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| Kelowna AquaJets |
| Team Handbook |
| 2014-2015 |



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1. **INTRODUCTION**

Swimmer centered, coach led, board supported and parent powered, the Kelowna AquaJets are a competitive swim club which operates under the umbrella of Swim Canada, in affiliation with Swim BC. Since its formation in 1973, Kelowna AquaJets Swim Club has been developing swimmers from age 5 and up. KAJ swimmers have represented Canada with medal performances at Canadian Nationals, as well as representing the community at Provincial and Regional Championships and at local swim meets. As a ‘not for profit club’, KAJ is very fortunate to be able to provide nationally certified coaches to work with its swimmers.

Before being accepted in to the program all swimmers are individually assessed to ensure they are placed in the group best suited to their abilities. Anyone interested in joining the program should send an e-mail to info@kelownaaquajets.com. Further information can also be found on the website (www.kelownaaquajets.com).

The Kelowna AquaJets operate their programming out of two pools within the city of Kelowna. The primary training facility is the H20 Adventure & Fitness Center on Gordon Drive, and the second is Kelowna Family Y on Hartman Road. The H20 Center boasts an Olympic sized 8 lane 50 meter tank complete with moveable bulkheads, as well as a large fitness center. The Family Y is an 8 lane 25 meter facility with a separate dive tank that has recently undergone renovations to improve their facilities.

1. **MISSION, VISION & MOTTO**

**Mission Statement**

Our Mission is to provide a competitive swim program that operates to create a cohesive team atmosphere, where each swimmer is enabled to be the very best they can be. We believe that through the leadership of a qualified, professional staff and strong club values anything is possible!

**Vision**

The Kelowna AquaJets strive towards a culture where commitment, teamwork and excellence are embraced. The club celebrates individual achievement as well as team unity and success at competition. The team is proud of their spirit and leadership in the swim community. Training and competition opportunities are provided for swimmers of all levels that are consistent with their respective age and development. The AquaJets promote swimming as a lifelong sport, recognizing that each swimmer’s growth and development is individual, aiming to provide a path for each swimmer to keep their love for the sport and continue to swim for life! Our cohesive coaching staff will help young athletes learn confidence, leadership, and sportsmanship while having fun and acquiring the technical and tactical skills needed to succeed as a competitive swimmer

**Motto**

Dedication, Determination, Pride

1. **COMMUNICATION**

Communication in a large organization is always a challenge, but the AquaJets have identified efficient communication as the most important aspect of a functional healthy swim club. The board and staff are actively taking steps to improve the quality of our communication to benefit the membership.

The AquaJets’ primary channel of day-to-day communication is electronic. Club members are kept informed of news and information through email and a current club website. On top of that, the KAJ bulletin board on the pool deck is kept up to date, and is good source of information. To ensure that you are informed on what is happening in the club, **it is important to have your correct email address registered with the KAJ communications board member as well as your child’s coach(s).** Members are encouraged to make regular visits to the club website, and read all emails from KAJ communications.

Parents are encouraged to keep in regular contact with their child’s coach before and after practices. Coaches are happy to answer questions and discuss a swimmer’s progress and development, but this always should be done outside of regular practice schedule. Individual parent/coach meetings will be offered during the season to provide an opportunity to discuss swimmer progress.

Group parent meetings are held regularly throughout the year. They are a great source of information as well as providing an opportunity to ask the coaching staff any questions you may have. The AGM (held in April) and the Semi-AGM (held in November) also provide an opportunity to hear what is happening in the club.

If you have any concerns or issues with your son or daughter’s progress, the first step is to set up a time to discuss these matters with the respective coach. If a resolution cannot be made, the next step is to ask the Head Coach to sit in on the discussion. Finally, if needed, a parent/coach liaison (KAJ board member) can mediate the discussion to help reach a resolution between the parent and the coaching staff.

1. **KAJ PROGRAMS**

The Kelowna AquaJets Swim Club offer a very simple and versatile set of programs and groups within each program that meet the needs of competitive swimmers of many different levels. The structure is organized to help achieve the club’s mission and vision statement through dynamic and exciting programs with several coaches. A strong cohesive team atmosphere and culture is created through social interaction, and a flexible coaching staff. The four programs in the club are created at the discretion of the coaching staff, based on the chronological, developmental, psychological and social age of the swimmer as well as their skills, training habits, and performance. Each of the programs will have one Lead Coach, and will be assisted by other KAJ coaches.

