



# Membership Handbook 2026-2027

POSITIVITY. **RESPECT.** EXCELLENCE

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# Welcome to the Truro Centurions Swim Club (TCSC)

## Message from the Head Coach & President

On behalf of the Truro Centurions Swim Club (TCSC), we are excited to welcome you to our swim family. Whether you are new to competitive swimming or returning for another season, you are an important part of our team.

At TCSC, we believe swimming is more than just a sport, it is an opportunity to build confidence, resilience, and friendships that last a lifetime. We take pride in fostering a positive and inclusive environment where athletes are encouraged to set goals, work hard, and support one another, both in and out of the pool.

Together with Swim Nova Scotia and our Sponsors and our community at large, we are committed to ensuring that every swimmer has a safe, fun, and rewarding experience. We look forward to celebrating your milestones and sharing in the journey ahead for this 2025 season.

- Meghan Todd, Head Coach
- Angela Hickox, Club President

## Our Story

The Truro Centurions Swim Club (TCSC) was founded in 1977 as a non-profit competitive swim club dedicated to helping swimmers of all levels pursue their goals. From its early days, the Centurions have welcomed athletes who swim for fun, fitness, and friendship, as well as those striving for the highest levels of competition.

✨ **This season {2027} will be the start of our 50th Year Celebration.**

## Mission

We aim to create an environment where every swimmer can realize their full potential - supported by a culture of **Positivity**, **Respect**, and **Excellence**. Through the sport of swimming, we empower athletes to grow both in and out of the water.

## Vision

Our vision is to build a team culture where positivity fuels our daily efforts, respect guides our interactions, and excellence drives our pursuit of growth. We strive to foster a space where athletes uplift one another, embrace challenges with integrity, and celebrate progress, creating a safe, inclusive, and inspiring community for all.

# Introduction

At TCSC, our swimmers are supported by a team of dedicated coaches and volunteers who bring passion and commitment to the club. Together, the executive team and coaching staff work to ensure a safe, positive, and high-quality swimming experience for every athlete.

TCSC is governed by a Volunteer Board of Directors, with each position typically held for a three-year term. Board members are nominated and elected during our Annual General Meeting (AGM), held each year. The Board is composed of individuals with diverse skill sets, all contributing to the club's success through strong governance and strategic oversight.

## Board Meetings & Member Engagement

- Board meetings are held monthly, typically on the third Thursday of each month.
- If you have an idea you'd like to raise, such as a fundraising initiative or a suggestion to improve club operations, please share your input with the Club Secretary.
- We encourage all members to get involved and contribute to the club's growth and community spirit.

## Governance & Bylaws

TCSC operates in accordance with the governance standards required by the Registry of Joint Stock Companies (RJSC) of Nova Scotia.

For a full overview of executive roles and responsibilities, please refer to *Annex 1: Executive & Club Roles*.

The five director positions forming the board are: President, Vice President, Treasurer, Secretary, Registrar.

In addition to the five director roles there are a number of positions that are associated with "Chairs of the Board". TCSC has opted to present these as additional board member roles, but there are many volunteer roles that do not require being a member of the board.

|                       |                                                                                                                                                           |
|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>President</b>      | Provides leadership to the board, liaises with Swim Nova Scotia and oversees club operations. Works with the Head Coach to implement vision and strategy. |
| <b>Vice-President</b> | Supports the Club President, assists with governance, oversees the Big Swim Fundraiser, and chairs some committees.                                       |
| <b>Treasurer</b>      | Manage club finances, collect program fees, budget reporting, payroll and reconciliation.                                                                 |
| <b>Secretary</b>      | Records meeting minutes, manages communications and maintains official documents.                                                                         |

### Other executive positions include:

Registrar, Chair of Officials, Fundraising Chair, Event Coordinator, Meet Manager.

## **Coaching Staff**

Our coaching team is certified, experienced, and dedicated to developing swimmers of all ages and abilities. The head coach is responsible for the program vision and overarching strategy.

- Developing and implementing training programs suitable for the level and stage of development for each swimmer.
- Oversees and guides the implementation of the Nova Tech & Skills Program to be positive and integrated skill development.
- Oversees athlete development, and ensures that every swimmer has the opportunity to grow in a safe and positive environment.

## **How We Work Together**

TCSC thrives through strong collaboration among our executive team, coaching staff, families, and athletes. Each group plays a vital role in creating a supportive, high-performing swim environment.

## **Executive & Coaches**

The executive team provides governance, oversight, and strategic direction for the club. They ensure that operations align with the standards set by Swim Nova Scotia and Swimming Canada, and that the club remains financially and administratively sound. The coaching staff is responsible for delivering high-quality training programs, athlete development, and meet preparation. Together, they work to uphold the club's mission and values while fostering a safe and inclusive environment.

## **Coaches & Families**

Parents and guardians are essential partners in a swimmer's journey. Families are encouraged to support their swimmers by ensuring consistent attendance, volunteering at club events, and maintaining open communication with coaches. If you have questions about your swimmer's progress, goals, or experience, please reach out to the Head Coach ([tcscheadcoach@gmail.com](mailto:tcscheadcoach@gmail.com)) respectfully and proactively. A strong coach-family relationship helps ensure each swimmer receives the support they need to thrive.

## **Athletes & Coaches**

Swimmers are encouraged to take ownership of their development. This includes setting personal goals, embracing challenges, and maintaining a growth mindset. Coaches provide guidance, technical instruction, and motivation, but progress depends on the swimmer's commitment, attitude, and effort. Athletes are expected to communicate openly with their coaches, ask questions, and reflect on feedback to continually improve.

# Communications

Your family is important to the TCSC, and we want to ensure you stay informed and connected. While our coaches and board work hard to share updates, it is your responsibility to stay engaged by reading emails, newsletters, and checking the website regularly. If you ever have questions, please don't hesitate to ask, as strong communication among coaches, board members, and families helps our club thrive.

