

POLICY NUMBER 120 - PHILOSOPHY STATEMENT

1. The objectives of the Nanaimo Swim Club as stated in its Constitution are:
 - a) to promote swimming, diving and water sports
 - b) to promote the objectives of lifesaving
 - c) to enter into affiliation or arrangements of mutual advantage with other swimming clubs in the Province of British Columbia or elsewhere;
 - d) to arrange athletic matches and competitions, and to offer grant and contribute towards prizes, awards and distinctions;
 - e) for the furtherance of the above objects to provide facilities and other conveniences for the members of the Society and others and for these purposes to acquire and help buy, lease, operate or dispose of lands, buildings and installations;
 - f) to purchase, acquire lease, furnish and maintain and dispose of equipment and appliances necessary or convenient for the attainment of the objectives of the Society.
2. Inherent in these objectives is a responsibility for the Club to serve, within its financial, physical and personal limitations, a diverse membership.
3. While recognizing individual differences, Nanaimo Swim Club expects from each member a commitment to improve his/her individual aquatic proficiency. Members are encouraged to set individual goals and them work to attain them.
4. By its affiliation with the British Colombia Summer Swim Association Nanaimo Swim Club is recognized as a competitive swim club. Training sessions are developed and executed so as to make possible the greatest possible personal improvement of each member within the time limitations of the swim season. It is recognized that the ultimate achievement of any member is an improvement in a timed race over his/her personal best time. To that end, workouts are considered as preparation of competition and organized accordingly.
5. Although "competition" is a key word, Nanaimo Swim Club encourages members who do not wish to participate in a swim meet for whatever reason, to work out with the team as fully recognized members of that team. It has been the experience of this Club that most of these "non-competitive" members eventually do compete, and until then, are a valuable part of the total membership. The one requirement placed on members who do not compete at meets is that they be a contributing member of the Club in every other way, bound by the same standard of conduct expected of competitive members.
6. While costs of participation in Nanaimo Swim Club (membership fee, travel and accommodation expense, competition clothing) are the responsibility of the swimmer and/or family no potential member shall be excluded from the Club because of lack of funds. Members of the Board of Directors will identify these individuals and bring specific proposals to the Board for approval so that necessary assistance may be considered.
7. Participation by parents of members is an essential aspect of the operation of this Club. The Board of Directors will solicit participation of every family and encourage each parent to help in whatever way he/she is best able to do. Fund raising is a requirement of every family.
8. Reimbursement of expenses incurred while performing Club business, specifically requested by the Board of Directors, may be made after presentation of receipts. All parental involvement will be of a voluntary nature with no remuneration except when a parent is hired by the Board as an employee.

DATE 82/11/04

AMENDED: 83/01/19 - 06/00

POLICY NUMBER 130 - PARTICIPATION OF SWIMMERS

1. Swimmers will be entered in any competition events, including relays, if the Coach is confident that the competitive experience would be helpful to the swimmer and the parents and the swimmer give permission for the entry.
2. Recognizing that an initial swim meet experience may affect his/her attitude toward future competition and may have a tremendous effect on the individual's self concept, the coaches will attempt to reduce the trauma of that first experience.
3. Swimmers who are ready for competition, in the view of the coach, will be encouraged to enter swim meets. Some new members, especially very young ones, may not be ready or wish to compete for some time, even for the entire season. At the same time, coaches and parents recognize that participation in swim meets benefit the team effort and will generally improve a swimmer's performance and enthusiasm.
4. Swimmers who do not wish to compete, for whatever reason, are not obliged to do so. These "non-competitive swimmers" will complete workouts as any other swimmers and are obliged to be contributing members of the Club in all other aspects of its activity.
5. Individuals, age 15 and older, who because of work or other commitments, are unable to train as outlined in the training schedule, should consult with the coach with the intent of arranging an individualized training schedule.
6. Because of the steady influence affected by senior swimmers, their good example for younger swimmers and their contribution toward team point standings, coaches will actively encourage participation by members over 15 years of age.

DATE 82/11/04

AMENDED: 85/06/05 – 06/00

POLICY NUMBER 140 - PARTICIPATION OF PARENTS

1. The Board of Directors will attempt to make every parent understand the importance of his/her involvement.

The Board will assist parents to inform themselves about competitive swimming so that they and their swimmer will gain maximum enjoyment from the sport. This will be done through:

- a) Parent and Competitors Handbook
 - b) Information Exchange (newsletter -website -meetings/talking
 - c) Officials Clinic
2. The Board will encourage the involvement of every family in club sponsored fund raising activities.
 3. Members of the Board, in accepting a position on the board, expect to carry a greater responsibility for the operation of the Club than a non-board member. Part of this responsibility is to solicit help from all members.
 4. Individuals who are unable to participate in fundraising activity expectations as determined by the Board of Directors, will have their fundraising obligations met by direct payment, as established at the beginning of each swim season.
 5. The Board recognizes and will attempt to help parents understand that some coaching difficulties originate with a parent rather than a swimmer. On going education and communication will aim to alleviate these difficulties. Examples of difficulties:
 - a) late arrival at practice or swim meet
 - b) early departure from practice or swim meet
 - c) interference with coach procedure
 - d) communication with deck officials at meets
 - e) parent expectations that are beyond the attainment of the swimmer

DATE 82/11/04

AMENDED: 85/06/05 – 06/00

INSERT POLICY #210 HERE - I don't have it!

DATE

AMENDED:

POLICY NUMBER 220 - MEETINGS - BOARD OF DIRECTORS

1. The Board of Directors of Nanaimo Swim Club will meet each month on a regular basis unless resolved otherwise at a previous meeting. Additional meetings may be called by the President as the need arises.
2. The President or in his/her absence, a Vice-President will chair meetings of the Board of Directors.
3. Recognized rules and procedures will be followed.
4. Agendas will be prepared, circulated and items for discussion placed in priority as outlined in Policy Number 230 so that members of the Board may review minutes and agenda material before the meeting and come prepared.
5. Nanaimo Swim Club Board of Director's Meetings beginning at 7:30 P.M. will not extend beyond 10:00 P.M. without the approval of all present that evening.
6. The maximum extension of time allowable will be one half hour (until 10:30 P.M.). At that time any unfinished business will be completed upon resumption of another Board of Director's Meeting.

DATE 82/10/19

AMENDED: 85/06/05 – 06/99

POLICY NUMBER 230 - AGENDAS

1. The Secretary will collect agenda items.
2. Five to seven days prior to the scheduled Board of Directors meeting, agenda items will be received by the Secretary.
3. Reports requiring consideration prior to the meeting will be submitted, ready for distribution, to the Secretary, to be enclosed with the agenda.
4. The agenda and other pertinent material will be distributed to Board Members at least two days prior to the meeting.
5. The business of a regular meeting of the Board of Directors shall be dealt with in the following order:
 - a) delegations and/or petitions
 - b) announcements
 - c) additions or alterations to the agenda
 - d) adoption of minutes
 - e) business arising out of the minutes
 - f) correspondence
 - g) reports from standing committees, special committees and appointed representatives
 - h) unfinished business
 - i) new business
 - j) adjournment
6. No further items shall be added to the agenda of a meeting unless urgent or of a major importance.

DATE: 82/10/19

AMENDED 85/06/05 – 06/00

POLICY NUMBER 241- CONFIDENTIALITY-FINANCES

1. Matters of a financial nature affecting the employees of the club will not be discussed in their presence.
2. Any financial information may be released only upon the Board's approval to membership, press or other interested individuals.

DATE: 82/10/19

AMENDED: 85/06/05 – 06/00

POLICY NUMBER 242 - CONFIDENTIALITY-PERSONNEL

1. In general concerns related to coaching should be referred to the Liaison Committee.
2. Matters of a confidential nature will be discussed in the presence of Board members only.
3. Evaluation of staff will be treated in strict confidence
4. Written evaluations will be hand distributed in sealed envelopes to Board members.

