
Kelowna AquaJets

Team Handbook

2012-2013



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1. INTRODUCTION

Swimmer centred, 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 1976, 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 contact the KAJ Office at (250-769-1322) or send an e-mail to registrar@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. Our primary training facility is the H2O Adventure & Fitness Center on Gordon Drive, and the second is Kelowna Family Y on Hartman Road. The H2O 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 fitness facilities.

2. 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

3. COMMUNICATION

Communication in a large organization is always a challenge, but the AquaJets have identified efficient communication as one of the most important factors in 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 a 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 club website as well as your child's coach(es)**. 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 should only be done outside of regular practice schedule**. Individual report cards will be issued twice a year and will provide an indication of 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. New parents are especially encouraged to attend our Swimming 101 courses which are intended to familiarize parents new to swimming with the terminology they will encounter and on what to expect at swim meets. This will allow new parents to prepare their swimmers and so help them enjoy the experience.

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.

4. KAJ PROGRAMS

The Kelowna AquaJets offer a very simple and versatile set of programs 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 large groups with several coaches. A strong cohesive team atmosphere and culture is created through social interaction, and a more flexible coaching staff. The four groups 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 group will be lead by one Lead Group Coach who will be assisted by other KAJ coaches.

Gold Jets

- Swimmers aged 13/14 & over
- Training up to 8 times per week with dryland
- Training to compete, Competing to win
- Provincial/National/International competitions

Red Jets

- 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 Jets

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

Junior Jets

- Swimmers aged 9 & under
- Swimming 2-3 times per week.
- FUNdamentals
- Jamboree competitions

5. BOARD OF DIRECTORS

KAJ's Board of Directors consists of 11 members who volunteer their time to help run the club. Individual members of the Board are elected at the AGM which is held every April/May. Terms of office are 2 years and Board members can be re-elected to the same position 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 usually held on the second 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 (vacant 2012-2013)
 - Assists the current President and provides advice and continuity to the board
- Vice President (vicepresident@kelownaaquajets.com)
 - Replaces the President in his/her absence
 - Assists the President in coordinating club activities
 - Acts as Parent/Coach Liaison in the event of a conflict
 - Manages coach expenses relating to swim meet travel
 - Oversees team management role of the Assistant Head Coach
- 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)
 - Manages club accounting and financial matters
 - Oversees the work of the club's bookkeeper
 - Manages bank accounts, deposits, accounts payable and receivable
 - Manages coaches' payroll and swimmer accounts
 - Leads the budget sub-committee and ensures that spending does not exceed the amounts budgeted
 - Ensures the Provincial Gaming Application is prepared, Board-approved and submitted in a timely manner annually
- Registrar (registrar@kelownaaquajets.com)
 - Maintains club membership roster
 - Ensures swimmers are registered with Swim BC
 - Ensures appropriate financial information is collected at registration
 - Contact person for club information
- Fundraising/Social Coordinator (fundraising@kelownaaquajets.com)
 - Organises all fundraising activities including Swim-a-Thon to raise the amount targeted in the budget
 - Organises club-wide social activities for the swimmers including the Christmas party and awards banquet
- Meet Manager (meets@kelownaaquajets.com)
 - Sets up and organises all KAJ hosted swim meets and 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
- Assistant Meet Manager (assmeets@kelownaaquajets.com)
 - Works with the Meet Manager to put on successful and profitable swim meets

- Ensures there are sufficient supplies for the meet and orders as necessary (stationary, ribbons, trophies, ink, scratch sheets etc.....)
- Is involved in finding prizes for silent auctions, prize races and bell rounds
- Is responsible for finding and working with any deck guests (Team Aquatics, T-shirt sellers, photographers, sponsors....)
- Works with the food coordinator to ensure requests are made for officials food donations
- Communications (communications@kelownaaquajets.com)
 - Coordinates the creation and placement of any advertising materials approved by the Board
 - Promotes KAJ in the media (with the Head Coach)
- Equipment Coordinator (equipment@kelownaaquajets.com)
 - Orders equipment, swimwear, T-shirts and other uniform wear
 - Sells equipment at registration, swim meets and 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
 - Is the club's Official's Coordinator

KAJ also employs a part-time Executive Director (executivedirector@kelownaaquajets.com). The position is currently held by Sharon Spring.

- Works closely with the President and Board of Directors to advise on policy decisions in accordance with the Club's mission statement and philosophy
- Coordinates the Club's sponsorship program (sponsorship@kelownaaquajets.com)

6. 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 any 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.