**TCSC Website:** <https://tcsc.poolq.net/>

The website is a central hub for communication between coaches, swimmers, and families.. Key sections to check frequently include:

- **Events** – This section lists upcoming swim meets, parent meetings, and other important dates. You'll find meet packages and details here, and it's where families submit their event commitments or non-commitments. These deadlines are important as they are set around the meet entry deadlines.
- **Member Hub** – This section contains club by-laws, policies, and codes of conduct. All families should review these documents to understand expectations around safe sport, behavior, and club operations. *\*under-development\**

## Email Communication

Email is a primary method of communication. Please ensure your contact information is up to date. You may add a second email to receive updates. If you're not receiving emails, notify the club immediately so we can correct it.

## Social Media

To stay current with club news, fundraisers, and updates, follow us on social media:

- **Facebook:** [facebook.com/trurocenturions](https://www.facebook.com/trurocenturions)
- **Instagram:** [@trurocenturionsswimclub](https://www.instagram.com/trurocenturionsswimclub)

Links to these accounts are also available on the website for easy access.

## Contacting Coaches

Families should contact the Head Coach at **tcsheadcoach@gmail.com** with any questions or concerns related to their swimmer or the club. Please send all communications via email to the Head Coach. Texting coaches (head coach or assistant) is not permitted, even during swim meets. All communications should be through email. For administrative, financial, or volunteer-related matters, please reach out to the respective Board via email. **Please allow 72 hours response time for Board Members' response - as they are volunteers.**

# Training Groups & Progression

The TCSC offers a structured and inclusive competitive swimming program for athletes aged 6 to 19, designed to support swimmers at every stage of their development. The pathway begins with introductory skill-building and progresses toward high-performance training, with group placement determined by coaching staff based on skill, commitment, and readiness.

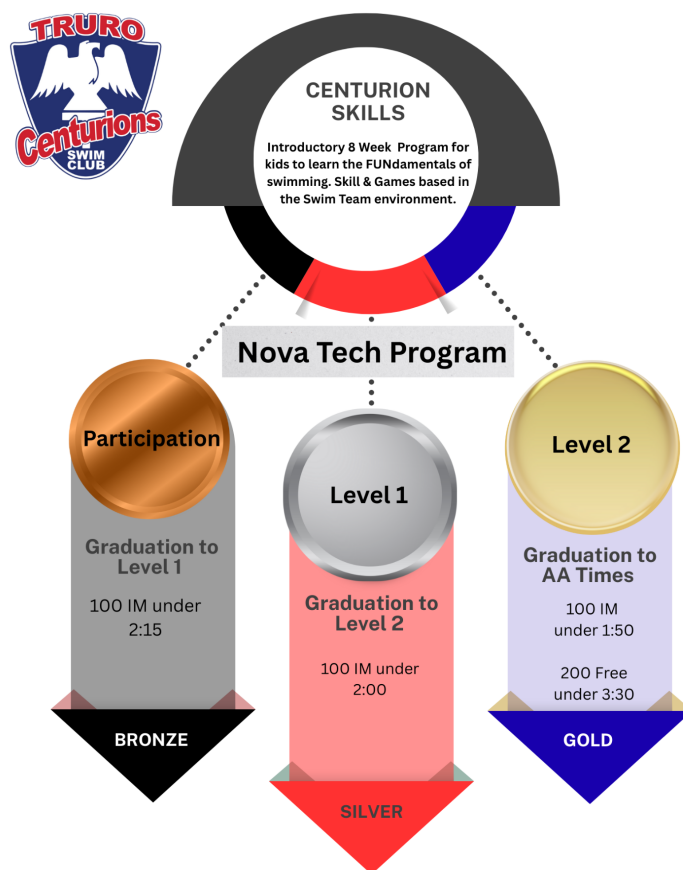
## Developmental Program

At the foundation of the club's progression model is the Centurion Skills Program, an 8-week introduction to competitive swimming. This program is ideal for new swimmers who can swim 25 meters unassisted and are ready to build confidence, learn the four competitive strokes, and experience the team environment. Upon completion, swimmers may advance to the Nova Tech group or continue in the skills session for further development.

The **Nova Tech** program is the provincial development pathway for Nova Scotia. The program continues in the FUNdamentals developmental journey, focusing on stroke refinement and introducing swimmers to local Swim Nova Scotia meets. This stage emphasizes fun and gradual exposure to competition.

**Age Group Development** Swimmers who demonstrate readiness and commitment move into the Junior Development and Junior Training squads. These groups are designed for athletes working toward or achieving AA and AAA provincial standards, with increased training volume, dryland sessions, and a focus on race strategy and endurance. These swimmers often participate in multiple sports and are learning to balance training with broader athletic development. Swimmers in the Junior Development & Junior Provincial training squads are typically in the **Learn to Train** stage of the LTAD (Long Term Athlete Development)

**Senior Pathway** Atlantic Development and Atlantic squads represent the club's high-performance training levels. These groups are for swimmers who have chosen swimming as a primary sport and are aiming for East Coast Championships, or national-level meets and competitions. Training includes advanced technical work, race preparation, dryland strength sessions, and monthly athlete development seminars. Placement in these groups is based on performance goals, commitment, and coach evaluation, not solely on time



standards. Athletes in this training squad are typically **Train to Train & Train to Compete (LTAD)**

### Practice Group Breakdown: Pathway to Competitive Success

This section outlines each training group within the Truro Centurions Swim Club, detailing the focus, goals, eligibility, training expectations, and equipment requirements. It reflects our commitment to progressive athlete development in alignment with Swim Nova Scotia's standards - from foundational skill-building to high-performance competition.