DATE: 82/10/19

AMENDED: 86/01/27 - 06/00

POLICY NUMBER 243 - CONFIDENTIALITY - MEMBERS

1. Corrective comment to swimmers, parents or coaches will be done in private.

DATE: 82/10/19

AMENDED: 85/06/05 – 06/00

POLICY NUMBER 250- REGISTRATION

1. A Club Member will be appointed as Club Registrar for the year.
2. The Registrar will appoint a Committee as per Policy Number 445.
3. Responsibilities of the Club Registrar will include
 - a) active participation and co-ordination in member recruitment
 - b) co-ordination of all registrations
 - c) assistance with orientation of new Club member
 - d) completion and submission of forms as required by the B.C.S.S.A.
 - e) assisting the Treasurer with accepting fees and preparing receipts.
4. Registrations will be accepted from early spring until the Regional registration deadline or until Club coaching capacity is reached.
5. The Club will establish procedures to take registrations at each session as directed by the Registrar. The Registrar need not attend each practice session.
6. In order to have full insurance coverage for each swimmer, registration forms must be completed and signed along with the minimum participation fee, before the swimmer enters the water.
7. Fees for members wishing to join the Swim Club will be established at the beginning of each season. Families or individuals experiencing known financial hardship will be considered on an individual basis.
8. The Nanaimo Swim Club will extend the courtesy of not charging visiting B.C.S.S.A. members for training time with our Club. A voluntary donation may be made.

DATE: 82/10/19

AMENDED: 86/01/27 – 06/00

POLICY NUMBER 310 - COACH SELECTION

1. Appointment of a Head Coach for the new season will be made, if possible, before February. Where the Board of Directors is in agreement, a re-appointment of Head Coach for next year may be made at the end of the current season.
2. A Coach Selection Committee, formed in December after the new Board is elected, will function in accordance with Policy Number 425.
3. Appointment of assistant coaches will be deferred until a search has been initiated after the Coach Selection Committee begins functioning.

DATE: 82/10/19

AMENDED: 85/06/05 – 06/00

POLICY NUMBER 315 - ROLE OF THE COACH

The major responsibilities of the coach for the development of the N.S.C., and to reflect its philosophy, can be allocated to four major categories: Coaching, Administration, Facilities, Finance. Reference to Coach herein will refer to the Head Coach.

<u>COACHING:</u>		<u>ROLE</u>	<u>SPECIFICS</u>
1.1	The coach will have the ability to demonstrate:	1.1.1	The coach will submit a written statement of philosophy and personal objectives in the art/science of coaching and training as applied to swimming.
	a) a knowledge of a philosophical approach to the art and science of coaching	1.1.2	This statement will be reviewed with the Coach Selection Committee.
	b) an approach to the development of swimmers' skills.	1.2.1	Training and competitive objectives will be established for individuals and groups of swimmers.
1.2	The coach will provide technical expertise.	1.2.2	Swimmers will be taught the ethics and rules of competition.
1.3	The coach will help swimmers, and groups of swimmers, set specific and measurable goals.	1.3.1	The goals will provide details for; a) stroke improvement b) improvement of personal achievements.
1.4	The coach will develop and organize programs for auxiliary training of the swimmers.	1.4.1	Such training may include: a) weight training b) isometrics c) flexibility
		1.4.2	Times, locations and procedures for such training will be outlined.
1.5	The coach will establish appropriate discipline to	1.5.1	The coach's right to apply expected codes of conduct to swimmers will be mandated.
		1.5.2	The coach's right to suspend swimmers will be upheld.
		1.5.3	The coach's right to establish procedures e.g. swim caps, goggles, will be upheld.
		1.5.4	The coach will instruct swimmers in appropriate conduct and pool etiquette at practices and swim meets.
		1.5.5	when necessary, discipline matters will be discussed by the "Coach Liaison Committee".
1.6	The coach will encourage swimmers to follow recognized nutritional requirements.	1.6.1	This information will be for practice sessions and during competition.

ADMINISTRATION:

- 2.1 The Coach will co-ordinate administrative needs relating to swimmers' participation in a swim meet.
 - 2.1.1 The coach will be responsible for assigning (and reviewing) swimmers to events for swim meets, after consent and input from the swimmer, parents or guardian.
 - 2.1.2 The coach will maintain a close liaison with the "Telephone Committee".
 - 2.1.3 The coach will be responsible for assigning (and reviewing) swimmers to relay teams.
 - 2.1.4 The coach will attend all scratch meetings at all swim meets.
 - 2.1.5 The coach will inform the appropriate members of the Board, what parental assistance may be required at a swim meet.
 - 2.1.6 In his absence, the coach will delegate qualified personnel to supervise swimmers
- 2.2 The Coach will maintain suitable records for each swimmer for
 - a) the year
 - b) a continuing record.
- 2.3 The Coach may have periodic team meetings
 - 2.1.2 These meetings may be pre and post meets but preferably and not during practice time.
 - 2.3.2 These meetings will be used to establish guidelines, reinforce Club policy and procedures, but most importantly to boost Club's morale.
- 2.4 The Coach will submit a report at each meeting of the N.S.C. Executive.
 - 2.4.1 This may be a verbal report but should address items requiring the immediate attention of the Executive and provide, as well, an update on the Swimmers' development.
- 2.5 The Coach will submit a written end of season report to the N.S.C. Executive.
 - 2.5.1 This report will outline the program for the season accomplishments, difficulties, recommendations, and other data which the Coach considers important.
 - 2.5.2 Recommendations from previous Coaches will be available to the Head Coach.
- 2.6 The Coach will write a "Coach's Column" in the Newsletter.
 - 2.6.1 This column may be used to recognize special achievements, provide essential information, and other comments which contribute to the fulfillment of the Club's and coaches' objectives.
- 2.7 The Coach will maintain close communication with the "Coach Liaison Committee".
 - 2.7.1 This Committee will consist of two parents and mediate problems or difficulties which arise or are foreseen between the Coaches, parents and/or the Executive.

2.8 The Coach will delegate authority to the coaching staff and will supervise such appointments.

2.8.1 This may consist of making up relay teams, assigning swimmers to events.

FACILITIES:

3.1 The Coach will be familiar with N.S.C.S. equipment.

3.1.1 Lane ropes, tents, watches, etc.

3.1.2 Make recommendations when new or additional equipment is required.

3.2 The Coach will provide advice on the best use of pool hours.

3.2.1 Grouping and regrouping of swimmers.

3.3 The Coach will be familiar with community resources for special needs.

3.3.1 Special needs may include: early training, dry land training, weights, stroke improvement, special conditioning.

FINANCE:

4.1 The Coach will calculate entrance fees for swim meets.

4.1.1 Submit information to Club Treasurer.

4.1.2 Provide Treasurer with information on "No Shows".

4.2 The Coach will maintain a record of personal expenses as required by the N.S.C.

4.2.1 All expense claims will be clearly itemized.

4.2.2 Expense claims will be supported with receipts, where required.

DATED: 82/04/13

AMENDED: 86/01/27 – 06/00

ROLE OF ASSISTANT COACH(s)

<u>ROLE</u>	<u>SPECIFICS</u>
<u>COACHING:</u>	
1.1 The coach(s) will have the ability to demonstrate: a) a knowledge of a philosophical approach to the art and science of coaching b) an approach to the development of swimmers' skills.	1.1.1 The assistant coach(s) will submit a written statement of philosophy and personal objectives in the art/science of coaching and training as applied to swimming. 1.1.2 This statement will be reviewed with the Coach Selection Committee.
1.2 The assistant coach(s) under the direction of the coach, will provide technical expertise.	1.2.1 Training and competitive objectives will be established for individuals and groups of swimmers. 1.2.2 Swimmers will be taught the technicalities and rules of competition.
1.3 The assistant coach(s), under the direction of the coach, will help swimmers, and groups of swimmers, set specific and measurable goals.	1.3.1 The goals will provide details for: a) stroke improvement and b) Improvement of personal achievements.
1.4 The assistant coach(s), under the direction of the coach, will develop and organize programs for auxiliary training of the swimmers.	1.4.1 Such training may include: a) weight training b) isometrics c) flexibility 1.4.2 Times, locations, and procedures for such training will be outlined.
1.5 The assistant coach(s) will assist in the implementation of expected codes of conduct.	1.5.1 The assistant coach's right to apply appropriate discipline to swimmers will be mandated. 1.5.2 The assistant coach(s) may recommend the suspension of a swimmer to the Head Coach. 1.5.3 The assistant coach will implement the procedures established by the Coach. 1.5.4 The assistant coach will instruct swimmers in appropriate conduct and pool etiquette at practices and swim meets. 1.5.5 When necessary, discipline matters will be discussed by the "Coach Liaison Committee".
2.4 The assistant coach (s) will participate in team meetings.	2.4.1 These meetings will be pre and post meets but preferably not during practice time.
2.5 The assistant coach(s) will contribute to the Head Coach's report for each meeting of the N.S.S.C. Board of Directors.	2.5.1 This may be a verbal report but should address items requiring the immediate attention of the Board and provide, as well, an update on the swimmers development.
2.6 The assistant coach (s) will submit an end-of-season report to the N.S.S.C.	2.6.1 This report will outline the programs for the season, accomplishments, difficulties, recommendations and other data which the coach considers important.
2.7 The assistant coach(s) may be asked to contribute to the "Coach's Column" in the Newsletter.	2.7.1 This column may be used to recognize special achievements, provide essential information and other comments which contribute to the fulfillment of the Club's and coaches objectives.