7. 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)
- New Member Liaison Group
- 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 combined Swim-a-Thon and Halloween fundraiser held at the end of October and one or two other significant events.

In order to keep costs down the club is actively seeking **corporate sponsorship**. Sponsorship and advertising programs are detailed on the website in the sponsor area. If you have any interest in sponsoring the club or in helping to find sponsors for the club, please contact the Executive director (executivedirector@kelownaaquajets.com).

8. VOLUNTEER PARTICIPATION SCHEME

Kelowna AquaJets requires the assistance of parents throughout the year to assist with special events, swim meets, and fundraising. To ensure that we have enough volunteers at each of these events, all club parents are required to volunteer. Please note: this is the minimum required from all families.

\$60,000 : The amount of money raised from:

- KAJ hosted Regional & Jamboree Swim Meets
- Fundraising (Swim-a-thon, Pie Fundraiser, Octoberfest, etc)
- Community Involvement (Relay for Life, YMCA Health Kids Day, Adopt a Road, etc)

Volunteers are required to help out at all of these events. The money raised goes directly back into running the costs of the club, including reducing the monthly swim fees paid by each family.

Each family will be required to commit to the following volunteering for the Swim Season (July 1, 2012 to June 30, 2013).

Volunteer Commitment:

Swim Level	Hosted Regional & Jamboree Swim Meets	Fundraising & Community Involvement
Provincial (AA +)	Fall Classic Swim Meet (November): 2 sessions Winter Snowfest (January): 3 sessions Long Course Invitational (May): 4 sessions	+ 12 "extra" hours to be completed in the 2012-2013 swim season
Regional	Fall Classic Swim Meet (November): 2 sessions Winter Snowfest (January): 3 sessions Long Course Invitational (May): 4 sessions	+ 9 "extra" hours to be completed in the 2012-2013 swim season
Jamboree	Jamboree Meet (Nov or June) : 1 session * Choice between 2 hosted Jamboree meets	+ 4 "extra" hours to be completed in the 2012-2013 swim season

Families can choose to complete all "sessions" for the year at one swim meet, however, this option will only be available once all other families have filled their minimum sessions for the swim meet.
For families with more than 1 child – the volunteer commitment will be based on the highest level swimmer only.
For children that move up levels during the year, the volunteer commitment for the year will be based on the group that your child is enrolled in during registration.
If "extra" hours are not completed by June 30 th , a charge of \$10.00/hour will be charged to your families billing account.
Following each swim meet, if your family has not completed your volunteer commitment, a fee of \$100.00/session will be charged to your families billing account during the next billing cycle (ie: 1st of the next month).
If a child is withdrawn from KAJ before June 30 th , the "extra" hours owed will be divided by the number of months that your child was enrolled in the Kelowna AquaJets, less the total number of hours of volunteer hours worked x \$10.00/hour.
Extra hours can be completed by parents or swimmers who are helping out at fundraising & community events.
For Provincial & Regional level swimmers, volunteer commitment will only be required for swim meets that your child is registered in.

Volunteer Commitment Buyout:

Should you choose to not commit to the volunteer commitment as outlined above, your monthly fee + an additional \$50.00/month will be charged to your family. This option is only available during registration and cannot be changed through the year.

Please select either Option #1 or Option #2

Option #1

I will complete the required volunteer commitment for my child as outlined above.

My families volunteer commitment will be based on the following group: _____

Option #2

I will buy out my commitment hours for the 2012-2013 swim season by adding an additional \$50.00/month to my child's base fee. For families with multiple children swimming, this fee will be charged to only one account.

Parent/Guardian Signature _____ Date _____

9. 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. It is based on the swimmer's age as of December 31st 2012 and is collected by the Club on behalf of Swim BC. 2012-2013 annual fees are as follows:
 - Non-competitive \$34
 - 8 and under \$71
 - 9 and 10 \$91
 - 11-14 \$137
 - 15 and over \$179
- Monthly swim fees for 2012-2013 are as follows:
 - Gold Jets Provincial \$158
 - Gold Jets \$148
 - Red Jets Provincial \$137.50
 - Red Jets \$127.50
 - Blue Jets \$102
 - Junior Jets (3 sessions) \$86.50
 - Junior Jets (2 sessions) \$71.50
- Provincial fees for swimmers in the Gold and Red groups apply to all swimmers who have "AA" times and above. Should a swimmer achieve this standard during the course of the year, the provincial level fee will apply in the following month. There will not be a reduction in fees for swimmers who age up.
- Monthly fees and swim meet fees are to be paid by Visa or Mastercard. The collection of these fees will be authorised on the registration form.
- **Late/non-payment policy:** NSF cheques and 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. In addition, you will be charged an additional \$10 as an administration fee to cover the cost of recharging the fees. Please ensure that your payments are not rejected and ensure you update your payment details as necessary.