| Group                                                         | Focus                                          | Goals                                                                    | Eligibility / Notes                                                                       | Pool Time           | Dryland                     | Required Equipment                                                                       |
|---------------------------------------------------------------|------------------------------------------------|--------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|---------------------|-----------------------------|------------------------------------------------------------------------------------------|
| <b>Centurion Skills (FUNdamentals)</b>                        | Intro to competitive swimming (8-week program) | Build confidence, develop core skills, small group learning              | Swimmers are confident swimming unassisted and are above SK 2. There are 4 levels of CSK. | 2x/week for 6 weeks | None                        | Club equipment provided                                                                  |
| <b>Nova Tech {FUNdamentals/ Learn to Train}</b>               | Skill development & fundamentals               | Improve technique, begin local Nova Tech meets                           | Progressing from Centurion Skills or assessed to bypass; Age 10+                          | 3x week             | None                        | Club Equipment provided                                                                  |
| <b>Junior Development {Learn to Train}</b>                    | Technique & endurance for AA level             | Build stroke technique, racing rules, swim endurance                     | Combination of NT & AA based on readiness, development and ability.                       | 4x week             | 15 min activation and intro | Fins, snorkel, flutter board, pull buoy. * Swimmers start to acquire their own equipment |
| <b>Junior Provincial {Learn to Train/Train to Train}</b>      | Competitive training for AA/AAA swimmers       | Progress toward AAA standards, develop training ethic                    | AA/AAA swimmers, strong commitment & coachability. Typically 12+ (Some exceptions)        | 4-5x week           | On Deck                     | Fins, snorkel, flutter board, paddles, pull buoy. <b>Mandatory Equipment</b>             |
| <b>Atlantic Development {Train to Train/Train to Compete}</b> | High-level provincial training                 | Gain more qualifying swims, prepare for East Coast standards             | AA/AAA swimmers, multisport athletes, not ready for full Senior commitment                | 8x week             | 2 sessions/ week            | Fins, snorkel, flutter board, paddles, pull buoy <b>Mandatory Equipment</b>              |
| <b>Atlantic {Train to Compete/Train to Win}</b>               | Elite performance & specialization             | Compete at highest provincial level & beyond, prepare for post-secondary | Age 13+, East Coast qualified or AAA swimmers, swimming as primary sport                  | 11x week            | 2-3 sessions/ week          | Fins, snorkel, flutter board, paddles, pull buoy <b>Mandatory Equipment</b>              |

## TCSC Approach to Practice Group Placement

At TCSC, practice group placement is guided by a thoughtful and athlete-centered approach. The coaches consider a range of factors including age, speed, technical ability, emotional maturity, work ethic, and attitude. However, the most important factor is a swimmer's ability to consistently demonstrate technical correctness in the practice environment.

Our goal is to support long-term development, not rush progression. Swimmers are typically reassigned at three key points in the season, early fall, post-championship meets in December, and after spring break. Any move between groups requires agreement from the swimmer, the swimmer's current coach, the receiving coach, and the swimmer's parents/guardian.

Swimmers are expected to train with their assigned group. In exceptional cases, such as scheduling conflicts, they may make a request to the Head Coach to attend a session with the immediately lower group, with prior approval from the head coach. Training with a higher-level group is not permitted unless officially reassigned.

## TCSC Practice Behavior Expectations

TCSC is committed to creating a respectful, focused, and inclusive training environment. Coaches design each practice to meet the developmental needs of the group, and time spent managing disruptive behavior detracts from this goal. Therefore, swimmers are expected to adhere to the following behavior guidelines:

*Parents are to directly supervise their children before practice starts and again immediately following the end of their child's practice*

1. Respect for teammates and coaches is mandatory, supportive behavior is expected both in practice and competition.
2. Follow all coach instructions without argument or disrespect. Back-talk will not be tolerated.
3. Locker room conduct must be appropriate, no roughhousing, yelling, or tampering with others' belongings.
4. Abusive language, lying, stealing, or vandalism will not be tolerated.
5. Bullying, teasing, or harassment any behavior that makes a teammate feel uncomfortable will not be tolerated.

Violations of these expectations may result in the following disciplinary actions:

First violation: Verbal warning

Second violation: Removal from practice and parent meeting

Third violation: One-week suspension from practice

Fourth violation: Expulsion from the team

**Please note: Monthly dues will not be adjusted for suspended swimmers.**

## TCSC Guidelines for Parent/Family Watching Practice

For safety and facility policy, parents and guardians are not permitted on the pool deck or at the pool's edge unless they are actively participating in the water. If you wish to observe practice, please do so from the spectator stands located on the upper level of the facility.

**Please watch practice from the stands, not on the deck.** Please do not communicate with your child during practice or attempt to coach from the stands.

If you need to speak with a coach, please do so after practice, or contact them via email in advance to schedule a meeting time. Coaches spend significant time planning each session to build skills progressively, and interruptions during practice can disrupt this flow. If a swimmer needs to be excused from practice early, please ask the swimmer to let the coach know at the start of practice, and they will look to dismiss the swimmer at the time indicated.

**Finally, please trust the coaching process, do not try to coach your child.** Some drills may look unusual or even technically incorrect, but they serve a specific purpose in developing stroke mechanics. The coaches' voices should be the only ones guiding swimmers during training.

**□ Did You Know? Families with swimmers on the team may be eligible for a discounted RECC membership. Contact the RECC directly for more details.**

## TCSC Expectations for Practice Attendance

Consistent attendance is essential for swimmer development. While we recognize the value of other sports and activities, we encourage families to communicate with their coach about any outside commitments. Each practice group has a recommended number of weekly sessions designed to support progress at that level.

For most groups, attendance is flexible, but swimmers in Junior and Senior levels are expected to meet minimum weekly practice requirements due to the increased intensity and competitive goals. If a swimmer will miss more than one consecutive practice, please notify their coach in advance. TCSC supports participation in multiple activities at various levels. It is important for swimmers to discuss conflicting training schedules with the Head Coach, especially at the Junior- Senior squad levels. Coaches want to ensure volume management and healthy athlete development that does not promote over-training.