2.8	The coaching staff (s) will maintain close communication with the "Coach Liaison Committee".	2.8.1	This Committee will consist of three parents and will deal with potential problems which arise or are foreseen between the coaches, parents and/or Board.
<u>FACILITIES</u>			
3.1	The coaching staff will be familiar with N.S. C. equipment.	3.1.1	Lane ropes, tents, watches, etc.
3.2	The coaching staff will provide advice on the best use of pool hours.	3.2.1	Grouping and regrouping of swimmers.
3.3.	The coaching staff will be familiar with community resources for special needs.	3.3.1	Special needs may include: early training, dryland training, weights, stroke improvement and special conditioning.
<u>FINANCE:</u>			
4 1	Each member of the coaching staff Will maintain a record of personal expenses as required by the N.S.C.S.	4.1.1	All expense claims will be clearly itemized.
		4.1.2	Expense claims will be supported by receipts, where required.

DATE: 82/04/13

AMENDED: 85/06/05 – 06/00

POLICY NUMBER 330 - COACHES -TRAVEL EXPENSES

1. When a member of the coaching staff attends an out-of4own meets the Club will reimburse travel expenses.
2. Coaches must present expense claims to the Treasurer during the week following the meet.
3. Expense claims must be clearly itemized and supported with receipts where required.

DATE: 82/10/19

AMENDED: 85/06/05

POLICY NUMBER 340 - COACHES - IN SERVICE

1. The Board of Directors supports the Coaches in their endeavors to improve their competence by attending relevant clinics or other in-service opportunities.
2. If a coach wishes to attend an in-service, written application must be made to the Board of Directors.
3. If the Board of Directors requests a coach to participate in a clinic the Club will pay registration fees, travel and accommodation costs as required.
4. Coaches who attend an in-service, and are subsidized by the Board, will submit a written report.

DATE: 82/10/19

AMENDED: 86/01/27 – 06/00

POLICY NUMBER 350 - COACHES - REPORTS

1. Agendas for Board of Directors meetings during May through August will include an item entitled Coaches' report.
2. Depending upon the circumstances, the coach and/or assistants may present the report verbally or in writing.
3. When coaching staff attend a Board meeting they may be excused following their presentation.
4. As outlined in Policy Number 510 Awards, all coaches will present a written report on all award selections to the Awards chairman.
5. All Coaches will submit to the President, by August 31, a written Annual Report. This report will include:
 - a) comments on the swimmer's Program
 - b) comments on the achievements of the club and outstanding swimmers
 - c) recommendations for the next season
6. Coaches will not receive final salary payment until their report is submitted.

DATE: 82/10/19

AMENDED: 86/01/27 –06/00

POLICY NUMBER 360 - COACHES - SICK LEAVE PROVISIONS

1. All employees shall be entitled to sick leave with pay at the employee's regular rate of pay, accumulative on an annual basis at the rate of one and one-half (1 1/2) days per month of service (i.e. to a maximum of 6 days annually). On appointment, the employee will be given credit of the full amount of sick leave allowable.
2. Sick leave with pay will only be granted because of sickness, health reasons or accidents
3. Sick leave will not be paid for injuries incurred while in the employ of another employer.
4. An employee may be required to provide a medical certificate or proof of other appointment necessitating sick leave. Such proof is mandatory for any illness requiring absence for three (3) or more days.
5. The Board may request that an employee obtain a medical certificate.
6. An employee may be advised, on application, of the amount of sick leave accrued to his or her credit.
7. Employees will notify the Board as soon as possible if they are to be absent from duty because of sickness, health reasons or accidents, and are expected to give the Board twelve (12) hours notice of their anticipated return to work.
8. Where no one other than the employee can provide for the needs during illness of an immediate member of his/her family as defined in Article Bereavement Leave, an employee may request up to a maximum of three (3) accumulated sick leave days per illness for this purpose.
9. Sick leave will not be accumulative from year to year.

DATE: 82/10/19

AMENDED: 85/06105 – 06/00

POLICY NUMBER 370 - COACHES--LEAVE OF ABSENCE

1. Bereavement Leave

Up to three (3) days leave, with pay will be granted on compassionate grounds in the case of death in the immediate family. "Immediate Family" is defined as spouse, children, parents, brothers and sisters of the employee and parents of the spouse. Special consideration may be given by the Board in other cases of bereavement on request.

2. Special Leave

The Board may grant leave of absence without pay to any employees requesting such leave for good and sufficient cause, such request to be in writing and approved by the Board.

Employees wishing to leave for the purpose of adoption shall apply under this section.

DATE: 82/10119

AMENDED: 85/06/05 – 06/00

POLICY NUMBER 380 - TEAM CAPTAINS

1. Each year, at the beginning of the season and before the first swim meet, team captains and assistant team captains may be chosen a male and a female of each.
2. After careful explanation of the role and responsibilities of team captains and the personal characteristics that make a good team captain, swimmers will nominate candidates. Coaches, assisted by a Board member, will brief the swimmers.
3. After allowing several days for swimmers to consider the candidates' suitability, the coaching staff will conduct selection of captains by the swimmers.
4. Team captains will be invited to attend Board of Directors' Meetings as a Swimmers¹ Liaison Committee.
5. Team captains will be excluded from Board discussions involving confidential matters. Team captains will attend Board meetings at a predetermined time and will be excused once items of interest to them have been dealt with.
6. Suggested role of team captains:
 - b) to assist in organizing other swimmers during meets. to assist in change
 - c) room when needed.
 - d) must attend most practices.
 - e) must attend most meets.
 - f) supervise tent area with assistance from a coach (rotation basis) and parent/s.
7. Desirable personal characteristics for team captains:
 - b) leadership qualities.
 - c) good sportsmanship qualities.
 - d) ability to relate to younger swimmers.
 - e) displays good temperament.
 - f) sets good example of conduct both at practices and swim meets.
 - g) is respected by fellow team members.

DATE: 82/10/19

AMENDED: 86/01/27 – 06/00

POLICY NUMBER 400 - COMMITTEES

1. The organization will accomplish much more if more parents/members are involved in helping on the BOD's, committees, coordinators and volunteering in some way.
2. Committees will gather information, undertake their duties and report to the BOD's.
 - b) whenever possible, a committee should include some non- board members.
 - c) Committees should report their activity to the BOD's regularly.
 - d) Committees will give a report at the Annual General Meeting.
 - e) each committee will continue to function until the respective new committee and/or committee chairperson has been named.
3. The President will present appointees for committee chairpersons to the Board for approval at a Board Meeting to be called within 90 days of the Annual General Meeting.
4. The BOD's is the decision making body of the club. Committees, chairpersons, coordinators and members can make recommendations for decision. The BOD's may delegate decisions, actions and spending to a committee, chairperson, coordinator or member as needed.
5. Club correspondence shall be kept for club files.

