



The Port Alberni **TSUNAMI**

Swim Club

Operational Policy (OP):

1.0 PURPOSE: To provide the Swim Club with a manageable, simple and clear plan of action.

NOTE:- Long term policy will appear in the body of this document. Short term policies or year to year policies will appear as appendices. While the main policy may remain undated, all appendices must be dated to show the current year of operation.

2.0 FUNCTION: Useful as a guide throughout the year; this document will be a major decision-making tool for the Board and the Coaching Staff (decisions should only be made after consulting this policy).

3.0 CLARIFICATION & DEFINITIONS: For easy navigating of this document the following are provided.

- 3.1 OP 08/09 refers to this document.
- 3.2 The term board refers to the TSUNAMI Board of Directors.
- 3.3 The term coach(s) refers to the TSUNAMI coaching staff.
- 3.4 The term SNC refers to the Canadian National Swim body with which we are indirectly affiliated.
- 3.5 The term SwimBC refers to the provincial swim body with which we are directly affiliated.
- 3.6 The term VIR (Vancouver Island Region) is the regional body to which we belong within SwimBC.
- 3.7 The term 'time standards' refers to standards (A, AA, AAA & National) adopted by VIR, SwimBC and SNC to help regulate entry into more advanced swim meets.
- 3.8 The term 'Regional meets' refers to the developmental one-day Regional swim meets held within VIR commencing in October each year and concluding at the end of May the following year..
- 3.9 We compete in long course LC or L/C – 50 meter pools and in short course SC or S/C – 25 meter pools.

4.0 TRAINING & TRAINING YEAR:

- 4.1 Aim - Within a Long Tern Athlete Development (LTAD) model and framework, we will provide a program that creates an atmosphere in which athletes are encouraged to pursue excellence.
- 4.2 The training year and registration will commence early in September, for returning TSUNAMI swimmers and those with a coach's referral.
- 4.3 The training season will be divided into three main terms - fall, winter and spring. For the majority of the swimmers the training year will conclude on or about the end of May or first of June. Swimmers who have achieved an 'A' or better time standard will be encouraged to train until the end of June or early July. Elite swimmers will be encouraged to attend the maintenance training offered from early July until the pool closes for annual maintenance in August.
- 4.4 The evaluation/registration for FUNdamentals and new candidates (both pre-competitive and competitive) will commence with two free trial sessions in September - the week following the team registration, if at all possible.
- 4.5 There will be three eight-week FUNdamentals sessions (pre-competitive) throughout the year. These programs will be offered in each of the terms fall, winter and spring. The fall session will commence in late September or early October. The upcoming session start date will be announced at the conclusion of each session. Each session will conclude with an 'in-house' Mini-meet. The club will offer a SwimFit program for athletes not wishing to compete or to compete fully. Dependant upon skill level, these swimmers will be integrated into the EAG, MAG and TAG programs. Some conditions will apply and this will be spelled out in the explanation for each of the above levels.
- 4.6 **FUNdamentals - Learning the Basics** - (5 years old and able to swim at least one width of the pool – for a training outline and a brief Instructors guide see appendix 'A' attached)
 - Ripples** – 1 or 2 - ¾-hour practices a week (does not include SwimFit)
 - Waves** - 1 or 2 - 1-hour practices a week (does not include SwimFit)
 - Swim Meets** – In-house Mini-meets (during a regular practice session at the end of each session)
- 4.7 The competitive program is designed to reflect the club's upbeat path to growth, development and success. It will operate as follows -:

I. **EAG (Entry Age-group) -- Learning to Train**

- 2 or 3 - 1-hour practices a week (does not include SwimFit)

Swim Meets – In-house Mini-meets (during a regular practice session) – plus the one day VIR Regional Swim meets (especially those hosted by TSUNAMI). As the athlete develops he/she may be provided the option to participate in 1 or 2 selected Island meets.

Training Season – Early Sept until end of May/first of June.

II. **MAG (Middle Age-group)**

Dynamos - Learning to Compete

- 2 or 3 1¼- hour practices a week (includes SwimFit)

Swim Meets – In-house Mini-meets (during a regular practice session) – plus the one day VIR Regional Swim Meets (especially those hosted by TSUNAMI). As the athlete develops he/she may be provided the option to participate in selected Island meets.