## TCSC Guidelines for Inclement Weather & Practice Cancellations

Practice may be cancelled due to inclement weather, but school closures do not automatically mean pool closures. Decisions are made based on road conditions, facility access, and overall safety. If the RECC is closed, practice is cancelled—no exceptions.

Otherwise, here's the general rule of thumb:

- If roads in your area are unsafe, do not attempt to travel. Your safety is the top priority.
- Always check your email for updates from Coach Meghan, who will communicate any changes to the practice schedule. Updates will be sent out no later than 2:00PM on the day to confirm if there is practice.
- We appreciate your flexibility and understanding as we prioritize swimmer safety during unpredictable weather events.

# Official team vendor & Equipment



## Official Team Vendor

Our official team vendor is Fundy Textile, and the TCSC Online Store is now live:

[tcsc.fundytextile.com](https://tcsc.fundytextile.com)

Team-branded items such as TCSC hoodies, t-shirts, and joggers are available here. Watch your email for seasonal gear i.e parka and backpack order announcements!

## Equipment

Ly Sports. We have a team agreement with LySport for a 5% kickback to the club for orders.

<https://www.lysports.com/team/truro-centurions-swim-club/>

Other vendors are often added throughout the season for team items, like caps or special order t-shirts. Those are communicated through e-mail.



### Performance Racing Suits (Tech Suits)



TCSC follows guidelines from Swim Nova Scotia and Swimming Canada on tech suits, special racing suits meant for high-level competition.

- Swimmers 12 & under: Tech suits are not permitted at local or regional meets.
- Swimmers 13 & older: May wear tech suits only with Head Coach approval, typically for provincial or national-level events.

Tech suits are costly and wear out quickly, so they should be used sparingly. Families must consult the Head Coach before buying one to ensure it's appropriate.

***Remember: Training, technique, and strategy matter more than gear. A well-prepared swimmer will always perform better than one relying on a suit.***

# Swim Meets

Swim meets are a key part of the TCSC experience, giving athletes the chance to apply their training, track progress, and grow as competitors. Meets typically begin in October and are held monthly throughout the season, offering swimmers regular opportunities to challenge themselves and celebrate their development.

## Signing Up for Swim Meets & Meet Entries

Swimmers are registered for meets through PoolQ, our team's meet management platform. Families will receive notifications when swim meet sign-ups open. To confirm attendance, log into PoolQ, find the meet under the Events tab, and select "Yes" or "No" for your swimmer. If your swimmer will only attend part of the meet, please note that in the comments section before the registration deadline. Be sure to click "Save Changes" to finalize your response. The meet fee is indicated on the Event, and once you have committed your swimmer to the event, your account will be invoiced for the meet fee.

## Meet Entry Process

**Event selection is handled exclusively by the coaching staff.** Coaches choose events based on each swimmer's development, training progress, and readiness. Parents should not email lists of preferred events, if you have special considerations, please email your coach before the scratch deadline.

Once entries are submitted, the meet fees are billed and are non-refundable. Entries fees are posted on the Swim Canada website and on the event on PoolQ. Meet fees vary depending on the meet we are attending. Not all meet fees are the same. A championship meet may have a higher meet fee than a development meet. Meet fees are disclosed once the meet package from the hosting club becomes available.

## Relays

Relay assignments are posted at the meet and may change based on performance, attitude, and team needs. Coaches decide who swims on relays and which strokes are assigned. If your swimmer is listed for a relay, they must stay for the event, teammates are counting on them.

## Preparing for Meets

Swimmers should arrive at meets fully prepared with their swimsuit and cap, goggles (plus a spare pair), two towels, a TCSC t-shirt and hoodie or sweatpants, a water bottle, and healthy snacks. Quiet activities such as books or cards are also encouraged to help pass the time between races. It's important that swimmers warm up properly, stay warm between events, and check in with their coaches before and after each race to receive feedback and support.



**To help swimmers stay focused and connected with their teammates, TCSC promotes a device-free environment during meets. Devices may be used for music only, not for games, social media, or recording.**

**A 2022 study on high-level swimmers (Fortes et al.) found that athletes who used social media before training:**

- **Failed to improve endurance performance, unlike teammates who stayed off social media.**
- **Experienced higher mental fatigue, making workouts feel harder.**
- **Showed no progress in 100m & 400m freestyle times over eight weeks.**

Meet types vary based on age, skill level, and qualifying standards. Nova Tech Meets serve as introductory competitions for developing swimmers, while Invitational Meets are open to athletes of all levels. Provincial Championships are reserved for swimmers who meet qualifying times and are ready for a higher level of competition.

In addition to attending meets across the province, TCSC proudly hosts several key events each season, including the Candy Cane Meet, Nova Tech Home Meet, and the Nova Tech Explosion. These meets are important opportunities for our club to showcase its athletes, welcome visiting teams, and build community spirit.

 View the full 2026–2027 Swim Nova Scotia Schedule of Events:  
<https://static1.squarespace.com/static/60b83ccc5c8bd718aec59079/t/6a3e6cce94ed85055a98f422/1782475982756/2026-2027+Schedule+of+Events+as+of+June+25%2C+2026.pdf>

## **Team Area & Warm-Up Protocol**

At every swim meet, TCSC will have a designated team area. This space helps foster team unity, keeps swimmers organized, and supports mental focus before races. Upon arrival, swimmers should head directly to the warm-up area to begin their pre-race routine. A proper warm-up is essential; it allows athletes to stretch, loosen up, and mentally prepare for competition. After warm-up, swimmers should stay warm by wearing a hoodie or sweats, shoes, and a hat until their events begin.

Before each race, swimmers must check in with their coach for instructions and encouragement. Immediately after racing, they should return to the coach for feedback. This post-race conversation is one of the most valuable learning moments, helping swimmers understand what went well and what can be improved.

Heat sheets are often available for purchase at the entrance of the meet and can help parents and swimmers track event numbers and timing. However, not all meets will provide printed heat sheets. In these cases, families are encouraged to use the Meet Mobile app, which offers access to heat sheets, lane assignments, and results. Meet Mobile is widely used across Swim Nova Scotia events and is a valuable tool for staying informed throughout the competition.