**Gold Jet Program**

* Gold National, Gold, Gold Fitness
* Swimmers aged 13/14 & over
* Training 3 to 8 times per week
* Training to compete, Competing to Win, Active for Life
* Provincial/National/International competitions

**Red Jet Program**

* Red Provincial, Red
* Swimmers aged 10/11& over
* Training up to 6 times per week with dryland
* Learning to Train/Training to train
* Invitational/Provincial/National Competitions

**Blue Jet Program**

* Swimmers aged 8/9 & over
* Swimming up to 4 times per week.
* Learning to train
* Regional/Invitational competitions

**Junior Jet Program**

* Tiger Sharks, Bull Sharks, Hammerhead Sharks
* Swimmers aged 9 & under
* Swimming 2 times per week.
* FUNdamentals
* Jamboree meets
* Non-Competitive

1. **BOARD OF DIRECTORS**

KAJ’s Board of Directors consists of 9 members who volunteer their time to run the club. Individual members of the Board are elected at the AGM which is held every April. Terms of office are 2 years and Board members can be re-elected at the end of their term.

Board members should understand, and be committed to the club’s Mission and philosophy. In making any decisions they should be aware of the club’s long-term and short-term strategic goals. They should also be able to place the club’s mission ahead of any individual personal interests they may have.

Board meetings are held on the third Tuesday of the month. They are open to any club member who wishes to attend; however, if issues concerning club personnel are on the agenda, meetings will be closed to the membership. Any member of the club may contact the President to have an item added to the agenda of the next scheduled Board meeting for consideration by the Board.

The following is a brief description of the positions that will typically be available and the main duties and responsibilities associated with each position:

* President (president@kelownaaquajets.com)
  + Oversees operation of the club and coordinates club activities
  + Keeper of the club’s historical documents/files
  + Prepares agenda for all meetings
  + Chairs all meetings
* Immediate Past President
  + Assists the current President and provides advice and continuity to the board
  + Club representative on the Aquatic Advisory Committee and Lane Allocation
* Vice President/Team Manager (vp@kelownaaquajets.com)
  + Replaces the President in his/her absence
  + Assists President in coordinating club activities
  + Acts as Parent/Coach Liaison in the event of a conflict
  + Board Representative for Team Travel
* Secretary (secretary@kelownaaquajets.com)
  + Takes minutes at Board meetings and all General and Special Meetings
  + Custodian of current club documentation
  + Handles correspondence
* Treasurer (treasurer@kelownaaquajets.com)
  + Is involved (with the President) in the setting of the club’s budget and ensures that spending does not exceed the amounts budgeted
  + Manages club accounting and financial matters
  + Oversees the work of the club’s bookkeeper including:
    - Management of bank accounts, deposits, accounts payable and receivable, coaches’ payroll and swimmer accounts
* Meet Manager (meets@kelownaaquajets.com)
  + Sets up and organises all KAJ hosted swim meets and time trials
  + Works with the Head Coach to determine the meet program
  + Coordinates meet registration, fee collection and budget
  + Coordinates meet communication, heat sheets and results
* Equipment Coordinator (equipment@kelownaaquajets.com)
  + Orders equipment, swimwear, T-shirts and other uniform wear
  + Sells equipment during the swim season
  + Keeps track of equipment inventory and sales
* Rutland Representative (rutland@kelownaaquajets.com)
  + Acts as liaison with the Rutland program
* Volunteer Coordinator (volunteer@kelownaaquajets.com)
  + Organises and manages the club’s volunteer scheme
* KAJ also employs a part-time Administrator ([info@kelownaaquajets.com](mailto:executivedirector@kelownaaquajets.com)).
* Manages banks accounts, deposits, accounts payable and receivables
* Manages payroll
* Maintains club membership and swimmer accounts
* Ensures swimmers are registered with Swim BC
* Contact person for Club Information
* Coordinates the Club’s sponsorship program
* Assists coaches and meet manager with any clerical needs

1. **PARENTAL CONCERNS**

If a parent has any concerns about their child’s swimming or swim group, the first step is to approach their child’s coach directly to see if the issue can be resolved. Make sure you talk to the coach before or after practice, not during practice. If the issue is still unresolved approach the Head coach to look for a solution. If the issue is still unresolved the parent should write a letter to the board explaining their concerns. This letter may be handed to any board member and will be addressed at the next board meeting.

