda Swim Club, any assets remaining after payment of all outstanding costs shall be distributed to such charitable organizations as the Society members at the time determine. This provision shall be unalterable.

By-Laws

1. In these By-Laws, unless the context otherwise requires, words and expressions as defined in the “Society Act” or any statutory modification thereof in force at the date upon which these By-Laws become binding upon the Society. More information on the societies act may be found at https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/15018_01.

12.4 Membership

1. Membership in the Society shall be open to any person resident in or about the City of Prince George; and such a person shall be and become a member upon acceptance of his or her application in that behalf and payment of such membership fee and other dues or fees as shall from time to time be prescribed by these By-laws or the Board.
2. Members shall be divided into the following categories and shall have the following voting privileges:
 - a. “Active Members” shall be those members of the Society engaged in swim practice or swim competition under the guidance of and pursuant to the direction of the Society.
 - b. “Voting Members” shall be:
 - i. Active Members 15 years of age and over whose parents/guardians do not attend members meetings; or
 - ii. The parents or guardians of Active Members under the age of 15; or
 - iii. Parents or guardians of Active Members 15 years of age and over where the parents or guardians attend members meetings.
 - c. “Honorary Members” shall be those members recognized by the Society as such from time to time as determined by Ordinary Resolution at a meeting of the Voting Members.
 - d. Active Members shall have no voting privileges.

- e. Honorary Members shall have no voting privileges.
- f. Voting Members shall each have one vote.
- g. Master's swimmers shall be considered active members with no voting privileges.
2. A member shall be deemed to be in good standing when they have paid their current annual membership fee, and if applicable, their training fees and/or the training fees of their children.
3. The annual membership fee and/or all training fees shall be payable to the Society.
4. Membership in the Society shall not be transferable and shall cease:
 - a. Upon resignation which shall be effective upon the first day of the month next following receipt of notice of said resignation by the Registrar of the Society.
 - b. Upon death.
 - c. Upon expulsion if the Board feels that the conduct of a member is prejudicial to the interests of the Society.
 - d. If any annual membership fee or training fee is unpaid and remains unpaid for more than one month after the month in which it is due.

12.5 Obligations of Members

- Every member shall abide by the By-Laws from time to time in force as well as any regulations lawfully made by the Board.

12.6 General and Special Meetings

1. The Annual General Meeting of the Society shall be held during the month of October in each year after fourteen (14) days written notice.
2. All General Meetings of the Society other than the Annual General Meeting shall be called General Meetings.
3. The Annual General Meeting of the Society shall be held at such place in the City of Prince George and on such a day and at such time as the Board may from time to time determine, and the Board shall call such meetings as are requested in writing by ten (10) or more members. Notice of all such meetings and an agenda of the meetings must be given by the Board to all members of the Society in writing fourteen (14) days in advance. Notice shall be deemed satisfactorily given by email notification, along with posting of same on the the clubs social media (Facebook/Instagram) accounts.
4. A quorum for a General Meeting or an Annual General Meeting shall consist of fifteen (15) members or fifteen percent (15%) of the eligible voting Members present, whichever is less.
5. The President, or in their absence the Vice-President, or in the absence of both President and Vice-President a Chairperson appointed by the Voting Members present shall be the Chairperson of every General Meeting or Annual General Meeting.
6. The Chairperson may, with the consent of the meeting, adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. It shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.
7. Except as otherwise provided in these By-Laws, all proceedings at Board Meetings, General Meetings and the Annual General Meeting shall be governed by Roberts "Rule of Order" Revised Edition (1951) as amended from time to time.

12.7 Votes of Members

1. Subject to the provisions of section 3, hereof, at all General Meetings and Annual General Meeting of the Society, each Voting Member in good standing, as defined in section 3(b) of these By-Laws, shall be entitled to one vote.
2. Every question submitted to a meeting shall be decided on a show of hands unless a poll is directed by the Chairperson or demanded by a Voting Member who is present in person and the Chairperson shall declare to the meeting, the decision on every question in accordance with the result of the show of hands or the poll, and such decision shall be entered in the books of proceedings of the Society. At any General Meeting or Annual General Meeting, a declaration by the Chairperson that a resolution has been carried or carried unanimously, or by a particular majority, or lost, and an entry to that effect in the book of proceedings of the Society, shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of, or against, such resolution.