Swimmers should arrive at the venue **at least 15 minutes** prior to the start of warm up.

## Prelims/Finals

Participation in Prelims/Finals meets requires full commitment and thoughtful planning. Families should book accommodations by the posted deadline and arrive the night before competition begins. To support performance and recovery, swimmers should prioritize rest, eat meals in the hotel room, and avoid long outings. Quiet downtime is encouraged between sessions, and swimmers should go to bed promptly after finals.

Only coaches may scratch swimmers from finals events. If your swimmer cannot attend a finals session, notify the coach immediately. Failure to follow proper scratch procedures may result in monetary penalties for the club under Swim Nova Scotia policies. A swimmer that does not show for a final, or does not meet the scratch deadline will be billed the penalty.

### What's a DQ? (No, Not the Ice Cream)

A DQ (Disqualification) happens when a swimmer breaks a rule during a race, like starting too early, using the wrong stroke, or not touching the wall properly. It's totally normal! Every swimmer gets a DQ at some point. It's part of learning. Coaches will explain what happened and help you improve. So don't stress, learn from it, shake it off, and dive back in!

## Team Travel

Traveling for swim meets is an exciting part of the TCSC experience and a chance for swimmers to compete, grow, and represent the club with pride. For most meets, especially at the Nova Tech and developmental levels, families are responsible for arranging transportation and accommodations. TCSC does not organize formal team travel for younger athletes. (13 & under)

For select higher-level meets, such as Provincials or Championships, or out of province swim meets, the club may reserve hotel blocks or provide travel guidance. Any coordination will be communicated in advance via email and the TCSC website. Swimmers remain under parental supervision outside the pool deck.

During meets, swimmers are expected to arrive 15 minutes early for warm-ups, wear official TCSC gear, stay in the team area, check in with coaches before and after races, and demonstrate respectful behavior and sportsmanship. Swimmers are expected to tidy their space at the end of each session. Coaches are responsible for swimmers only while on deck, so families must remain available and attentive throughout the event.

Proper rest and nutrition are key to performance. Families are encouraged to plan meals and downtime to support recovery between sessions. Meet fees are billed through TCSC and are non-refundable once entries are submitted. **Note:** TCSC requires athletes and parents to sign team travel waivers and code of conduct when participating in Team Travel. Team travel fees are calculated by each event and divided amongst swimmers who are attending the meet only.

# Family & Parent Involvement

Supporting your swimmer goes far beyond cheering from the stands - TCSC thrives thanks to the active involvement of our swim families. From volunteering at meets to helping with fundraising, your contributions directly impact the success and sustainability of our club.

## Fundraising Events

Fundraising is a vital part of how TCSC supports its swimmers and sustains club operations. These efforts help cover costs related to equipment, travel, meet hosting, and athlete development. While swimmers train and compete, it's the collective effort of our families and community that keeps the club thriving.

## The BIG SWIM – Our Signature Fundraiser

Held each fall, the BIG SWIM is more than just a swimming challenge - it's a full-team fundraising initiative. While swimmers go the distance in the pool, families play a key role in securing sponsorships from local businesses, organizations, and supporters. Funds raised through the BIG SWIM directly support team programming, travel subsidies, and facility needs.

A dedicated landing page with full details, sponsorship forms, and promotional materials will be available mid September of each season. Stay tuned via email and PoolQ for updates.

## Seasonal Fundraisers

In addition to the BIG SWIM, TCSC runs seasonal fundraisers throughout the year. One popular example is our Purdy's Chocolates campaign for Easter, which gives families a chance to raise funds while enjoying delicious treats.

A full fundraising calendar and participation plan will be shared at our Kick-Off Meeting in September, outlining opportunities for families to get involved and contribute throughout the season. \* Seasonal fundraisers change based on parent involvement and suggestions. Get involved if you have a great idea!

## Officials

Swim meets are a cornerstone of the TCSC experience - and they simply wouldn't happen without the dedication of our swim families. Whether you're helping with hospitality, timing races, or stepping into the role of an official, your involvement is essential to the success of our club and the broader swim community.

## Becoming an Official

Officials play a critical role in ensuring swim meets run smoothly, fairly, and safely. Becoming an official is free, flexible, and incredibly rewarding. No prior experience is required, and training is provided by Swim Nova Scotia. It's a great way to deepen your understanding of

the sport and contribute meaningfully to your swimmer's journey.

When TCSC hosts a meet, we are responsible for providing a full roster of trained officials. Likewise, *when we travel to other meets, **we're expected to contribute 2-3 officials for every 10 swimmers attending.*** This helps maintain the quality and fairness of competition across the province. Refer to Annex 2 : Officials for more details.

**□ Did You Know? Many people feel intimidated by the idea of becoming a swim official but it's actually one of the best seats in the house! You'll be right at poolside, watching the action up close, learning more about the sport, and playing a key role in making meets happen. No experience is needed, and training is free through Swim Nova Scotia.**



**Learn More :** <https://www.swimnovascotia.com/officials>

More details are shared at the start of each season. You can become an official at any point during the season.

### **Volunteering at Meets**

All TCSC families are expected to volunteer at club-hosted meets, regardless of whether their swimmer is competing. These events are vital fundraisers and require many hands to run smoothly. Some roles include canteen support, hospitality, setup and teardown, and officiating (such as timing).

Volunteer sign-ups will be posted on PoolQ about one month before each meet. Please keep an eye on your email for announcements and instructions.

Your participation makes these meets possible—and your support helps build a stronger, more connected swim community. Thank you for being part of the team!

### **Your Role as a Swim Parent**

Competitive swimming offers young athletes far more than physical fitness; it builds resilience, self-discipline, sportsmanship, and time management. It teaches swimmers how to handle both success and setbacks, and it helps them grow into confident, capable individuals.