Training Season – Early Sept until end of May/first of June (Swimmers achieving an A time standard may be invited to train longer).

Challengers - Learning to Achieve

- 3 1¼ hour practices a week (does not include SwimFit)

- swimmers achieving AA – may be offered a 1 TAG practice option.

Swim Meets – In-house Mini-meets (during a regular practice session) – plus the one day VIR Regional Swim Meets, Championship (if qualified) and Invitational meets.

Training Season – Early Sept until end of May/first of June (Swimmers achieving an AA time standard will be invited to train longer).

III. **TAG (Top Age-group)- Learning to Succeed - 'Goal Oriented'**

Competitive - 3 pack - 4pack – 5pack – 6 pack - training groups. Based on a swimmer's skill and work ethic, he/she will be assigned to a particular practice group. Move-ups from MAG to TAG should have achieved at least one 'A' time standard and may be asked to start at the 3-pack level. Those selected for the 3, 4 or 5 pack training may choose their 3, 4 or 5 practices from the following schedule: The 6 pack group will have the full schedule of practices. Upon registration 3, 4 & 5 pack swimmers will be expected to select their practice schedule. With the exception of the 3 pack group (afternoon practices only), swimmers may select a combination of after school and early morning practices.

SwimFit - 2 or 3 – Monday and Wednesday 1½ hour and/or Friday 1¾ hour afternoon practices (must select the SwimBC minimum 4 meet option).

NOTE:- The rationale – at this level of training it is important that all who practice with the MAG group compete – at least at the minimum meet level.

Swim Meets – All of the VIR Regional meets that do not conflict with key Championships, and Invitational Swim Meets suitable to the swimmer's skill and qualification.

Training Season – Early Sept until end of June/first July - - OPTIONAL – summer maintenance training July 1st until pool closes for summer maintenance.

NOTE:- In order to ensure that SwimFit applicants are able to maintain the training level required for a particular group, the coaches will evaluate each participant in order to assign him/her to the appropriate group.

4.8 The training schedule for the upcoming/current training year including days and times can be found in appendix 'B' to this document.

NOTE:- Should competitive and swimfit numbers cause serious overcrowding with the after school program, TSUNAMI will need to consider a staggered approach to training. This change could also affect the FUNdamentals program.

5.0 COMPETITION MEETS:

When all of the meet dates are not known, a meet schedule matrix should be shown as an appendix to this document. The appendix will be updated by the coaches when additional information becomes available..

5.1 The club has adopted the policy to support Vancouver Island Swim Meets first, in the following order of priority;

- I. The VIR Regional Meets,
- II. VIR S/C and L/C Championships,
- III. Invitational meets sponsored by VIR Clubs.

5.2 In an effort to support excellence, the club will do its utmost to support athletes qualifying for Provincial, Western and National events.

5.3 Meet fees will be handled in the following manner;

- I. Meet fees for the VIR Regional meets will be collected in advance each term (fall, winter and spring) - see Appendix 'B' for actual costs.
- II. VIR Championship, Island Invitational and SwimBC 'AAA' Champs meets - families will pay \$25 per swimmer per day for meets of 2 days or more. This fee will cover all entry fees and assist with the coach's expenses. Families with 2 or more swimmers attending a meet will be entitled to a discount similar to the monthly swim fee discount (25% for the 2nd child & 50% for the 3rd and additional children). These fees must be paid prior to the event in question.
- III. Expenses for meets beyond those not listed in 5.3 (II) above will be dealt with by the Board on a meet by meet basis.

5.4 The Club will cover a Coach's expenses for meets on Vancouver Island as follows;

- I. Use of personal vehicle on a gas recovery basis (receipt to be provided),
- II. A flat rate of \$30.00 per diem to cover out-of-pocket expenses,
- III. Overnight accommodation for meets over one day (receipt to be provided).
- IV. A hourly rate of pay – 1 day meet up to a max of 5 hours – 2 or more day meets (heats & finals) up to a max of 7 hours.