If a parent has a concern about the Head coach, the general direction of the club, or board member, the parent should write a formal letter to the board, to be reviewed and discussed at the next board meeting. The parent may be invited to present their concerns at the next board meeting.

1. **VOLUNTEERING, FUNDRAISING & CORPORATE SPONSORSHIP**

As a club, KAJ aims to be “swimmer centred, coach led, board supported and parent powered”.

As a non-profit organisation, KAJ relies heavily on the efforts of parent power. Parent volunteers empower the club by working as a team behind the scenes to ensure a strong and successful club. Without the countless volunteer hours donated by parents, swim fees would have to rise considerably. There are many different ways parents can help the club achieve success.

Volunteers are needed to help out on committees or as group parents. Committees help spread the workload and allow parents to commit to help the club without taking on a board position. Parents interested in being a part of any of the following committees should contact the Club’s Volunteer Coordinator (volunteer@kelownaaquajets.com):

* Social/Fundraising Committee
* Swim Meet Committee (includes Officials Coordinator and Swim Meet Food Organiser)
* Corporate Sponsorship Committee

Group parents help the Lead Coach of the relevant group to organise group social activities and team bonding for the swimmers in that particular group.

**Fundraising** is essential to keep the cost of the programs down and within reach of most families and to maintain a level of excellence within the program. The club’s fundraising initiatives and the level of parent involvement in the running of the club are important factors considered by the Government of BC when they allocate gaming funding.

The primary focus for the Club’s fundraising efforts is on hosting successful and profitable swim meets. The Volunteer Participation Scheme requires that all families “volunteer” for a specified number of swim meet sessions during the season depending on the group their child is registered in. KAJ will provide opportunities for all parents to train as timers and, for those who would to progress further up the official’s ladder, courses will be arranged that will enable them to do so.

Other fundraising initiatives will be held over the course of the year which parents are expected to support. This will include a Swim-a-Thon and a spring fundraiser.

**Sponsorship**

In order to keep costs down the club is actively seeking corporate sponsorship. If you have any interest in sponsoring the club or in helping to find sponsors for the club, please contact the President ([president@kelownaaquajets.com](mailto:president@kelownaaquajets.com))

**VOLUNTEER PARTICIPATION POLICY**

The Kelowna AquaJets host three major swim meets, three Jamboree meets, and a number of Time trials throughout the season. These meets provide racing opportunities for our swimmers and are a source of revenue for the club. Last year swim meets accounted for $60,000 worth of club revenue that would have otherwise had to have been charged to families as an additional $50 in the monthly dues.

Each Session at a meet requires 45 volunteers filling positions to make the meet run smoothly. In addition another 6 volunteers are needed to set up and tear down equipment prior to and after the event.

**ALL** member families receive the benefit of the revenue generated from the meet and as a result **ALL** member families are expected to volunteer at these meets. Each member family is expected to commit to the following volunteering for the Swim Season (September - June) based on your swimmers level. If there are more than one swimmer in the family the highest Swim level will be that families level of commitment.

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| **Volunteer Commitment:** | |
| **Swim Level** | **Hosted Regional and Jamboree Swim Meets** |
| Regional and above | Fall Classic (November): 2 Sessions  Winter Snow-fest (January): 3 Sessions  Long Course Invitational: 4 Sessions - NOTE: Age 10 and Under swimmers 3 Sessions |
| Jamboree | Fall Session Jamboree: 1 Session  Winter Session Jamboree: 1 Session  Spring Session Jamboree: 1 Session |

* One week prior to the swim meet, if your family has not signed up for the required commitment your child may be scratched from the swim meet.
* Following each swim meet, if your family has not completed the meet volunteer commitment, a fee of $50/session will be charged to your family account during the next billing cycle whether your family had a swimmer in the meet or not.
* For new swimmers and families to the club the volunteer requirement is waived for the first swim meet entered. At subsequent meets families are required to meet the volunteer commitment.