As a parent, your role is to create a stable, loving, and supportive environment that encourages your child to enjoy the sport and grow through it. Your presence, attitude, and involvement shape their experience more than you might realize.

Here's how you can make a meaningful impact:

- Be enthusiastic and supportive. Let your child set their own goals and progress at their own pace. Avoid placing pressure on them to win or achieve personal bests.
- Celebrate effort, not just results. If your child gives their best, they're already succeeding. Help them recognize the positives in every swim.
- Let the coach, coach. Conflicting advice from parents can confuse swimmers. Trust the coaching process and communicate concerns respectfully.

- Understand that learning takes time. Every swimmer develops at their own pace. Patience is key, slow learners may have tremendous long-term potential.
- Expect ups and downs. Plateaus are normal and can be caused by physical, mental, or motivational factors. Your encouragement during these times is essential.
- Focus on long-term development. Don't overreact to one great swim, or one tough race. Progress is a journey, not a sprint.
- Support healthy competition. Let the competitive drive come from your child and their coach. Your role is to nurture their love for the sport.
- Be a positive role model. Your attitude toward coaches, officials, teammates, and competitors sets the tone for your child's behavior.
- Stay informed. Check your email regularly, read newsletters, and stay up to date on PoolQ and the club website. You are responsible for the information shared.

As swimmers progress to the Senior level, they are expected to take full ownership of their training and communication with coaches. Parents are encouraged to support from a respectful distance, trusting the athlete-coach relationship to guide performance and development.

**□ Did You Know? Your attitude toward your child's swimming journey - especially during setbacks - can have a lasting impact. Encouragement, patience, and positivity are the most powerful tools you have.**

## Financial Information

This section outlines key details about registration, monthly billing, meet fees, and withdrawal procedures for the Truro Centurions Swim Club (TCSC).

### Registration & Fees

Registration is completed through PoolQ and REMS before swimmers can attend practice. The registration fee includes a non-refundable Swim NS/Swim Canada fee and a club administration fee. Families registering multiple swimmers receive a discounted rate for additional children.

### **NEW for 2026**

**This year we have integrated STRIPE payments to POOLQ for monthly billing options.**

Families have the option to pay their program fees by the following options:

- 1) FULL SESSION FEE: E-transfer is accepted if paying in Full in September.
- 2) MONTHLY PAYMENTS: Each month by STRIPE set up with either direct debit or credit card. \*Fees are applied at the time of transaction by Stripe \* SEE 2026-2027 RATE CARD

All fees must be paid, and monthly dues are billed on a determined date each month. \* To be decided at September 23rd parent meeting, as we are rolling out this new method of payment. All invoices and payments can be viewed on your PoolQ swimmer account for easy access.

## **Meet Entry Fees**

Meet entry fees are **NOT included** in monthly dues, except for our NOVA TECH PROGRAM\* Meet fees for the Age Group program will be billed each month based on attendance at each meet.

**Nova Tech Swimmers - All Meet Fees ARE included in your program fees for the season.**

## **Early Withdrawal Policy**

Refunds: Refunds are calculated on the remaining program fees as follows:

60% before December 20

30% from December 21 through February 28

15% from March 1 through March 31

No Refund after March 31.

**▣ Did You Know? Families with more than one swimmer registered with TCSC qualify for discounted registration fees. Contact the Treasurer for details.**

## **Terms & Conditions for Participation**

At TCSC, we are committed to creating a safe, respectful, and supportive environment for all swimmers, families, coaches, and volunteers. These terms outline the responsibilities and expectations that help our club run smoothly and align with Swim Nova Scotia and Swimming Canada standards.

### **Safe Sport Commitment**

TCSC follows the Safe Sport Framework established by Swimming Canada and Swim Nova Scotia. In general this means:

- Discrimination, bullying, harassment, and abuse are not tolerated.
- Physical and emotional safety are prioritized at all practices, meets, and events.
- Concerns or incidents must be reported immediately to a coach, or a member of the Executive Committee.
- All coaches, staff, and volunteers complete Safe Sport training and certification.
- All participants; athletes, coaches, volunteers, officials and members are entitled to a safe sporting environment. It is the responsibility of all partners in sport to ensure a supportive environment for all.

***Safe Sport is not just a policy - it's a shared responsibility and a reflection of our club's values.***

## Family & Athlete Expectations

Regular attendance is essential for progress. Please notify coaches of any absences. Swimmers should aim to attend the recommended number of sessions per week for their group. Coaches work with swimmers to set and review short- and long-term goals. Families are encouraged to reach out to coaches with questions or updates, and to support meet logistics and volunteer efforts.

## Athlete Code of Conduct

In general TCSC swimmers are expected to:

- Treat teammates, coaches, officials, and competitors with respect.
- Follow coach instructions and commit to training goals.
- Represent TCSC positively at all competitions.
- Care for equipment, facilities, and team property.
- Embrace a growth mindset - effort and improvement matter as much as results.

## Parent & Family Responsibilities

Parents and guardians play a vital role in the success of our swimmers and club. Families are expected to:

- Encourage effort, commitment, and a positive attitude.
- Respect coaches' guidance and avoid coaching from the sidelines.
- Volunteer at meets, events, and club initiatives when possible.
- Communicate respectfully and constructively with coaches and the Executive.
- Uphold Safe Sport principles and help foster a safe, inclusive environment.

## Coach Responsibilities

TCSC coaches are expected to:

- Deliver age-appropriate, skill-based training programs.
- Provide constructive feedback and goal-setting support.
- Communicate regularly with families about progress and club events.
- Model the club's values of positivity, respect, and excellence.
- Maintain professional, Safe Sport - compliant interactions with athletes.

## 24-Hour Rule - Complaint Procedures

To promote respectful and solution-focused communication, TCSC asks families to follow the 24-hour rule: ***if a concern arises during a meet or practice, please wait 24 hours before contacting a coach or board member.*** This pause allows emotions to settle and encourages constructive dialogue.