DATE: 82/10/19

AMENDED: 85/06/05 – 06/00

POLICY NUMBER 401 (new policy) - COORDINATORS

1. Coordinators will gather information, undertake duties and report to the BOD's
2. Each coordinator will continue to function until the respective new coordinator has been named.
3. The President will present appointees for coordinators to the BOD's for approval within 90 days of the Annual General Meeting.
4. The BOD's is the decision making body of the club. Committees, chairpersons, coordinators and members can make recommendations for decision. The BOD's may delegate decisions, actions and spending to a committee, chairperson, coordinator or member as needed.
5. Club correspondence shall be kept for club files

DATE: 06/00

AMENDED:

POLICY NUMBER 402 (New Policy) - COMMITTEES AND COORDINATORS

Committees:

The following Committees may be active:

- | | | |
|----|--|----------------|
| b) | Executive Committee | Policy #415 |
| c) | Finance Committee | Policy #420 |
| c) | Coach Selection Committee | Policy #425 |
| d) | Water Polo Committee | Policy # 426 |
| e) | Coach Liaison Committee | Policy #435 |
| f) | Communication Committee | Policy #440 |
| g) | Registration Committee | Policy # 445 |
| h) | Swim Meet Committee | Policy #450 |
| i) | Equipment Committee | Policy # 455 |
| j) | Nominating Committee | Policy #460 |
| k) | Social Committee | Policy # 465 |
| l) | Gaming Committee | Policy #471 |
| m) | Scholarship Committee | Policy #475 |
| n) | Awards Committee | Policy # 500's |
| n) | Spirit Committee | Policy #480 |
| o) | Fundraising Committee | Policy #490 |
| p) | City of Nanaimo Liaison Committee | Policy #495 |
| q) | other committees may be created and active as needed | Policy #496 |

Coordinators:

The following Coordinators may be active:

- | | | |
|----|--|--------------|
| a) | Winter Maintenance | Policy #403 |
| b) | Apparel | Policy #404 |
| c) | Corporate Fundraising | Policy # 405 |
| d) | Swim Meet Entry | Policy # 610 |
| e) | Swim Meet Fees | Policy # 610 |
| f) | Meet Officials | Policy # 406 |
| g) | Other coordinators may be created & active as needed | |

DATE: 06/00

AMENDED:

POLICY NUMBER 403 - WINTER MAINTENANCE COORDINATOR

1. To coordinate the clubs winter maintenance program in compliance with BC SSA rules.
2. To create objectives, actions and organizational timeline for this program.
3. To book, contract and make payment for the facility, coaches and necessary equipment.
4. To establish and collect a program participation fee on a cost recovery basis.
5. Report to the BOD's on progress and at program completion.

DATE: 06/00

AMENDED:

POLICY NUMBER 404 - APPAREL COORDINATOR

1. To coordinate the clubs apparel program.
2. To make selections, establish contracts, order and distribute of club swim suits, caps, shirts and accessories.
3. To assign cost for items based, as a minimum, on a cost recovery basis.
4. To assist the club in establishing and maintaining a visual identity through apparel and accessories.

DATE: 06/00

AMENDED:

POLICY NUMBER 405 -CORPORATE FUNDRAISING COORDINATOR

1. To find and liaise with corporate partners who wish to advertise/sponsor the club and/or event, apparel or activities.
2. To ensure that the relationships with corporate partners is appropriate for a youth sports organization.
3. To advise the BOD's on a sponsorship/advertising price structure.
4. To monitor the relationship between sponsors/advertisers and the club.

DATE: 06/00

AMENDED:

POLICY NUMBER 411 - COMMITTEE CHAIRPERSON

1. It is the responsibility of each Chairperson to:
 - b) learn as much as possible about the committee and the Club
 - c) attempt to maintain continuity with the past activity of the committee
 - d) understand the objectives of the committee and/or the committees work
 - e) call the necessary meetings
 - f) recruit and appoint committee members
 - g) have the work/activity on the committee recorded
 - h) encourage the participation of members when appropriate
 - i) make recommendations to the BOD's for decisions
 - j) ensure a report to the BOD's and Annual General Meeting
2. The Committee Chairperson can not:
 - a) change club policy, this must be done by the BOD's and/or a General Meeting or Annual General Meeting.
3. The BOD's will appoint committee Chairpersons and Coordinators.
4. Committees will be considered active if the BOD's appoint a chairperson. Coordinators roles will be considered active if the BOD's appoint a coordinator.

DATE: 85/06/05

AMENDED: 86/06/05 – 06/00

POLICY NUMBER 414 - MEET OFFICIALS COORDINATOR

1. To coordinate the meet officials for the clubs home swim meets.
2. To encourage members to participate in officials clinics to ensure that our club has trained officials to participate in local and regional meets.
3. To maintain a list of club officials and forward that list to the Regions Director of Officials.
4. To receive information about any BC SSA rule changes from the regions Director of Officials

DATE: 06/00

AMENDED:

POLICY NUMBER 415 - EXECUTIVE COMMITTEE:

1. The BOD's may chose to appoint an Executive Committee consisting of the President Vice-Presidents, Past President, Secretary, Treasurer and one Director.
2. A quorum will be (4) members including either the President or a Vice-President.
3. For specific purposes, other Directors may be invited to attend an Executive Committee meeting.
4. Terms of reference of the Executive Committee:
 - b) Will handle day-to-day business of the Club.
 - c) Will deal with emergency situations until such time as a Board of Directors meeting can be held.
 - d) Will make recommendations to the Board of directors.
 - e) Policy decisions will be of an interim nature only, pending discussion and ratification of the Board of Directors.
 - f) May authorize financial commitments to a maximum of three hundred dollars (\$300.00). Minutes of all Executive Committee meetings will be maintained and distributed to every Board member.
 - g)

DATE: 82/10/19

AMENDED: 85/06/05 – 06/00

POLICY NUMBER 420 - FINANCE COMMITTEE:

1. Will consist of the Treasurer and at least three (3) other members.
2. Will invite other members to attend as agenda items indicate (e.g. Meet Manager, Equipment Manager, Bingo Coordinator, and Social Committee).
3. Will be responsible for budget preparation based on income and expense projections.
4. Will assist the Treasurer in researching and recommending the advantageous investment of Club monies.
5. Will provide support to the Treasurer for preparation of regular financial reports, an annual financial statement and any applications for donation and/or grant monies requiring presentation of financial information.
6. Will receive suggestions for capital outlays of equipment and supplies or any other expenditure requiring research or discussion before being brought to the Board for decision.
7. Recommendations made to the Board of Directors will includes
 - b) a realistic fee structure for the current year, stating rationale for the proposal.
 - c) on an annual basis a realistic financial contract, including fringe benefits, for the coaching staff.
 - d) targets for club fundraising
 - e) capital purchases
 - f) capital improvements
 - g) appointment of an auditor when required.
8. Less costly items needing repairs or replacement for essential Club functions to a maximum of one hundred dollars (\$100.00) will be carried out by those delegated that responsibility without requiring approval from the Board of Directors for each purchase.

DATE: 82/10/19

AMENDED: 85106/05 – 06/00

POLICY NUMBER 425 - COACH SELECTION COMMITTEE

A Coach Selection Committee will be formed in November with the following terms of reference:

1. The Coach Selection Committee shall consist of the President, Vice-President, Past Coach Selection Committee Chairperson, and non-board members. The committee shall have an odd number of members and no more than seven (7).
2. Will arrange for interviews with prospective applicants.
3. Negotiate coaching contracts in consultation with Finance Committee.
4. Will present their recommendations for hiring to the Board of Directors.
5. Will contact successful applicants and provide information for their initial contact with Board members.
6. A coach performance review system will be implemented.
7. Will prepare a written evaluation of each member of the coaching staff at the conclusion of the season.
8. The committee will have the evaluations approved by the BOD's.
9. A coaches performance review system will be implemented.
10. The committee will conduct an annual review of the Coaching job descriptions.

DATE: 82/10/19

AMENDED: 85/06/05 – 06/00

POLICY NUMBER 426 - WATER POLO COMMITTEE

1. Will consist of not less than 3 members that will include a member of the BOD's and the senior water polo coach.
2. Subject to the directors of the Board, will have overall responsibility of the water polo activities of the Club.
3. Will meet with the Head Coach and Water Polo Coaches to determine directions of water polo activities.