**Relief of Volunteer Commitment:**

The club understands that it can be difficult to fulfill this commitment at a particular meet due to a variety circumstances.

If you know you will be unable to fulfill your volunteer commitment with a valid reason you may make a written application to the Board to consider at least 14 days prior to the start of the meet. The Board will consider the application and inform the family and the Volunteer Coordinator. The family may be requested to volunteer in another capacity throughout the year at other club events in lieu of missed sessions.

1. **FINANCIAL INFORMATION**

**Payment policy**

* An annual non-refundable family membership fee of $45 per family is due immediately on registration.
* An annual Swim BC fee per swimmer is due at registration; this fee carries insurance through the Swim BC Program. It is based on the swimmer’s age as of December 31st 2014 and is collected by the Club on behalf of Swim BC. 2014-2015 annual fees are as follows:
  + Non competitive8 and under $79
  + 9 and 10 $99
  + 11-14 $145
  + 15 and over $187

Please See the Website for monthly Swim Fees

* Monthly fees and swim meet fees are to be paid by visa or mastercard. The collection of these fees will be authorised through registration on the website.
* **Late/non-payment policy**: Declined debit/credit card transactions result in extra fees for the swim club. These extra fees will be the responsibility of the defaulting family and will be recharged to the family. Please ensure that your payments are not rejected and let the club know if your payment method is changing.
* There will be no refunds after the 1st of the month except for medical reasons.
* Program fees are set for each group and there will be no reduction for part time attendance or part months.

**Cancellation Policy:**

It is the parent or guardian's responsibility to notify the club of a swimmer withdrawal. Swim cancellations must be received by the 21st of the month to avoid being charged for the next month. This notice is required as monthly swim fees are set up to come out automatically each month and require time to change on the web billing system. The parent or guardian is to notify the Club Administrator at info@kelownaaquajets.com.

1. **KAJ TEAM GEAR**

**Team Uniform Policy**

During KAJ practice sessions AquaJets are expected (if wearing a shirt) to wear their royal blue team shirt while on deck, and KAJ cap (if wearing a cap) in the pool.

At competition, it is mandatory for AquaJets to wear their team clothing on deck, and race with the appropriate team suit and a Red AquaJet cap

Regular suits must be Royal Blue and may be worn at any level of meet. They are available in polyester (Endurance) or Lycra (Super Pro Back).

**Performance Suits**

Performance suits are preferably to be Royal Blue and may be worn at the discretion of the swimmer and their parent at any meet.

The Club recommends performance suits only be worn at championship level meets or at a meet leading up to a championship meet where a swimmer is attempting to achieve a time standard to qualify for a championship meet.

Performance suits are not recommended for swimmers under the age of 12.

Below are the Coaches general recommendations:

* + Jamboree, Invitational, Team Travel and Regional Meets:

Non Performance Team suits in Royal Blue.

* Provincials (AA & AAA): Team Suit or any high performance suit (Royal Blue preferred).
  + Nationals (AGN, Western, Seniors): Team Suit or any high performance suit (Royal Blue preferred).

If you are unsure of what type of suit is appropriate for your swimmer and their level or when they should wear a performance suit, please talk to your Coach.

**KAJ Training Equipment**

* Swimmers should mark all their gear with a permanent marker.
* Locked storage bins will be available to store swimmers mesh bags.
* All of the KAJ training equipment through links on the website
* For steps on how to order online with club discount, please refer to the how to section on the KAJ website. Equipment will also be sold on deck throughout the year and one or two KAJ meets during the season.

**Gold Jets:**

* Finz : Hydro tech fins 2
* Snorkel : Finis swimmers snorkel senior
* Pull buoy:
* Paddles : Speedo contoured swim paddle
* Skipping rope : Twist aeroskip
* Band (provided)
* Cordz (provided)
* Mesh bag
* Team suit : Polyester or lycra
* Training suit (recommended)

**Red Jets:**

* Finz : Speedo optimus training fins
* Snorkel : Finis swimmers snorkel junior
* Pull buoy:
* Cordz (provided)
* Mesh bag:
* Team suit : Polyester or lycra
* Training suit (recommended)

**Blue Jets:**

* Finz : Speedo optimus training fins
* Team suit : Polyester or lycra

**Junior Jets:**

* Team suit : Polyester or lycra

Note: Where a particular make is identified it is the one recommended should you need to buy new or replace gear.