Complaint Process:

- After 24 hours, submit concerns in writing via email to the Head Coach.
- A meeting will be scheduled with the Head Coach and a second coach or Executive member present.
- This process ensures fairness, transparency, and alignment with club values.

**Thank you for helping us maintain a respectful and inclusive environment.**

# Resources for Swimmers & Families

This section provides key links and definitions to help you navigate competitive swimming in Nova Scotia and beyond. Whether you're new to the sport or progressing through the ranks, these resources offer valuable information on standards, events, and expectations.



## Swim Canada

Swim Canada is the national governing body for competitive swimming in Canada. It sets national standards, oversees high-performance development, and provides resources for athletes, coaches, and officials.

 Visit Swim Canada [www.swimming.ca](http://www.swimming.ca)



## Swim Nova Scotia

Swim Nova Scotia is the provincial organization responsible for managing competitive swimming across the province. It organizes meets, maintains rankings, and supports clubs like TCSC.

 Visit Swim Nova Scotia <http://swimnovascotia.ca>

**List of Current TCSC Policies are (Available in the Member Hub on PoolQue)**

## Swim Nova Scotia Guidelines

Includes important documents such as:

- Meet sanctioning procedures
- Provincial standards
- Code of conduct
- Safe sport policies



Swim NS Policies & Documents

<https://www.swimnovascotia.com/s/SNS-Policies-February-2025-Revised-rjx9.pdf>

## Glossary of Swimming Terms

Understanding swimming terms and standards is key to tracking progress and setting goals. Refer to Annex 3 : Glossary of Swimming Terms for a complete list of swimming terms.

# Annex 1: Executive & Club Roles

## Understanding How TCSC Operates

This annex outlines the key roles within the Truro Centurion Swim Club (TCSC). It is designed to help families understand how the club is governed, how decisions are made, and who to contact for specific needs. TCSC is a volunteer-driven organization, and every role contributes to the success of our swimmers and the strength of our community.

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## Executive Board

### President

The President chairs the club and leads the executive board, which includes the Vice President, Treasurer, and Secretary. The President sets meeting agendas, chairs board meetings, and acts as a mediator between coaches, parents, and athletes. They also represent TCSC in negotiations with the RECC and Swim Nova Scotia, oversee coach evaluations, and help develop club programming.

### Vice President

The Vice President supports the President and steps in when the President is unavailable. They assist with coach hiring and evaluations, help organize major fundraisers like the BIG Swim, and attend Swim Nova Scotia meetings.

### Treasurer

The Treasurer manages the club's finances, including budgeting, billing, and financial reporting. They track meet-related revenues and expenses, credit/debit member accounts, and present financial summaries at general meetings and the AGM.

### Secretary

The Secretary organizes and documents all club meetings. They prepare agendas, take minutes, and distribute meeting records. They also coordinate meeting logistics and maintain official records.

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## Operational Roles

### Registrar

The Registrar handles swimmer registration with TCSC and Swim Nova Scotia. They prepare registration packages, manage the registrar email account, and coordinate with coaches and the team manager when new swimmers join.

### Chair of Officials

The Chair of Officials coordinates training and scheduling for certified officials. They organize clinics, maintain the officials database, and ensure all equipment and rulebooks are up to date for hosted meets.

### Fundraising Chair

This person is responsible for planning, coordinating, and overseeing all fundraising efforts

to ensure the club meets its financial goals.

### **Meet Manager**

The Meet Manager oversees the planning and execution of TCSC-hosted meets. Responsibilities include organizing logistics, assigning officials, preparing heat sheets, and ensuring all equipment and personnel are in place. They must be certified to be a meet manager.

### **Events Coordinator**

Off deck management of key events hosted by the club. Oversees volunteers for canteen, hospitality, food, raffles, etc.

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## **Other Volunteer Roles**

TCSC relies on many other volunteers to support events, fundraising, officiating, and club operations. Families are encouraged to get involved, your time and talents make a difference!

## **Annex 2 : Officials**

Officials are essential to the success of swim meets. They ensure fair competition, uphold the rules of the sport, and contribute to a positive experience for all swimmers. At TCSC, we encourage parents and guardians to become certified officials; not only is it free and flexible, but it's also one of the best seats in the house to support your swimmer and the team.

### **Becoming an Official**

No prior experience is required to become an official. Training is provided by Swim Nova Scotia, and registration is completed through Swimming Canada's SWIMS database.

-  Swim Nova Scotia Officials Training & Info  
<https://www.swimnovascotia.com/officials/>
-  Swimming Canada Registration Portal  
<https://www.swimming.ca/officiating-certification-amp-clinics/>

Officials are expected to support both home and away meets. When TCSC hosts a meet, we must provide the majority of officials. When traveling, we are expected to contribute 2-3 officials per every 10 swimmers attending.

### **Expectations for Officials**

To ensure consistency and professionalism, all officials are expected to follow these

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guidelines:

1. Arrive at the pool at least 45 minutes before the session begins.
2. Sign in at the officials' area to confirm your attendance.
3. Only accept assignments you intend to honor.
4. Accept the role assigned to you at the meet.
5. Remain at your assigned position unless properly relieved.
6. If you wish to watch your child swim, arrange for a replacement before leaving your post.
7. Know the rules relevant to your assigned role.
8. Remain impartial, do not cheer for individual swimmers.
9. Dress appropriately: white shirt and black bottoms. Senior officials wear red golf shirts during finals at meets with prelims and finals.
10. Respect the referee's authority, their decision is final.
11. Stay cool, professional, and respectful at all times. Refer any issues to the referee.

## Code of Conduct

All officials must adhere to the Swim Nova Scotia Officials Code of Conduct, which outlines expectations for behavior, professionalism, and integrity.