- No cash will be accepted for swim dues or swim meet fees.
- 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.
- Monthly fees will, as a general rule, rise each year by approximately 2% or the current CPI rate.

Cancellation Policy (December 2010):

It is the parent or guardian's responsibility to notify the club of a swimmer withdrawal. Swim cancellations must be received by the 15th of the month to avoid being charged for the next month. This 2 week notice is required as monthly swim fees are set up to come out automatically each month and require 2 weeks to change at the bank. The parent or guardian is to notify the registrar at registrar@kelownaaquajets.com or if you do not have e-mail access then a message is to be left for the registrar at 250-769-1322. Phone withdrawal messages will be confirmed by the registrar, either by e-mail or by written withdrawal form.

10. 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, and race with the appropriate team suit and cap for the level of meet. If a swimmer does not have their uniform they will be unable to compete.

For the 2012-13 swim season, any team suits previously bought from the KAJ Equipment Manager can be worn as a team suit.

- Jamboree and Invitationals: Team Suit.
 - Team suits are Royal Blue with KAJ logo. They are available in polyester (Endurance) or lycra (Super Pro Back).
- Provincials (AA & AAA): Team Suit or approved royal blue suit.
 - Speedo AquaBlade Recordbreaker (SKU: 719040), Yingfa Streak Sharkskin Costume.
- Nationals (AGN, Western, Seniors): Suit approved by Head 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 in overnight.
- Families are encouraged to use the buy/sell used gear feature on the club website.
- All of the KAJ training equipment is available online at:
 - <https://www.team-aquatic.com/store/>
- 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 available at registration, 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)
- Tempo trainer (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
- Snorkel : Finis swimmers snorkel junior

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.

11. 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 will be strongly encouraged.

The sign-up deadline for each meet will be published on the website. Parents will sign up for a meet via the website. It is the responsibility of parents when registering for a meet to indicate if they are unable to make one of the sessions at the meet or are unable to compete in relays. Once the entry deadline has passed the meet entries will be posted on the website. 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. Meet fees will be added to a swimmer's account and will be charged on a monthly basis. Parents are responsible to pay any fees due to the hosting club and 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 jamborees in November 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 Volunteer Coordinator if you are interested in doing this volunteer@kelownaaquajets.com).

12. 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 Awards
 - 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.
- Achievement Awards
 - Awarded to all swimmers who represent the club at AA and AAA Provincials, Western Canadian Championships, Age Group Nationals and Senior Nationals.
- 5 Year Rings

- Awarded to retiring Grade 12 swimmers who have swum competitively for KAJ for at least 5 years.
 - Recipients are expected to prepare and deliver a thank you speech.
- 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.

13. TEAM TRAVEL POLICY

The Kelowna AquaJets will endeavour 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 2012-2013 will be 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 co-ordinating 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 to be able to formulate a travel plan.

Chaperones

Ideally at least two chaperones will attend each team travel meet. There will ideally 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 ratio of chaperone / coach to swimmer will be at least 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 all 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.

Deadline

A deadline for committing to a team travel event will be announced by the team travel coordinator by email and on the website. Once a parent has confirmed that his or her child will attend, that member is responsible for the cost of the trip, including entry fees, once the deadline has passed, whether or not the child attends the meet. Any member who wishes to cancel attendance on a trip may be eligible for a partial refund (travel and/or accommodation costs) only if a doctor's certificate is produced prior to the team's departure.

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 10 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 behaviour 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.

14. DISCIPLINE POLICY

In general, coaches are responsible for discipline during training sessions and swim meets. If there are behaviour 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.

15. OTHER SOURCES OF INFORMATION

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

- www.kelownaaquajets.com

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

- www.swimbc.ca
- 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 favourably 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 behaviour 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 wilful 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 behaviour 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.

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 to do so, help with first aid and assist coaches as necessary.
- Chaperones are responsible for monitoring swimmer behaviour while travelling or in hotels. Chaperones, at their discretion, may send a swimmer home at the parents' expense for inappropriate behaviour. 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.