1. **SWIM MEETS (taken from the Club’s swim meet policy)**

KAJ is a competitive swim club. Swimmers of all levels will be encouraged to attend swim meets appropriate to their level of development. In particular, competing at KAJ hosted meets is strongly encouraged.

The sign-up deadline for each meet will be published on the website and parents can sign up or decline the meet directly on the website. It is the responsibility of parents when registering for a meet to inform the coaching staff if they are unable to make one of the sessions. Once the entry deadline has passed the meet entries will be posted on the website and the On Deck App. This will provide an opportunity for swimmers and parents to check the entries and for any errors to be corrected. Notice of any withdrawals due to injury or illness after this date will need to be accompanied by a doctor’s note to avoid payment of the meet entry fees.

KAJ collects fees on behalf of the hosting club. All fees (for individual events and any Swim BC/Okanagan region surcharges) are paid by the swimmer. This will be taken from their regular payment method. These fees will normally be charged within a week of the meet occurring. Parents should be aware that they will be charged meet fees if they register but do not attend the meet unless they have a doctor’s note.

The exception is relay fees which are paid by the club. All swimmers are expected to participate in relays if required.

In addition, KAJ will levy an administration charge of $4 per meet on all swimmers.

Parents and swimmers should be aware that, for financial reasons, it is not always possible for their own coach to be at swim meets that they are competing at. If a child’s coach will not be attending a particular meet there will always be a suitably qualified alternative coach to look after each swimmer.

KAJ regularly hosts 3 regional level meets a year in November, January and May as well as 3 jamborees in November, March and June. The success of these meets relies on having a good turnout of volunteers from parents. Successful meets ensure that fees remain low as they are a vital source of income for the club. All parents are expected to get involved. The club believes that for swim parents there is no better way to support the swimmers than by officiating at a swim meet. Anyone can time – it is not difficult, you can’t mess it up, you get fed and you get a great view of the racing.

The club will run several clinics for officials during the year and parents and older swimmers are encouraged to take these clinics. If a parent wants to take higher level clinics and progress as an official the club will support them. Please contact the Club Administrator if you are interested in doing this info@kelownaaquajets.com).

1. **KAJ AWARDS**

All awards are based on a mid May to mid May calendar year.

* Participation Certificates
  + Awarded to all KAJ participants who have not yet competed in their first competition.
* Best time Certificates
  + Awarded to all KAJ participants who competed during the season.
  + All times will be converted to best short course time.
* Terry Fox Award
  + Awarded to swimmers from all groups, who the coaches feel have worked very hard this year, attended practice regularly, got along well with team-mates and maintained a positive attitude towards their swimming.
* Rookie of the Year
  + Awarded to first year male and female competitive swimmers who have performed well in the 10 and under and the 11 and over age categories.
* Most Improved
  + Awarded to a swimmer in each group who has shown the most improvement throughout the season.
  + Individual work ethic, attitude, spirit, leadership, attendance and performance are considered for this award.
* Team Spirit / Sportsmanship Award
  + Awarded to a swimmer in each group who has shown outstanding team spirit throughout the season.
  + Voted on by the swimmers.
* Young Leadership Award
  + Awarded to a younger swimmer who has demonstrated strong leadership skills, showing development towards becoming one of the club’s future senior leaders.
* Leadership Award
  + Donated and presented by the Van Staalduinen Family.
  + This award recognizes a swimmer who the coaches feel has demonstrated outstanding leadership qualities throughout the season while training and competing for the club.
* Most Dedicated Swimmer
  + Donated and presented by the Mather Family.
  + This award is presented to the swimmer who the coaches feel has shown true commitment and dedication to the sport of swimming throughout the season.
* Swim of the Year
  + Donated and presented by the Pacholzuk family.
  + This award is given to the swimmer with the highest level of performance at the highest level of competition.
* Swimmer of the Year
  + Donated and presented by the Whittle Family.
  + This award is presented to the swimmer that the coaches feel has excelled in every aspect associated with swimming this season
* Susan Bauhart Award
  + Presented to the volunteer who is ready and willing to help, regardless of how big or small the task.