DATE: 06/00

AMENDED:

POLICY NUMBER 435 - COACH LIAISON COMMITTEE

1. See Policy #315&Policy #425.
2. The coaching staff chooses the Coach Liaison Committee. A member must be a member of the Coach Selection Committee. Members should not be on the club BOD's. Some members of this committee need to be present at swim meets. Other members can be recruited to the committee on an issue basis to assist in establishing careful consideration of issues, without conflicts of interest.
3. The committee will deal with issues concerning coach decisions that are not resolved after discussion between the concerned party and the coach(es).

DATE: 82/10/19

AMENDED: 89/04/13 – 06/00

POLICY NUMBER 411 - COMMITTEE CHAIRPERSON

DATE:

AMENDED:

POLICY NUMBER 440 - COMMUNICATIONS COMMITTEE

1. The President will establish a Communications Committee in consultation with the Board.
2. The number of members comprising this Committee may vary but at least one shall be a member of the Board of Directors.
3. The President shall be an ex-officio member.
4. Members from other committees will be invited from time-to-time to present information or provide advice.
5. This committee will be responsible for all forms of communication between the Board and its members and between the Club and the public, for example
 - b) Production and distribution of newsletter.
 - c) media coverage
 - d) other club announcements
 - e) monitor the message board system
 - f) web site
6. Information from this committee will be relayed by
 - b) Telephone/E-mail/Fax
 - c) Newsletter
 - d) Newspaper/Radio/TV
 - e) Message Board/Display Case
 - f) Web site
7. This Committee shall maintain a newsletter archives

It is suggested that at least one person representing each communication medium be represented. Some may wish to form a sub-committee, newsletter committee.

DATE: 82/10/19

AMENDED: 86/01/27 – 06/00

POLICY NUMBER 445 - REGISTRATION COMMITTEE

1. A Club member will be appointed as Club Registrar for the year as per Policy Number 250. The Club Registrar will be the Chairperson of the Registration Committee.
2. The Club Registrar may appoint a committee that will include a person from the finance committee and a person from the communication committee.
3. Responsibilities of the Registrar Committee would be:
 - b) Active participation in member recruitment.
 - c) Assisting the Registrar in preparing registration papers.
 - d) Assisting the Treasurer by accepting fees and preparing receipts.
 - e) Assisting the Board with orientation of new members.
 - f) Providing feedback from members to the Registrar and the Board.

DATE: 82/11/04

AMENDED: 85/06/05 – 06/00

POLICY NUMBER 450 - SWIM MEET COMMITTEE

1. The President in consultation with the Board, will appoint a Meet Manager for the year.
2. The Meet Manager will form a committee consisting of representatives from:
 - b) Equipment Committee
 - c) Communications Committee
 - d) Social Committee
 - e) Concession Committee
 - f) Swim Meet Registration Committee
 - g) Officials Committee
 - h) Coaching Staff Representative
3. Once formed, the Swim Meet Committee will meet following the club's initial registration.
4. For home meets, the Swim Meet Committee will be responsible for;
 - b) contacting personnel in order to complete a roster duty sheet showing persons responsible for each position, with allowances for shift relief.
 - c) preparing heat sheets for large meets.
 - d) arranging for all necessary equipment to be available at the pool on time.
 - e) arranging for help to set up equipment early in the morning before other officials arrive.
 - f) arranging for help to dismantle and return equipment at the end of the day and/or meet.
 - g) appointing a Head Recorder and briefing that person as to the responsibilities involved in the efficient operation of the recording room.
 - h) appointing a person to be responsible for photocopying equipment and making copies of meet results.
 - i) assuring that clubs involved, the Regional Director, Assistant Regional Director and Regional Registrar receive copies of meet results.
 - j) working in conjunction with the Awards Chairman to ensure that trophies, ribbons, and other prizes or awards are available.

DATE: 82/11/04

AMENDED: 85/06/05 – 06/00

POLICY NUMBER 455 - EQUIPMENT COMMITTEE

1. The President, in consultation with the Board, will appoint an Equipment Manager for the year.
2. The Equipment Manager will appoint a minimum of one assistant, and others as needed.
3. Responsibilities of the Equipment Committee include
 - b) year round storage of all equipment.
 - c) maintenance and inventory of all equipment.
 - d) purchase of replacement supplies essential for club functioning as directed by the BOD's.
4. At home swim meets the equipment committee is responsible for:
 - b) arranging for and having all necessary equipment available at the pool and set up in time for the swim meet to begin at the scheduled time.
 - c) arranging for and having all equipment dismantled and put away at the end of the day and/or meet.
5. At out-of-town meets the Equipment Committee is responsible for:
 - b) arranging for transportation of tent, banner, watches or other club equipment deemed to be necessary for that meet.
 - c) arranging for early set up of tent and dismantling of same at the end of the day.

DATE: 82/11/04

AMENDED: 86/01/27 – 06/00

POLICY NUMBER 460- NOMINATING COMMITTEE

1. The Nominating Committee will consist of a member of the Board of Directors, one non-Board member and one former Board Member.
2. In order that Committee Members may approach prospective candidates during the swimming season, the Nominating Committee will begin functioning in May.
3. The Nominating Committee will approach members of the Club inquiring if they would be interested in accepting a position on the Board of Directors. At that time, the Committee Member would outline the time commitment and responsibility involved.
4. A progress report may be presented at each meeting of the Board of Directors when work is in progress for this committee.
5. The chairperson of the Nominating Committee will present a slate of nominees to the Annual General Meeting. Further nominations will be accepted from the floor as outlined in the Constitution.
6. If a nominee is unable to attend the Annual General Meeting, the Nominating Committee should obtain his/her written COM%tmt
7. The chairperson shall present to the President a list of people interested in serving on club committees.

DATE: 82/10/12

AMENDED: 86/01/27 – 06/00

POLICY NUMBER 465 - SOCIAL COMMITTEE

1. The President, in consultation with the Board, will appoint a chairperson for the Social Committee.
2. The Social Committee will include members from the general membership.
3. Responsibilities of the Social Committee will include:
 - b) provision of refreshments for coaches and officials at home meets.
 - c) arranging for food donations from the general membership when needed (i.e. sandwiches, baking, fruit, vegetables and prepared foods). Donations of food will be solicited on a rotating basis.
 - d) planning of social activities as required by the Board of Directors e.g. Annual Dinner, Picnic, Parent Meetings.
 - e) coordination of personnel and making arrangements for the operation of the concession for home meets.
4. A sub-committee may be formed to coordinate the distribution of deck food and refreshments at home meets.

DATE: 82/10/19

AMENDED: 85/06/05 – 06/00

POLICY NUMBER 471 - GAMING COMMITTEE

1. The President, in consultation with the Board, will appoint a Gaming Chairman.
2. The Gaming Chairman will form a committee consisting of as many members as is deemed necessary.
3. The Gaming Committee will be responsible for the operation of the Bingo/Casino operations as regulated by the BC Gaming Commission.
4. Other responsibilities of the Gaming Committee will include;
 - b) appointment of paid personnel
 - c) coordinating and monitoring workers
 - d) filing forms for the Bingo/Casino operation and the BC Gaming Commission
 - e) recommending Gaming fees to the BOD's
 - f) advise the treasurer on cashing Gaming fee cheques when appropriate.
 - g) 50/50 draw management at local events.
5. Members may not play Bingo/Casino if they are attending the event as a club representative.
6. If a patron must leave his/her Bingo cards a worker may play the Bingo card, if asked, until the patron returns.

DATE: 82/10/19

AMENDED: 85/06/05 – 06/00

POLICY NUMBER 475 - NANAIMO WHITE RAPIDS SWIM CLUB SCHOLARSHIP COMMITTEE

1. The President may appoint a chairperson for the Scholarship Committee from the Board.
2. This Committee will consist of 5 members, one being the President
3. Responsibilities of the Chairperson:
 - b) select 3 additional committee members;
 - c) act as liaison with secondary schools;
 - d) forward scholarship packages to Secondary Schools by January 15th with covering letter giving name and address of Chairperson.
 - e) forward names of winners to selected schools;
 - f) prepare a letter of congratulations and outline the process for receiving funds.
 - g) application forms will be kept on file until September 1 of the application year for reference. At that time they shall be destroyed.
4. Responsibilities of the Scholarship Committee:
 - b) review the criteria for the scholarship award;
 - c) using the selection process as outlined in 46, choose recipients;
 - d) names of winners of the scholarships will be kept in strictest confidence by the Committee. Where consultation of the Board is necessary, there may be an exception.
 - e) the President, or delegate will present the scholarships.