5.5 Coach's expenses for meet s off Vancouver Island will be dealt with by the Board on a meet by meet basis.

5.6 Swimmers 12 years or over may select the limited four-meet competitive option. Three of the four meets could be TSUNAMI hosted events and providing the swimmers qualify they may choose one other meet from the list of competitions.

5.7 Regardless of grouping, swimmers with an 'AA' standard will be encouraged to compete in VIR S/C and L/C meets and may be provided with the option of participating in other meets of a similar calibre.

5.8 Regardless of grouping, swimmers with a 'AAA' standard will be encouraged to participate in SwimBC S/C and L/C meets and may be provided with the option of participating in other meets of a similar calibre.

5.9 A swimmer qualifying with an SNC time standard will be encouraged to attend SNC S/C and L/C meets.

6.0 MOVE-UP CRITERIA: Generally speaking, in preparation for a September start, swimmers will move up to the next level at the end of the season (May/June). Should a swimmer achieve a sufficient skill level, time standards, a positive work ethic, and receive coaches recommendation, he/she may be invited to move up to the next level mid-season. Except under special circumstances, this will only take place during seasonal swim breaks; e.g., Christmas or Spring Break. The following criteria are observed;

6.1 Swimmers moving to the TAG group should have at least one 'A' time standard.

6.2 Swimmers achieving an 'A' time standard during the season:

- I. could be invited to become a member of the MAG – Challenger group, if 10 years & under
- II could be invited to one TAG practice a week. if already a member of MAG
- III. could be invited to join the TAG group, If 11 years or over.

7.0 FAMILY FUNDRAISING: From past experience, too much fundraising led to parental burnout; therefore the TSUNAMI Board decided to reduce the dependency on fundraising. The following fundraisers are low impact and help raise our visibility within the community as well as assisting the club financially. Those currently planned are;

7.1 Fall tag day – swimmer participation.

7.2 Bottle drive – ongoing year round – drop-off at the 4th Street Recycle Depot (credit the TSUNAMI account) Individual family participation.

7.3 Spring swim-a-thon – pledges – swimmer participation.

7.4 Our annual funding of \$20,000.00 from Bingo/BC Lottery is crucial to our existence. We are required to record our club parents' volunteer hours. As a club, we must volunteer from 6 - 10 hours at the casino, handing out our brochures. Parents will be asked to volunteer to cover our casino requirement. (Our current contract is up for renewal in November 2011.)

7.5 The Board may implement other fundraising ventures from time to time (especially in aid of a special event).

8.0 PARENT PARTICIPATION: With the exception of the training/competitive program run by the coaches, the parents manage and administer club activities. Working on the premise that 'many hands make light work', parents are encouraged to participate in club activities at a level where they feel comfortable. Parents are encouraged;

8.1 To become involved at the Board level and help with the decision-making and hands-on operation of the club.

8.2 To assist with fundraising projects.

8.3 To be willing workers when needed or asked.

8.4 To assist at meets hosted by TSUNAMI;

- I. Mini-meets are 'in-house' training meets for our FUNdamentals, EAG and MAG swimmers. Parents of these swimmers will be encouraged to assist as timers. This becomes a great training ground for parents and helps prepare them for sanctioned meets.
- II. We will generally host 3 sanctioned VIR Regional one-day meets, in our fall, winter and spring terms. For meets of this nature, the club operates on an 'all hands on deck' policy. Training will be provided.

9.0 FEE STRUCTURE: In addition to a one-time club registration and SwimBC fee TSUNAMI will charge a monthly club fee and term meet fees. Our costs (especially pool rental) have increased each year since 2007; however, with some very minor adjustments, the TSUNAMI Board has made a conscious effort to hold the line on monthly swim fees. We will also provide families with more options, by establishing a more family friendly fee system.