1. **TEAM TRAVEL POLICY**

The Kelowna AquaJets will endeavor to provide opportunities each season for team travel if appropriate events are available. Team travel meets or training camps are events where swimmers, along with coaches and chaperones, travel together to, during and from the team activity. This can be a rewarding activity that helps promote team bonding and allows swimmers an opportunity to experience the responsibility of representing our club and themselves in a positive fashion while attending a meet as a group which can be a lot of fun! Training camps held outside Kelowna and some meets will be designated ‘team travel only’. Other meets may be designated ‘team travel optional’.

There is considerable time, energy and effort needed to plan and carry out a safe and successful team trip. The underlying priority is to foster a safe environment in which swimmers are given the best opportunity to perform at their highest individual level. Given this objective, it is understandable that the team travel policy is rather extensive, and it is expected that all club members involved will be aware of, and follow, the spirit of this policy. As a member of Swim BC, and due to our non-profit status, we must also comply with certain regulations and restrictions, some of which apply to the manner in which we plan, fund and execute team travel activities.

**Travel Coordinator**

The travel coordinator for the Club is Assistant Head Coach, Cody Hitchcock. The coordinator has the important responsibility of arranging the type of travel (renting buses, buying plane tickets etc.), arranging appropriate accommodation (hotel, billets, etc.), establishing the number of club members travelling, preparing rooming lists and enlisting and coordinating the screening of appropriate chaperones to accompany the coaches and swimmers. The travel coordinator, along with the head coach and board of directors, will determine swim meets or training camps that are suitable for team travel and make the appropriate inquiries at all of the appropriate levels to be able to formulate a travel plan.

**Chaperones**

Ideally at least two chaperones will attend each team travel meet. There will also be a female and male chaperone and /or coach on all team travel meets. Although it is a lot of work, being a chaperone can be a fun and rewarding experience, and travel and lodging is free! The ideal ratio of chaperone/coach to swimmer will be one chaperone/coach to eight swimmers. The chaperones are well-organized, enthusiastic, positive role models who are chosen well in advance of a team trip. It is a chaperone's responsibility to ensure that the swimmers are safe, rested, properly fed and compliant with the team rules. The priority is to help enable the swimmers to perform to the best of their abilities. The chaperones will work closely with the coaches to coordinate the event, plan appropriate meals, implement curfews, schedules and any and all items that will ensure a safe and successful trip. Chaperones are ambassadors for the team and, as such, will be positive role models for the swimmers. They will expect and ensure that the swimmers will represent our team and our city well. Please refer to the appendix at the end of this section for a more detailed description of the duties of the chaperones.

**Preliminary Information Sheet**

A preliminary information sheet will be sent via email and be posted on the website. This sheet will contain general information about the meet or training camp including the dates and location, method of travel, departure and return times and accommodation information. The approximate costs will be also communicated. In order to have plenty of time to prepare for team travel, the information sheet will be posted several weeks before the meet entry due date.

**Permission Slip**

A permission slip will be given to the swimmers by the coach or emailed to swimmers' parents directly and will also be posted on the website. Any new information regarding the swimmers' profile can be included on the permission slip. This is important to help prepare for possible situations in which the chaperones may need to make decisions regarding health issues. The permission slip also serves as a confirmation that the swimmer will be participating in the team travel event. The swimmer will not be enrolled in team travel until the permission slip is received. Permission slips may be filled online if this capability is available or given to the travel coordinator.

**Final Itinerary**

Final itinerary will be posted online and emailed at least one week before the meet. The finalized costs, meet details and other details will be provided on this final itinerary sheet.

**Athletes**

In general, swimmers must be 12 years of age or older to participate in team travel events, unless they are accompanied by a parent or given special permission by the coach. In this case a parent letter addressed to the club is required. It is anticipated and expected that the athletes will be on their best behavior in order to maximize the benefit of the opportunity to travel together. The swimmer code of conduct (see appendix) must be signed by the swimmer and the swimmer’s parent or legal guardian and returned along with the permission slip in order for the athlete to be able to participate in the event.

Although swimmers are encouraged to travel with the team, they may make their own travel arrangements to any meet that the club attends. The exception to this will be events that are designated team travel only.