12.8 Executive

1. The Executive shall be elected at the Annual General Meeting to be held in the month of October and the elected Officers or Directors shall take office on the 1st day of November in each year.
2. Nominations for the election of Officers and Directors shall be governed by the following:
 - a. At least one month prior to the election in October, the executive shall appoint a nominating committee consisting of three Voting Members in good standing, the Chairperson of which shall be an Executive member past or present of the Society.
 - b. The nominating committee shall prepare a slate of candidates for Officers or Directors, subject to the consent of each nominee and distribute the list of same with the notice of the meeting at which the elections are to take place.
 - c. Other nominations may be made in writing to the Chairperson by any two Voting Members with the consent of the nominee, or nominations will be called from the floor prior to the elections.
 - d. Any Voting Member in good standing is eligible to hold office.
 - e. The Chairperson may at his discretion call for the election by secret ballot.
3. The Executive shall consist of the following officers, namely, President, Vice-President, Recording Secretary, and Treasurer, and the number of Directors as determined from time to time by the Voting Members by Ordinary Resolution. Notwithstanding the provisions of section 22 hereof, the nominating committee, with the majority approval of the Voting Members at the Annual General Meeting, may elect to combine the positions of Recording Secretary and Corresponding Secretary for any given year so that both positions are filled by the same person.
4. Officers shall be elected in even numbered years and Directors shall be elected in odd numbered years. Casual vacancies occurring during a term shall be filled:
 - a. By an Ordinary Resolution of the Annual General Meeting if the casual vacancy is caused by the removal of a Director by the Special Resolution of an Annual General Meeting; or
 - b. By the Executive if the casual vacancy occurs in any other fashion.

An Executive Member in choosing to run for another position on the Executive need not resign from his or her office but upon election shall immediately resign from his or her former executive position. Vacancies occurring in this manner will be dealt with, by election, at the time of resignation.

5. Duties of the Executive generally are as follows:

- a. The Directors and Officers shall manage, or supervise the management of, the affairs and business of the Society and shall have the authority to exercise all such powers of the Society as are not, by the Society Act or by the Constitution or these By-Laws, required to be exercised by the Society in Annual General Meetings.
- b. Officers and Directors are to attend all Executive and Annual General Meetings and any Officer or Director, who fails to attend three consecutive meetings without good cause, shall, at the discretion of the membership by Special Resolution upon receiving the recommendations of the Executive, cease to be an Officer or Director and may be replaced as aforesaid.
- c. The Officers and Directors shall receive no remuneration for their service and no person receiving remuneration or honorariums from the Society may hold an elected office.
- d. The Directors and Officers shall have the power to make regulation from time to time respecting the management of the affairs and the business of the Society.

6. Duties of the Officers are as follows:

a. President

The President shall call and preside at all meetings of the Society and shall carry out such duties as may be imposed upon them from time to time by resolution of the Executive and assist the Executive and committee members as required.

b. Vice-President

The Vice-President shall co-operate in all matters with the President and in their absence, shall act in their stead and from time to time assist the Executive and committee members as required.

c. Recording Secretary

The Recording Secretary shall prepare and keep the minutes of all the meetings of the Society and within fifteen (15) days shall provide copies of the minutes to the Executive members and make a copy available to the club newspaper edition for publication. The Recording Secretary shall keep a certified copy of the Constitution and By-Laws in the minute book, together with a copy of the Society Act, and shall perform and carry out such duties as may be prescribed from time to time by the President or the Executive.

d. Treasurer

The Treasurer shall be responsible for the proper records of account, and banking records of the Society, and shall, from time to time, see that the Officers and Directors are in full possession of all necessary information regarding the finances of the Society. The Treasurer shall present a monthly report to the Executive or Voting Members and a balance sheet and statement of expenses for the year to the Annual General Meeting.

7. Duties of the Directors are as follows:

- a. The number of Directors elected shall be responsible for the maintenance of the club's internal activities as generally described.

- b. Coordination and implementation of policies respecting fundraising, membership, programming, competition, meets and facilities, diving, synchronized swimming and any other activity undertaken by the Society from time to time.
8. The Head Coach of the club shall not hold a position on the Executive or have a vote at Executive meetings but shall be required to attend Executive meetings for the purpose of providing input to the Executive if requested.

12.9 Financing

1. The Executive may, from time to time in their discretion, borrow or secure the payment of any sum or sums of money for the purpose of carrying out any of the objects of the Society in such manner and upon such terms and conditions in all respects as they think fit, **PROVIDED HOWEVER**, that none of these powers shall be exercised except in accordance with the sanction of a Special Resolution passed by the Society in a **GENERAL MEETING or ANNUAL GENERAL MEETING**.
2. In addition to membership fees, fees paid for participating privileges and money received when borrowed as provided above, it shall also be possible for donations to be made by members and supporters of the Society.

12.10 Amendments

1. The Constitution and the By-Laws may be amended by Special Resolution of the Society. The majority required for a Special Resolution shall be three-quarters of the Voting Members present.