5. Method of Application:

To apply, an applicant must complete the M.W.R.S.C. Scholarship Form and forward it along with a letter based on the following criteria:

- b) aquatic involvement
- c) academic achievement
- d) other activities (i.e. service, athletics, student council, clubs, fine arts, etc.)
- e) future post secondary plans

Applications must be submitted before May 1st of the current school year to the Chairperson of the N.W.R.S.C.

6. Selection Process:

Selection of the recipients of this award will be made annually by the Committee. If, in a particular year, there are fewer than two deserving not be applicants, one or both of the Scholarships need awarded

In making it's choice(s), the Committee will use the following criteria

- b) 45% of the applicants' assessment to be based on aquatic involvement;
- c) 35% of the applicants' assessment to be based on academic achievement;
- d) 20% of the applicants' assessment to be based on other activities (i.e. service, athletics, student council, fine arts, etc.)

RANKING:

Rank applicants in each of the three categories (If there are eight applicants, rank them 8 through I (1 highest to lowest)). Multiply each applicant's rank in aquatics involvement by .45, in academic achievement by .35, and in other by .20. Total each applicant's factored score. The two highest factored scores will identify the winners. Ties should be broken by each applicant's rank in aquatics involvement.

DATED: 89/09/28

AMENDED: 9/05/10 -06/00

POLICY NUMBER 475(a) - NANAIMO WHITE RAPIDS SWIM CLUB SCHOLARSHIP -2 @ \$500.00

To be presented to two outstanding graduates who will be full-time- time students at any Post Secondary Educational Institution. To be eligible for this scholarship, a student(s) must have participated in swimming, synchronized swimming, diving or water-polo (as a competitor or coach) in Nanaimo/Ladysmith during the past three years. These scholarships are open for competition from any senior secondary school within the Nanaimo School District. Proof of registration from a post-secondary institution is required with 16 months of the award presentation before funds are released. If for any reason a recipient is unable to complete the qualifications within the 16 month time allotment, the money will stay with the club (no alternate winners).

METHOD OF APPLICATION:

To apply, an applicant must complete the N.W.R.S.C. Scholarship Form and forward it along with a letter based on the following criteria:

- a) aquatic involvement
- b) academic achievement
- c) other activities (i.e. service, council, clubs, fine arts, etc.)athletics, student future post secondary plans

Applications must be submitted before May 1st of the current school year to the Chairperson of the N.W.R.S.C. Scholarship Committee. Selection will be made by a committee of the Nanaimo White Rapids Swim Club.

DATED:

AMENDED: 90/05/10 – 06/00

APPLICATION FORM FOR NANAIMO WHITE RAPIDS SWIM CLUB SCHOLARSHIP

NAME -TELEPHONE

MAILING ADDRESS

SECONDARY SCHOOL BEING ATTENDED

ACADEMIC RECORD

GRADE XI GRADE KIL

1

2

5

6

7

a

PLANS FOR NEXT YEAR

Name of Probable Post-Secondary Institution-

Program and Possible Courses

other comments

OUTLINE OF INVOLVEMENT IN AQUATICS:

a - Naa&otC IOOIdu ,a~&ouataaa6trablp;accaspkIshaa II ts9~taaa;iistaI~actitaciaa&; ~tbor4aatlcactlv! tittsl

OUTLINE OF ACTIVITIES (School and Community Life) III WHICH YOU HAVE BEEN INVOLVED I. ~s

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arts. *IC.)

Together with this application must be submitted a letter stating the aims of the applicant in further education and involvement in swimming

DATE 19 SIGNATURE (APPIICikOti[9aatu~i

INCLUDE TWO LETTERS OF REFERENCE OR RECOMMENDATION ALONG WITH THIS APPLICATION.

COMMENTS BY SCHOOL PRINCIPAL: During this school year this applicant has obtained a ___er cent or _letter grade average, and can be expected to fully complete all courses in which he/she is enrolled.

POLICY NUMBER 480 - SPIRIT COMMITTEE

1. The Spirit Committee will coordinate club events aimed at promoting/creating club spirit. These events might include:
 - a) parent/member social events
 - b) swimmer fun events
2. The Spirit Committee will not coordinate events that are part of fundraising activity or traditional club activities that coaching staff or other club committees or coordinators undertake.

DATE:

AMENDED: 06/00

POLICY NUMBER 485 - FUNDRAISING COMMITTEE

1. The Fundraising Committee may receive targets and objectives from the Finance Committee (see Policy #420)
2. The Fundraising Committee will bring forward to the BOD's, recommendations for fundraising activity for the club, to meet the club fundraising objectives.
3. The Fundraising Committee will advise the BOD's of the Schedule of fundraising events throughout the year.
4. The Fundraising Committee will coordinate:
 - a) Car Wash
 - b) Chocolate Bar Sales
 - c) Plant Sales
 - d) Tag Days
 - e) Other events as directed by the BOD's
5. The Fundraising Committee will advise the Treasurer of the members who have met/not met their fundraising obligations for the year.

DATE:

AMENDED: 06/00

POLICY NUMBER 490 - CITY OF NANAIMO LIAISON COMMITTEE

1. The City of Nanaimo Liaison Committee will consist of the Past-President, President, Treasurer as a minimum.
2. This committee will monitor the clubs relationship with the City. This will include:
 - a) Swimming Pool Rental/lease Contracts
 - b) Equipment sharing
 - c) City Staff liaison
 - d) Capital project management
3. This committee will advise the BOD's on issues being monitored, discussed and will consult the BOD's for decisions as needed.

DATE: 06/00

AMENDED:

POLICY NUMBER 495 - OTHER COMMITTEES/COORDINATORS

1. The BOD's may create a committee or coordinator if there is an identified need to address an issue, solve a problem or undertake a work requirement.
2. A Committee or Coordinators appointment is considered made when the BOD's names a Chairperson or Coordinator and outlines objectives or a description of the task.
3. The BOD's may specify Committee Membership criteria to guide stakeholder representation on the committee

DATE: 06/00

AMENDED:

POLICY NUMBER 510 - AWARDS

1. The Awards Committee will:
 - a) review, with coaches, the criteria for the annual awards. providing any assistance or advice that
 - b) may be needed (e.g. list of novice swimmers, record of points, procedure for presentation).
 - c) purchase "keeper trophies:
Note: Trophy purchases, as required, should be made in July in an attempt to avoid possible purchase and delivery delays.
 - a) collect trophies from trophy cases and have required trophy maintenance done.
 - b) receive a written short list of potential winners for each award by mid July.
 - c) will confer with the Board.
 - d) assist with the presentation of awards.
2. Recommendation of award winners is the responsibility of the Awards Committee. The makeup of the Awards Committee will come under the jurisdiction of the Awards Committee Chairperson, who will ensure that a fair and equal representation of members of this committee have been selected from the Coaching Staff and Parent members of the club. Criteria for awards outlined in the Policy Book will be used. Within seven days following the last meet of the season, each coach must submit a written report stating the reasons for selections of each particular winner. If, in the opinion of the awards committee, the coaches have used poor judgment or there is a major difficulty arising from any of the choices, the matter will be referred to the Board of Directors for resolution before the presentation.
3. A swimmer should receive only one award. If a swimmer is considered for more than 1 award, the decision must be approved by the Board of Directors.
4. Honourable Mention Certificates may be awarded for the runners up in the Novice Swimmer Award, the Most Improved Swimmer Awards and the Good Sportsmanship Award.
5. A Nanaimo Swim Club senior swimmer, employed in a coaching capacity by the Club, should not be eliminated from contention for a trophy.
6. Names of winners of all awards will be kept in strictest confidence by the Awards Committee and coaches. Where consultation of the Board is necessary, there may be an exception.
7. Pertinent information concerning Provincial Championships will be forwarded for presentation to the City of Nanaimo Parks and Recreation Commission Awards.