**Billeting**

Occasions may arise when billeting is an appropriate and economical way to attend a swim meet or training camp. Again, this requires considerable planning ahead of time, and careful considerations need to be made for the ages and gender of the swimmers and the ability of the host team to accommodate our athletes. It is quite possible that if our swimmers are billeted at an out-of-town event the Aqua Jets will then reciprocate by hosting swimmers from other cities. The success of billeting does depend on the willingness of our club to be gracious and hospitable hosts. When opportunities for billeting arise, a guideline will be distributed for host families to follow.

1. **DISCIPLINE POLICY**

In general, coaches are responsible for discipline during training sessions and swim meets. If there are behavior concerns, the swimmer should be addressed first by the coach, and if resolution has not been achieved then the swimmers’ parents can be involved. The coach liaison can be requested to be involved. If there is a serious breach of the swimmers code of conduct, or if the head coach and/or the coach liaison feel that the discipline issue is important enough to require further action by the club, then the Board of Directors will be notified.

A discipline committee, made up of at least three board members, will set a time to meet with the swimmer (s) involved and their parents or guardians on a timely basis. Written details of the concern should be presented to the committee before the meeting takes place. The committee will also seek information from appropriate witnesses to the situation if appropriate. At the meeting the swimmer will be given a fair and impartial opportunity to explain themselves. The committee will consider each situation on the merits of the information obtained. The committee will then inform the Board of Directors of the results of their investigation and meeting (s), and any recommended disciplinary actions. The swimmer and parents will then be notified by the club president or a designate.

Records will be kept of the meeting(s) and of any additional investigations or witness accounts. These records will be confidential.

1. **OTHER SOURCES OF INFORMATION**

Remember to check out the KAJ website regularly for updated information.

* [www.kelownaaquajets.com](http://www.kelownaaquajets.com)

Other useful websites which contain a wealth of information on the sport of swimming include:

* [www.swimbc.ca](http://www.swimbc.ca)
* [www.swimming.ca](http://www.swimming.ca)

**APPENDIX 1: SWIMMER CODE OF CONDUCT**

* I will participate because I want to, not just because my parents or coaches want me to.
* I will follow the rules of the pool.
* I will respect my opponents.
* I will respect my teammates on the deck, in the change room and in public.
* I will remember that winning isn’t everything - that having fun, improving my skills, making friends and doing my best are also important.
* I will always conduct myself in a manner which reflects favorably on KAJ.
* I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.

**Failure to comply with the Code of Conduct for Swimmers may result in the swimmer being suspended and/or removed from the program.**

**APPENDIX 2: PARENT CODE OF CONDUCT**

As our organization grows and we continue to expand our programs our policies help to guide the organization and ensure continued success.

KAJ is fortunate to have highly experienced, professional coaches working to develop our children into better swimmers while also teaching and instilling important life skills such as time management, self-discipline, sportsmanship, loyalty, commitment and hard work.

With this in mind we have developed the following guidelines:

* Set the right example by showing respect at all times to team members, coaches, visiting swimmers, officials and parents.
* Set the right example by showing respect at all times for all facilities and property used during practice or swim meets.
* Demonstrate good sportsmanship and teamwork during all practices, meets and team activities.
* Encourage and support your child by being on time for practice and swim meets.
* Recognize that KAJ coaches are professionals and allow them to coach your child without interference during workouts and meets.
* If you have any concerns follow the procedure on page 6 of this manual.
* Know your role: swimmers - swim, coaches - coach, officials - officiate, parents - parent.
* Read and familiarize yourself with the KAJ Swimmer Code of Conduct. Your child’s behavior will be held to this standard.

**APPENDIX 3: TEAM TRAVEL – SWIMMERS CODE OF CONDUCT**

I understand that participating in team travel is a privilege. As a member of the Kelowna Aqua Jets Swim Club I agree that:

* I will respect coaches, chaperones, and team mates.
* I will conduct myself in a safe and responsible manner at all times and be an excellent ambassador for the Kelowna Aqua Jets swim club.
* I will not be in possession of any illegal substances, alcohol, or tobacco.
* I will follow the rules of curfew as set down by the coach and/or chaperone.
* I will remain with the team at all times unless otherwise directed by chaperone or coach.
* I will respect property and any willful damage that I have caused will be the responsibility of my family to pay for.
* I will be polite and not behave in any way that may cause harm, humiliation or embarrassment to another individual.
* I understand that I can be sent home at my parents’ expense at the coach/chaperone’s discretion if this is necessary for behavior issues.
* I understand that the Kelowna Aqua Jets general swimmer code of conduct applies to team travel as well.
* I understand that failure to comply with the above expectations can result in possible disciplinary action including not being able to participate in future team travel opportunities.