View the Code of Conduct (PDF)

<https://www.swimnovascotia.com/s/NS-Officials-Code-of-Conduct-for-Posting.pdf>

## Annex 3 : Glossary of Swimming Terms

**Bell Lap** In the 800m or 1500m freestyle races a bell is rung as the swimmer approaches/leaves the wall for their last lap indicating that they only have 50m (short course) or 100m (long course) to swim.

**Blocks** The starting platform located behind each lane.

**Bulkhead** A wall constructed to divide a pool into different courses, such as a 50 metre pool into two 25-meter courses.

**Course** Designated distance (length of pool) for swimming competitions. Short Course (SC) = 25 meters / Long Course (LC) is 50 meters.

**Deck** The area round the swimming pool reserved for swimmers, coaches and officials.

**Deck Entry** Entries accepted into swimming events on the first day or later day of a meet (done by a coach only).

**DQ/Disqualified** This occurs when a swimmer has committed an infraction of some kind; e.g. freestyle kick in butterfly. A disqualified swimmer's time is not eligible to be used as an official time.

**Dryland Training** Training done out of the water that aids and enhances swimming.

**Event** A race or stroke over a given distance. An event equals one preliminary with its final, or 1 timed final.

**Gutter** The area along the edge of the pool in which water overflows and is recirculated through the filtration system.

**False Start** Occurs when a swimmer moves prior to the sounding of the start command.

**Final** The championship heat of an event in which the top six or eight swimmers from the preliminaries compete, depending on the number of lanes in the pool.

**Finish** The final phase of the race: the touch at the end of the race.

**Flags** Backstroke flags placed 5 meters from the end of the pool. They enable backstroke swimmers to execute a backstroke turn more efficiently by counting their strokes.

**Flip Turn** Turn done by executing a somersault – used in freestyle and backstroke.

**Heat Sheet** The pre-meet printed listing of swimmers' seed times and order of swimming in the various events at a swim meet.

**Heats** Since there are only 6 to 8 lanes in which to race and usually many more swimmers the swimmers are divided into heats. Heats are usually swum slowest to fastest with final three heats 'Circle Seeded'.

**I.M.** Shorthand for Individual Medley. An event in which the swimmer uses all four strokes on the following order: butterfly, backstroke, breaststroke, freestyle.

**Lane Assignment** The lanes are filled from fastest to slowest in the following order: lane 4, 5, 3, 6, 2, 7, 1 and 8.

**Long Course (LC)** A pool 50 meters in length. Most long course meets occur in the spring and summer.

**LTAD** Long Term Athlete Development

**Relay** An event in which 4 swimmers compete together as a team to achieve one time.

**Relay Events** Short Course: 4 x 50 free, 4 x 100 free, 4 x 200 free, 4 x 50 medley, 4 x 100 medley / Long Course: 4 x 50 free, 4 x 100 free, 4 x 200 free, 4 x 50 medley, 4 x 100 medley.

**Prelims** Slang for preliminaries, also called Heats or Trials. These races in which swimmers qualify for the championship and consolation finals in an event.

**PSO** Provincial Sport Organization

**Sanction** An official status allowing an organization (swim club) to hold a swim meet. Meet must abide by all aspects of the sanction. All times for all events will be official and recognized by all governing bodies.

**Scratch** To withdraw from an event in a competition.

**Session** Portion of meet distinctly separated from other portions by locale, time, type of competition or age group. Most PCS-hosted meets have two sessions each day - the preliminaries heats are usually held in the morning session. The fastest six to eight swimmers, and in some events, the next fastest 6-8 swimmers will swim again in finals.

**Short Course (SC)** A pool 25 meter in length.

**SNC** Swim/Natation Canada

**SNS** Swim Nova Scotia

**Split** The time it takes for a swimmer to swim a specific segment of the race. Most events can be broken down into equal segments of 25 or more commonly 50 meters. i.e. a 200 meter race has 4 x 50m segments. Each 50 meter segment could/would be timed. The splits for the race could be: :28.52

+ :29.87 + :29.99 + :29.01. The first split is referred to as the 'takeout' split.

**Swim Off** When two (or more) swimmers finish the preliminaries in a 'finals position' with the exact same time they will race the event again at the end of preliminaries (or an agreed to time before the finals) to establish seeding or placing. Swim Off times are official times.

**Swimming Strokes** Freestyle, backstroke, breaststroke, butterfly, individual medley. These strokes all must be executed in accordance with the rules of swimming which you can view at [www.swimming.ca/docs/2013%20Swimming%20Canada%20Rules.pdf](http://www.swimming.ca/docs/2013%20Swimming%20Canada%20Rules.pdf)

**Time Standard** Also known as a Qualifying Time (QT). Some meets require swimmers to have met a qualifying standard prior to being entered in the meet. These standards are often set by the provincial section (SwimNS), the national section (SNC), the host organization, or by FINA.

**Time Trial** A time-only swim that is not part of a regular meet.

**Timed Final** The race is only raced once. This often happens for the longer distance races such as the 800m and/or 1500m and is done as a time saving measure. Slower heats in the preliminaries and fastest heat in the finals.

**Touch Pad** A large touch sensitive board at the end of each lane where a swimmer's touch is registered and sent electronically to the timing system.

**Touch Turn** Turn done by touching the wall with both hands simultaneously before turning around – used in butterfly and breaststroke.

**Warm Down (Swim Down)** Low intensity swimming used by swimmers after a race or main practice set to rid the body of excess lactic acid, and to gradually reduce heart rate and respiration.

**Warm-Up** Low intensity swimming used by swimmers prior to a main practice or race to get muscles loose and warm and gradually increase heart rate and respiration.



## Thank you, Centurion Families!

We couldn't do this without you. Together we're not just building strong swimmers, we're building confident, resilient kids who know what it means to be part of a team. Questions? Reach out to the head coach or for general club matters, reach out to your executive.

*Centurions stand for **POSITIVITY**, **RESPECT**, and **EXCELLENCE**  
– in the pool, on the deck, and in life.*

Revised September 4th, 2026