12.11 Audit of Account

1. The Executive shall appoint an accountant to audit the accounts of the Society and report to the Executive and membership on a PRN basis or if there is a requirement due to a funding source.

12.14 Books and Records

1. The Executive shall see that all necessary books and records of the Society required by the By-Laws of the Society or by an applicable statute are regularly and properly kept. Such account and books shall be open to inspection of Voting Members not being members of the Executive upon reasonable written notice to the Executive of a desire for such inspection.

13.0 DISCIPLINARY COMMITTEE

13.1 Purpose

The purpose of the Disciplinary Committee is to enable the Club to deal with disciplinary issues affecting swimmers in a fair, impartial, and consistent manner.

13.2 Membership

1. The Committee will consist of five adult members of the Club, two of whom will be alternates. The chairperson will be appointed from the Executive.

2. As we have had a limited number of these situations, members will be solicited for help on the committee on an as-needed basis.
3. If more than four nominations are received, members will be elected at the general meeting.
4. Members will take up their positions on the Committee at the start of the new swim season following the Annual general meeting.
5. If an active member should resign, the vacant position will be filled by one of the alternate members.

13.3 General Disciplinary Procedures

1. In Town
 - a) Coaches are responsible for discipline during training sessions. Any issues of a disciplinary nature should first be addressed with the swimmer and subsequently with the swimmer's parents or guardians if necessary. During this process the coach may consult informally with the chair of the Disciplinary Committee.
 - b) If the disciplinary breach is a serious one or if the process described above fails to resolve the issue, then the coach may refer the matter to the Disciplinary Committee for a hearing.
2. Out of Town
 - a) At out of town meets coaches are responsible for discipline in the water and on the pool deck. Parents/guardians are responsible at all other times. Should a disciplinary issue arise the coach and/or parent/guardian will take whatever measures are appropriate in the situation. Details of the incident should be recorded in writing.
 - b) Upon return to Prince George the coach and/or parent/guardian should immediately contact the chair of the Disciplinary Committee and the Meet Director to discuss any breaches of discipline. In all cases the parents/guardians of the swimmer(s) involved must be informed as soon as possible. This contact will usually be made by the coach but may be made by the chair of the committee.
 - c) In most cases no further action will be taken beyond informing the parents/guardians of what took place. If, however, the disciplinary issue is a serious one or if there is a substantial history of misbehaviour associated with a particular swimmer, then the coach and/or other involved party, in consultation with the chair of the Disciplinary Committee, may decide to refer the issue to the Committee for a hearing.

13.4 Conduct of Hearings

1. Following referral for a hearing the Discipline Committee will meet with at least the following individuals to establish the relevant facts of the case:
 - a) The coach and/or parent/guardian who dealt with the issue initially.
 - b) The swimmer(s) involved.
 - c) The parents/guardians of the swimmer(s).
 - d) Other pertinent witnesses
2. The Committee may meet with these parties together or separately.
3. The Committee will then consider the facts together with any history of inappropriate behaviour on the part of the swimmer(s) and any mitigating circumstances.
4. Following these deliberations, the Committee will impose such sanctions or restrictions upon the swimmer(s) as it sees fit. The only exception to this is expulsion from the club (such a recommendation must be approved by the Executive Board).

5. The chair of the Committee will notify the parties of the decision without undue delay.
6. The Committee may make other recommendations to the Executive based upon issues arising in hearings.

13.5 Records

1. The chair of the committee will keep records of all disciplinary issues communicated to the swimmer as well as the outcome of disciplinary hearings.
2. The purpose of these records is to track persistent misbehaviour as well as to ensure that consequences imposed at hearings are fair and consistent.
3. These records will be kept confidential and will be available only to members of the Disciplinary Committee and the Meet Director.

13.6 Conflict of Interest

1. If any member of the Disciplinary Committee feels they are in a position of conflict of interest with respect to a particular hearing, then they shall withdraw in favour of an alternate member.

13.7 Appeals

1. If any parent/guardian or swimmer is dissatisfied with the disciplinary measures imposed by a coach, then they may refer the matter to the Disciplinary Committee for review.
2. If any parent/guardian or swimmer is dissatisfied with the outcome of a hearing, then they may approach the President of the Club for a review by the Executive Committee.

14.0 NUTRITION

14.1 Selecting Foods for Performance and Health

Many swimmers are confused about what they should be eating for health and fitness. For swimmers to have the energy to train as well as have the nutrients to maintain health, they must be eating a wide variety of foods that match the amount of energy they expend during their daily routine and workouts. Many swimmers will face the additional challenges of heading through growth spurts during training, further increasing their caloric needs. Choosing the right balance of proteins, fats and carbohydrates is an essential part of keeping your swimmer fueled appropriately for practices and meets.