DATE: 82/10/19

AMENDED: 88/10/13

AMENDED: 93/10/19 - 06/00

POLICY NUMBER 521 - MARGE DUDLEY AWARD

The major honour that can be awarded a swimmer of the Nanaimo Swim Club is the Marge Dudley Award. This trophy is named in memory of the Club's first president, and was obtained upon her death in 1977 through memorial donations by members.

SELECTION PROCESS-

Selection of the recipient of this award is made annually by the coaches. They are instructed, in making their choice, to give equal consideration to the criteria.

SELECTION CRITERIA:

1. Dedicated to the sport of swimming.
2. Displays good sportsmanship
3. Displays good citizenship.
4. Demonstrates team spirit.
5. Contributes to Club Activities.

NOTE: Where a member of the Dudley family is not available to make the presentation an attempt will be made to have this award presented by a previous recipient.

SPECIAL PRESENTATION: To signify the importance of this major award the recipient will be given a gift in addition to the keeper trophy.

DATE: 82/10/19

AMENDED: 88/07/14 – 06/00

POLICY NUMBER 522 - OUTSTANDING SWIMMER AWARDS

In 1967, Sue and Fred Douglas whose children were original Club members donated four trophies to the Club. As these were the only trophies presented during the early Club years, it was stipulated that a swimmer could only receive the award once.

In 1979, when additional trophies had been obtained (Most Improved Swimmer and Marge Dudley Award) and point pins were awarded, the Douglas family was consulted to permit revision of the selection criteria.

In 19132, the original senior girl and senior boy shields were retired and new ones obtained by the Club.

CATEGORIES:

Junior Girl and Boy--Division 1 to Division 3--to age 12 ½

Senior Girl and Boy--Division 4 to Division 7--over age 12 ½

SELECTION PROCESS:

Recipients of these trophies are chosen annually by the Coaches.

SELECTION CRITERIA:

1. Number of points earned in all strokes by the swimmer throughout the summer.
2. Competitiveness of the age category that year. i.e.--number of swimmers, excellence of the swimmers.
3. Dedication to the sport of swimming.
4. At practice.

Special Notes:

1. Circumstances beyond the control of the swimmer that prevented him/her from attending certain meets be taken into account and not exclude a swimmer from consideration of an award (e.g. parental action, physical ailment, accident).
2. A Nanaimo Swim Club senior swimmer, employed in a coaching capacity by the Club, should not be eliminated from contention for a trophy.
3. A swimmer may receive this award on more than one occasion.
4. Competitiveness of the meets swimmers attend should be taken into consideration when reviewing total points earned.
5. The Statistics Committee will provide statistics for each age group, male and female, since the new method of divisions was introduced. These times to be from all Club sanctioned meets. This information to be used when the Coaches are selecting award recipients.
6. The points accumulated for BC Summer Games and Summer Games Trials are not included in the total points for the Outstanding Swimmer Awards.

DATE: 82/10/19

AMENDED: 88/07/14 – 06/00

POLICY NUMBER 523 - NOVICE SWIMMER AWARDS

Two Novice Swimmer trophies were donated in 1981 by Nanaimo Gondola Pizza Restaurants owners, Jan and John Siemens, who had children swimming with the Club.

Selection Process:

A Novice* Swimmer Trophy is awarded each year to one boy and one girl experiencing their first year in a “competitive swim club”.

Selection Criteria

1. The recipient must not, prior to joining, have participated in a competitive swim club.
2. The recipient can be chosen from any age group within the Club.
3. The swimmer must have shown potential in competitive swimming.
4. The swimmer must have attended at least two meets.
5. Sportsmanship and good Conduct may also be used as a Criteria

DATE: 82/10/19

AMENDED: 85/06/05 – 06/00

POLICY NUMBER 524 - MOST IMPROVED SWIMMER AWARDS

Keeper trophies are awarded each year to the girl and boy in each age category who have shown the greatest improvement during the season.

Selection Process:

Selection of the individuals are made to the following criteria:

Selection Criteria:

1. Improvement in the execution of the swimming strokes,
2. Improvement in personal times for various stroke's
3. Commitment, attitude and behaviour.

Special Note:

DATE: 82/10/19

AMENDED: 06/00

POLICY NUMBER 525 - GOOD SPORTSMANSHIP AWARDS

Keeper trophies will be awarded to one Junior Girl, one Junior Boy, one Senior Girl, and one Senior Boy. Selection process to follow guidelines below.

1. The swimmer must be well disciplined and cooperative on the pool deck and in the club area designated for swimmers in the pool complex.
2. After consultation, the recipient should be willing to swim the strokes the coaches have deemed suitable at practices and meets.
3. The recipient is supportive of the swimmers in his/her age group and offers encouragement to them as well as other swimmers.
4. The swimmer should be willing to place the team before his/her own preferences. i.e. Be willing to swim any assigned stroke on a relay even if it is his/her least preferred stroke.
5. The swimmer displays a positive attitude at all times (i.e. Visits the Coach after each race and accepts praise and constructive criticism equally.)
6. The swimmer should be a good model for other team members. i.e. Makes positive, not negative, comments about team mates
7. The recipient displays respect and consideration for coaches, officials, team mates and parents.
8. The swimmer adheres to the rules governing practice sessions and swim meets. i.e. Tries hard at each set given; does not complain; arrives on time for warm-ups.

DATE: 85/06/0 5

AMENDED: 90/01/11 – 06/00

POLICY NUMBER 526 - WATER POLO AWARDS

Each year two keeper trophies for Most are awarded in each of Valuable Player and Most Junior and Senior Age Improved Player Groups

Selection Process:

Selection of the recipients of these awards are made annually by the Water Polo Coach. These awards are separate from the swimming awards and selections are based on the following criteria:

MOST VALUABLE PLAYER

1. Dedication to the game of water polo;
2. Displays good sportsmanship; outstanding In their position;
3. Attendance at practice;
4. Supports and leads in team spirit.

MOST IMPROVED PLAYER

The person who has learned and put to use the skills and rules of the game in the current polo season.

DATE: 89/08/23

AMENDED: 06/00

POLICY NUMBER 530 - POINT AWARDS

1. In recognition of a swimmer's personal achievement, those individuals earning 1 point or more during the season are awarded with a bar to affix to their Club pin.
 - a) Swimmers earn points when they finish in the top 6 or 8 in an individual stroke at a swim meet. Each year, a volunteer is assigned to record the points earned by our swimmers at each meet and present a total for the season.
 - b) Points for "O" swimmers will be awarded equivalent to their age division and equivalent to their placing in a race in that age division.
2. Point bars will be inscribed with the number of points earned.
3. Points will be awarded for individual events swim at all swim meets sanctioned by the Nanaimo Swim Club including B.C. Summer Games and Interprovincial Meets. Excluded will be time trials and Summer Games Trials.

DATE: 82/10/19

AMENDED: 88/07/14 – 06/00

POLICY NUMBER 540 - INCENTIVE AWARDS:

1. The Nanaimo Swim Club encourages individual swimmers by recognizing, wherever possible, their effort and/or achievement.

POLICY NUMBER 541 - GREEN APPLE AWARD:

1. Green apple awards may be presented to selected swimmers following a swim meet to recognize special admirable qualities demonstrated at the meet.
2. Included in the traits to be recognized, wherever possible, are noticeable determination in face of adversity, outstanding sportsmanship and good behavior.
3. Points earned at the swim meet are not a factor, although marked improvement resulting in a successful race may be.
4. Coaches will consult with each other in making the selection.
5. Recipients will be presented with a crisp green apple by the Coach as soon as possible after the swim meet.

POLICY NUMBER 542 - IMPROVEMENT RIBBONS:

1. Each time a swimmer at a swim meet betters his/her best recorded time, he/she earns an improvement ribbon. He/she may earn a 1,2,3p or 4 event ribbon for each meet attended. A time may be bettered from heats to finals. Should this occur, it shall be considered one event.

POLICY NUMBER 542 - YELLOW BANANA AWARD

1. Yellow banana awards may be presented to selected swimmers who have 4 best times in one swim meet.

POLICY NUMBER 543 - TEAM TOWEL AWARD

1. The team towel award may be presented to selected swimmers in Division 1 to 3 with 4 best times at 4 different swim meets. If the swimmer is Division 4 or up, with 4 best times in 3 different swim meets or 3 best times at 4 different meets. Swimmers can only achieve a Team Towel Award once.