NOTE:- An updated fee structure matrix should be attached at the end of this document as an appendix. SwimBC's annually updated fee schedule may be downloaded from its website at - <http://www.swimbc.ca/swimbcregistration.aspx>

- 9.1 Fee Payment Policy, as follows;
 - I. The fees due and payable at the time of registration are; Club registration, SwimBC registration, current month's fee (for FUNdamentals this would be session fee) and the term meet fee.
 - II. Monthly post-dated cheques covering the monthly fees for the balance of the year are to be deposited with the club registrar upon joining.
 - III. MULTI-SWIMMER FAMILY DISCOUNTS:- (SwimBC Registration 3rd or more swimmers only) – TSUNAMI first swimmer full fee, 2nd swimmer 25% discount, the 3rd and additional swimmers 50% discount (club discount refers to monthly fees only).
 - IV. Term meet fees cover the VIR Regional meets only (there are usually 3 per term) and are due at the beginning of each term; fall at the time of registration, 1st January and right after the March school break.
- 9.2 Refund, Credits, Late Registration and Outstanding Accounts Policy – The following policy remains in effect;
 - I. Club & SwimBC Registration Fees - These fees are non-refundable and have to be paid to SwimBC by the Club before Oct. 1.
 - II. Credits – Credits for unused portions of the Term meet fee will be carried over to the next term's payment.
 - III. Withdrawal Policy - A 30-day notice for an athlete's termination of activity with the Club is required. Should a withdrawal occur on or after the middle of the month, the next month's payment or equivalent portion will be withheld. Once an athlete's outstanding account has been settled the balance and all unused cheques will be returned to the family.
 - IV. Exception - Should a swimmer withdraw for medical reasons or because the family is moving out of the Port Alberni area, the 30-day notice may be waived. A medical certificate signed by a doctor or proof of move could be required.
 - V. Late Registration Policy - For those swimmers registering after the advertised registration date in September, posted-dated monthly club fee cheques for the balance of the training year will need to be deposited with the registrar. In addition the swimmer will be charged the club and Swim BC registration fees. If the swimmer is in the competitive stream, term meet fees will be required. Depending on the time of the year, pro-rating of some fees may apply.
 - VI. Outstanding Accounts - Families with accounts over thirty days in arrears will receive a notice with a final due date for payment. Failure to pay by the due date will result in a **\$20 accounting fee** added to the account. Any swimmer whose account is over 60 days in arrears will receive a phone call from a director followed by mail notification alerting the family to the situation. The swimmer will not be permitted to train until the situation has been rectified.
 - VI. If sufficient notice is provided by the family for non-attendance at a meet, prior to the meet registration date, they will be credited with 60% of their athlete's meet fee for that particular event. The credit will go toward the next term fee.

10.0 MEET SCHEDULE & FEES: At the time of the development of this policy, all of the meet dates were not known. Therefore the meet schedule matrix shown as an appendix at the end of this document will be updated by the coaches as information becomes available.

- 10.1 The club has adopted the policy to support Vancouver Island Swim Meets first, in the following order of priority;
 - IV. The 8 VIR Regional Meets,
 - V. VIR S/C and L/C Championships,
 - VI. Invitational meets sponsored by VIR Clubs.

10.2 In an effort to achieve excellence, the club will do its utmost to support athletes qualifying for Provincial, Western and National events.

10.3 Meet fees will be handled in the following manner;

- IV. Meet fees for the Regional meets will be set prior to the September registration and will be collected in advance each term (fall, winter and spring)
- V. Championship and Invitational Meets - families will pay \$25 per swimmer per day for meets of 2 days or more. Families with 2 or more swimmers attending a meet will be entitled to a discount similar to the monthly swim fee discount (25% for the 2nd child & 50% for the 3rd and additional children). This fee will cover all entry fees and assist with the coach's expenses. These fees must be paid prior to the event in question.
- VI. Expenses for meets beyond Vancouver Island will be dealt with by the Board on a meet by meet basis.

11.0 CLUB – SWIMMER AWARD SYSTEM: The Coaching Staff will monitor the achievement of its swimmers by tracking the improvement (cumulative seconds) in all strokes and distances, from June 1st of one year to June 1st of the next. The top three in each of the age-groups listed below will receive a reward (see 11.2 below):

11.1 The award system is as follows;

- I. 10 year & under age-group,
- II. 11 & 12 year age-group ,
- III. 13 & 14 year age-group, and
- IV. 15 year & over age-group.

11.2 The Board will decide annually on the type of award – ribbon, certificate, medal, etc.