14.2 Watch what is eaten between meals.

If a swimmer needs a snack, try to avoid empty calories in favour of the following:

- Fruits : oranges, apples, bananas, etc.
- Vegetables: raw carrots or cauliflower.
- Whole grain crackers with cheese, yogurt or hummus.
- Bread with nut/seed butter (*please be aware of any swimmers with allergens) and no or low sugar jam/jelly.

Drinking adequate fluids is essential for top athletic performance. Why? To replace water lost during exercise. How much? Water is the fluid replacement of choice. Drinks with a high concentration of sugar and electrolytes cause dehydration by drawing water away from intra-cellular fluid. Daily, swimmers must make sure they drink adequate fluids. Please read the nutritional labels of any electrolyte drinks or other supplements given to your swimmer as most commercial brands (Gatorade, etc...) are too high in sugar.

14.3 Eating on the day of the meet

*Please make sure your coaches know if your swimmer has a food allergy or sensitivity so we can help keep them safe on deck. We will work with you to inform and educate the team as needed.

If you know what to eat, when to eat and how much to eat on the day of the meet, chances are you will swim better. Here are some easy-to-follow tips:

- ✓ Eat a light meal, three to four hours before competing, if this timing is possible. This will make sure your stomach and upper intestine are empty.
- ✓ Make sure to include carbohydrates such as whole grain breads, bagels, pasta, potatoes and/or carrots in your meals. These are the best sources of energy.
- ✓ Drink lots of cool water.
- ✓ If you drink juice (high in sugar) or sports drink (often high in sugar and full of unhelpful additives), dilute them with water.
- ✓ Eat small amounts of food regularly during the day.
- ✓ Avoid greasy foods, such as French fries, as they take a long time to digest.
- ✓ Plan what you are going to eat on the day of a competition ahead of time.
- ✓ Experiment with what foods work the best for your swimmer during training. Do not introduce new foods during a meet.

Understand that everyone is different and that there is some trial and error in what your swimmer may need to eat, including the timing, before practices and during the long days at meets. Find a plan that works for your swimmer and stick with it and ask the coaches for suggestions if needed.

Other references for swimming nutrition include:

<https://www.swimming.ca/content/uploads/2020/08/Nutrition-for-Aquatic-Athletes-BOOKLET-v4.2.1.pdf>

<https://www.usaswimming.org/docs/default-source/camps/national-select-camp/sports-nutrition-for-swimmers.pdf>

15.0 SPONSORSHIP

15.1 Supporting Sponsors

Supporting sponsors are businesses, organizations or individuals who provide support to the Barracuda Swim Club. Their support can be financial or in kind such as donation/loan or equipment.

We are indebted to the generosity and interest, which these groups provide the Barracudas. In joining us as sponsors, they assist the coaches and Club in supporting our developing athletes in their commitment to excellence.

Acknowledgement of sponsors will be made in a variety of ways such as team emails, meet information and signs.

15.2 Meet Sponsors

Meet Sponsors are businesses, organizations or individuals who provide financial or physical support to the hosting of a Barracuda swim meet.

These Sponsors are important to our Club in helping to defray the ever-increasing costs of these meets. The Club aims to clear a meet with some profit. This anticipated money is part of the operating budget. Thus, sponsor's support of a swim meet benefits both the meet itself and the ongoing training costs for our swimmers.

Meet sponsors will be publicized at the meet itself, in the meet programs and in the media coverage.

In addition, businesses can be event sponsors with either money or product. These donations also help defray the costs of a meet and help provide material rewards to the swimmers for their long and intense hours devoted to the sport of swimming. If you can help in this way, contact the Meet Manager and/or our Fundraising Board Member.

16.0 CONTACTS AND WEB SITES

Swim Natation Canada	www.swimming.ca
Swim BC	www.swim.bc.ca
Prince George Barracuda Swim Club	registrar@pgbsc.org

PGBSC, Box 551, Prince George, BC V2L 4S8 Phone: 964-6103

Executive Board Members 2023-2024

President	Shane Milne
Vice President	Faye Black
Secretary	Katie Neilson
Treasurer/Director of Officials	Christine McLane
Registrar/Levy Accounts	Jason Smith
Fundraising Director	Kelly Vis
Travel/Social	Janine Baltaretu
Director at Large	Barry James

Reporting Positions

Equipment Coordinator	Amanda Belshaw
Meet Manager	Curt Fowkes

Coaches

Head Coach	Jerzy Partyka	778-349-9104
Assistant Coach	Jason Smith	250-552-5993