POLICY NUMBER 544 - IMPROVEMENT RIBBONS

1. Each time a swimmer at a swim meet achieves a best time they are awarded an improvement ribbon. There is one improvement ribbon for each meet with all the new best times recognized on the back of one ribbon.

POLICY NUMBER 545 - WORKER OF THE WEEK

1. Worker of the week awards may be presented to a selected swimmer from each swim/polo group. The Coaching staff will make this selection based on attitude, attendance and effort displayed by the swimmer

DATE:

AMENDED: 85/06/05 – 06/00

POLICY NUMBER 543 - WORK SHIRT AWARDS

1. Fluorescent Swim Caps for each group will be purchased by the beginning of each season and kept by the Apparel Committee.
2. Each week the winners will be chosen by the coaching staff using their own criteria and meeting Board approval. Criteria will be stated in the first news letter of the season.
3. Regular attendance must be a criteria in weekly selections
4. Worker of the Summer Shirt Awards presented at the year end for each group will be banquet.

DATE: 85/06/0 5

AMENDED: 90/01/11

POLICY NUMBER 550 - FUN AWARDS

1. Coaches and any others who wish to recognize incidences, characteristics or qualities demonstrated during the year by a member of the Club will present fun Awards at the Club barbecue.
2. Fun Awards are presented 'in fun' and should be in good taste and not offend the recipient or his/her family. Care should be taken by the person presenting the award to make appropriate comments so that the entire audience can enjoy the good humour.
3. Each year the Board of Directors will allocate funds for Fun Awards to be presented by the Board or Coaches. Coaches or Directors may supplement this amount if they so desire.

DATE: 82/10/19

AMENDED: 88/07/14 – 06/00

POLICY NUMBER 610 - SWIM MEET REGISTRATION

1. The Board of Directors will appoint a person to be responsible for the coordinating preparation of all swim meet entries.
2. The club will provide information about swim meets and their registration requirements, deadlines and fees to swimmers and parents. i.e. Meet Information Book at the club bulletin board. Nanaimo White Rapids Swim Club
3. The coaches will provide a list of the events that each swimmer is to be entered in.
4. The coach/es will provide a list of relay team/s to be entered in each age division.
5. Depending on the coaching staff and their workload, the coach/es may be expected to complete some, or all, phases of meet registration.
6. If a family commits a swimmer to attend a swim meet, then is unable to attend or cancels participation after the club has submitted the meet registration fee, the swimmer or his/her family remain responsible for that meet event registration fees.
7. The Board of Directors will appoint a person to coordinate the collection and monitoring of swim meet event registration fees. Meet fees should prepaid. A family may in arrears of no more than \$20 in their meet fee assignment account.
8. Meet entries for team members will be posted at least three (3) days prior to the meet entry deadline.
9. All families must have all meet fees paid in full-time 7 days prior to the START of the Regional Meet or the members will not swim in the Regional Meet.
10. The club will post notice of meet entry deadlines at least one week prior to the meet entry deadline.

DATE: 82/11/10

AMENDED: 85/06/05 – 06/00

POLICY NUMBER 620 - RELAY TEAM FORMATION

1. Coaches are responsible for making up relay teams, not parents or swimmers.
2. Coaches will follow these general guidelines for formation of relay teams:
 - b) Members of a relay team will be chosen within their age category.
 - c) The fastest stroke combination within an age category will determine the composition of the relay team.
 - d) Where there are insufficient swimmers of the age group to form a relay, additional swimmers (maximum 2) can be chosen from the slower remaining swimmers after the younger age relay team has been formed.
 - e) Current meet performance of the swimmer should be considered when determining placement on or removal from a relay team.
 - f) Disciplinary action taken by a Coach may over-ride these guidelines
3. For the Regional Meet or Provincial Championships, a Coach who wishes to digress from these guidelines must
 - b) Present justification for the change to the Board or to the Coach Liaison committee, who will confer with the Board for approval.
 - c) Will explain the reasoning for the swimmers affected. change/s to the individual
4. Adjustments to or new B.C.S.S.A. Regulations will be incorporated into this policy.

DATE: 82/11/04

AMENDED: 85/06/05 – 06/00

POLICY NUMBER 630 - SWIMMER BEHAVIOUR

1. The Nanaimo White Rapids Swim Club expects a high standard of behaviour from its members at practices and at swim meets.
2. Courtesy and consideration for others, particularly team members, are basic components of our expected standard of behaviour.
3. A swimmer's conduct, in or out of the water should at no time impede the training and progress of any other swimmer.
4. Discipline problems are to be taken by parents to the coach, following which further representation can be made to the Liaison Committee. The Liaison Committee shall review the matter and shall report to the Board and the complaining parent and/or the parent of the swimmer(s).
5. The coaches will be directed by the Board to administer disciplinary actions where a swimmer's conduct contravenes the Club standard and such action will be corrective to promote acceptable behaviour.

Examples of unacceptable conduct:

- a) Swimmers refusal to follow coaches direction
 - refusal to swim a particular stroke
 - refusal to participate in warm-up
 - talking when the Coach is giving instruction
 - disrupting practice or swim meets
 - disrupting performance of relay teams
- b) Conduct
 - bad language
 - loud music
 - roughhousing, bullying, taunting, or spitting
- c) Breaching pool rules (e.g. running on deck)
- d) Breaching swim meet etiquette
- e) Destruction of public or private property

Guidelines for Disciplinary Action:

- a) Warning
 - b) Additional fitness and swim-related activities
 - c) Removal from the pool
 - d) Removal from current practice and notification of parent or guardian
 - e) Removal from practice for a specified time period and consultation with parent/guardian before return
 - f) Withdrawal of swimmer from the remainder of the meet and notification of parent/guardian
 - g) Replacement of disciplined relay team member and immediate notification of parent/guardian, and Board
 - h) With Board approval, suspension from team -4@ a specified time period and notification of parent/guardian
6. If the swimmer continues to breach the standard of behaviour and does not respond to disciplinary action, then the problem is to be referred by the Coach to the Board for review. The swimmer's parent(s) is/are to be notified of the Coach's action.
 7. The Board of Directors will support a Coach's fair and reasonable disciplinary action should a swimmer's conduct contravene the Club standard.

DATE: 82/11/04

AMENDED: 80/02/27 – 06/00

POLICY NUMBER 640 - FIRST AID

1. The Club may maintain a basic first aid kit. will be itemized Contents of the kit and a list attached.
2. If necessary, the first aid kit will accompany the team to all meets.
3. Costly items used such as splints and tensor bandages, will be returned or replaced by the user.
4. No swimmer or parent will hold the Club liable for first aid rendered.
5. It is the responsibility of the parent(s)/guardian(s) to take their children for further medical consultation.

DATE: 82/11/04

AMENDED: 86/01/27 – 06/00

POLICY NUMBER 650 - SWIM MEET TRAVEL:

1. Travel arrangements are an individual family responsibility.
2. Swimmers travel with parents to swim meets.
3. When a swimmer travels with another family, he/she is the responsibility of that family.
4. It is the responsibility of the family requiring transportation to make arrangements for provision of transportation, food and/or lodging with the host family.
5. Coaches will not share accommodation with swimmers unless a special arrangement is made with understanding and consent of parents involved, and the arrangements are approved the Board of Directors.

DATE: 82/11/04

AMENDED: 85/06/05 – 06/00

POLICY NUMBER 660 - SWIM MEET ACCOMMODATION

1. Accommodation arrangements for out-of-town Meets are the responsibility of individual families.
2. Families are free to stay where they wish hotel, motel, with relatives of friends at a campsite school gymnasium (when available)
3. Arranging for billets will be a family responsibility.
4. The BOD may appoint an accommodation coordinator. Suggested responsibilities:
 - b) Research accommodation possibilities and convey this information to the newsletter editor for publication.
 - c) Based on the information obtained choose a motel/hotel reasonably close to the pool and having a moderate rate* schedule and impact for the night/s in question
5. Coaches will not share accommodation with swimmers unless a special arrangement is made with understanding and consent of parents involved, and the arrangements are approved by the Board of Directors.

DATE: 82/11/04

AMENDED: 86/01/27 – 06/00