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Parent/Guardian signature Swimmers’ signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

**APPENDIX 4 – CHAPERONE DUTIES**

**Team Travel Policy – Chaperones**

It is a chaperone's responsibility to ensure that swimmers are safe, rested, properly fed and compliant with team rules. A chaperone is expected to be a positive role model for the swimmers and for the club. It takes a significant amount of energy and organization to be able to manage a group of excited, young athletes.

* Chaperones must be a parent or a legal guardian of a Kelowna Aqua Jet swimmer or a Kelowna Aqua Jet coach.
* Chaperones are required to have a recent criminal record check, and this will be reviewed by the team travel coordinator.
* The ratio of coaches and chaperones will be approximately one per eight swimmers.
* The chaperone or coach will carry a file on each swimmer including medical number and pertinent information about medical conditions including allergies.
* Chaperones will be responsible for meals, some travel/transportation arrangements and the general care and welfare of the athletes including, but not limited to, safety, discipline and enforcement of quiet times.
* Chaperones will work closely with the head coach and travel coordinator to establish the itinerary.
* Chaperones may need to hold money and personal belongings when requested help with first aid and assist coaches as necessary.
* Chaperones are responsible for monitoring swimmer behavior while travelling or in hotels. Chaperones, at their discretion, may send a swimmer home at the parents' expense for inappropriate behavior. Chaperones must be aware of the whereabouts of the swimmers in their group and are to be aware of, and make their group aware of, the team's schedule.
* Travel, food and accommodation will be free for chaperones.

Here is an example of a chaperone's role in a team travel trip.

**Pre-travel**

The chaperone should be in communication with the travel coordinator and head coach regarding travel/accommodation plans and proposed nutrition stops and be supplied with a swimmer/coach list, travel schedule and accommodation schedule well before the trip. The chaperone will need cheques or another form of payment to pay for food and lodging, etc. The chaperone should be at the departure point early to meet with the coaches and travel director. The chaperone will need to check the swimmers against the bus or plane list before departing and before returning and, at each stop, perform a head count. Please ensure that swimmers have all of their belongings with them.

**Hotel**

The chaperone will coordinate check-in upon arrival. Swimmers should have been pre-assigned rooms by the travel coordinator. Room assignments can only be changed under exceptional circumstances. The chaperone will obtain an extra key for each room for emergency access if the swimmers have no adult supervision in those rooms. Outgoing calls and paid TV should be blocked in the swimmers' rooms. The lead coach for the meet is responsible for setting the curfew time and the chaperone will ensure that the curfew is enforced. A room check will be conducted at the curfew time to ensure that all swimmers are in bed. Boys and girls may be in the same room prior to curfew, but doors will remain open at all times. A room check will be completed upon check-out, and the chaperone is responsible for paying the bill and collecting a receipt for the travel coordinator.

**Food**

Arranging for appropriate nutrition is a challenge. Advanced planning, as much as possible, can help to reduce the stress of cooking or arranging for nutritious food for hungry athletes. Scouting local restaurants and stores, checking menus, making reservations or arranging for food to be delivered are some of the responsibilities. Breakfast can often be eaten at the hotel, and, if there are no kitchenette units, there still can be arrangements for juice, muffins, yogurt, fruit, etc. Swimmers should know where you are set up at the pool for them to retrieve money to buy nutrition at the appropriate concessions or for them to have snacks provided by the chaperones.

**Money and Passports**

If the swimmers have money envelopes and passports, they should be collected before departure. Money will be handed out to swimmers as necessary on a daily basis to ensure that funds are not all spent on the first day.

**Discipline**

Chaperones are responsible for swimmers whenever they are not on the pool deck, and, therefore, familiarity with the club code of conduct is important. The chaperone may be required to manage and monitor medication taken by swimmers.