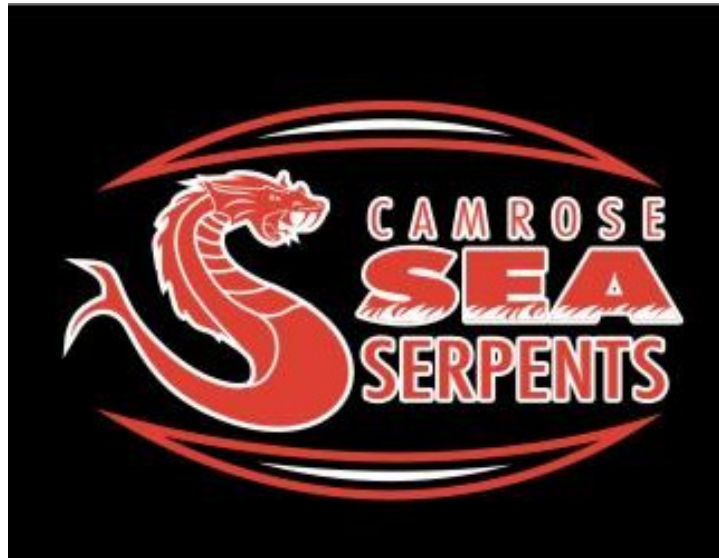


Camrose Sea Serpents



Parent Information Booklet

*Welcome to the
Camrose Sea Serpents
Swim Club*

Visit www.camroseswimclub.ca
for updates and current information including weekly
newsletters from the Coaches!

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The Club:

The Camrose Sea Serpents is a summer swim club. Our main objective is to encourage our members in the development of swimming techniques and to provide opportunities for our members to compete against other summer swim clubs.

We are a not-for-profit club run by volunteers and supported by membership and fundraising.

We are a member of the Alberta Summer Swimming Association (ASSA) and through the ASSA are members of Swim Alberta and Swim Canada. ASSA has 66 clubs as members and is divided into 6 regions. The Sea Serpents are in Region C which includes teams from Edmonton (Edmonton Huma and Edmonton Derricks), Sherwood Park, Fort Saskatchewan, Vermilion, and Lloydminster.

Message from the President:

On behalf of the Camrose Swim Club Board, I would like to extend a warm welcome to you and your family. We hope that you find this Parent Handbook to be a very useful tool to help you get to know the Club and guide you through some of the questions you may have as a Club member and Club family. Please, also make use of our website (www.camroseswimclub.ca) as another useful source for information and guidance. I look forward to talking to you at the pool, but also feel free to phone me or email me and we will do our best to address any concerns and answer your questions.

Yours in Sport,

Tamara Saby
President Camrose Swim Club
780-672-2129
tnjsaby@cable-lynx.net

2011 Executive:

President	Tamara Saby (tnjsaby@cable-lynx.net)	
Vice President	Tashia Baumle	
Past President	Armand Gagnon	
Treasurer	Jaimie Griffiths (jaigriffiths@hotmail.com)	
Secretary	Anita Eggink	
Directors	Ian Clark Margaret Falk Lori Hilgartner Tracy Hilgartner	Judy Riexenger Mike Rodin Tammy Sieben Susan Ward

Coaching Staff:

Our coaches have been dedicated to the Camrose Sea Serpents for many years. They show personal talent, commitment and expertise and have the necessary qualifications to lead our club to future successes at the highest level. Our coaches are all NCCP certified. For more information about our coaches, please visit our website at <http://www.camroseswimclub.ca/>.

Shane Gau

Head Coach

scgau@cable-lynx.net

Phone 780 608 6175

Coaching Team:

Todd Sieben

Jana Gau

Kristen Wotton

The Program:

We are a competitive swim club open to swimmers of all levels. However, in order to join the club and be safe in the water, swimmers must be able to complete 25 meters of the pool swimming front crawl, unassisted. Due to the capacity of our pool, the Camrose Sea Serpents membership is capped at 100 swimmers.

Our season begins May 1 and ends with Provincials which are held in August. Swimmers are encouraged to develop competitive swimming skills in a fun and supportive environment.

Depending on age, experience level and coach recommendations, swimmers are initially divided into two groups: Group 1 and Group 2. Prior to the first swim practice, swimmers will be notified which group they will begin swimming in.

Practice will be cancelled on all Stat holidays and some Fridays (when travel to a Saturday swim meet requires overnight stay or very early morning driving). Notice will be posted in the club newsletters, on the Sea Serpent Bulletin Board at the Aquatic Centre and on the club website (www.camroseswimclub.ca)

May Practice Schedule

Practices for the season will start May 2nd, 2011. During May, Group 1 and Group 2 will have separate evening practices **Monday to Friday**.

Group 1:

- Warm up (4:45 p.m.)
 - Parents are expected to have their children at the pool on time for a warm-up and stretching program. Swimmers are asked to wear proper footwear and clothing, as jogging is included as part of the warm up exercise. To speed up entry into the pool, you may also have your swim suits on under your warm-up clothing.
- Pool time (5 - 6 p.m.)
 - Parents are expected to stay during the warm up to help their swimmers get into the pool for their pool time. Due to the number of swimmers in the club, the coaches are unable to help individual swimmers get into their swim gear.

Group 2:

- Warm Up
 - Swimmers in Group 2 are expected to complete their own warm-up and stretching program prior to entering the pool. Flexibility is a key component to a swimmer's overall fitness level. A proper warm up, including stretching, will aid in reducing injuries and help increase personal performance. Swimmers must strive to have warm up completed prior to 6 p.m. and to be on deck ready to go for the start of the training session.
- Pool time (6 to 7 p.m.)

June Practice Schedule

During June, Group 1 and Group 2 will continue to have separate evening practices. Practices will be held **Monday to Thursday**. There will not be an evening practice Fridays.

Group 1:

- Warm up (4:45 p.m.)
 - Parents are expected to have their children at the pool on time for a warm-up and stretching program. Swimmers are asked to wear proper footwear and clothing, as jogging is included as part of the warm up exercise. To speed up entry into the pool, you may also have your swim suits on under your warm-up clothing.
- Pool time (5 - 6 p.m.)
 - Parents are expected to stay during the warm up to help their swimmers get into the pool for their pool time. Due to the number of swimmers in the club, the coaches are unable to help individual swimmers get into their swim gear.

Group 2:

- Warm Up
 - Swimmers in Group 2 are expected to complete their own warm-up and stretching program prior to entering the pool. Swimmers must strive to have warm up completed prior to 6 p.m. and to be on deck ready to go for the start of the training session.
- Pool time (6 to 7 p.m.)

July and August Practice Schedule

The practice schedule changes in July to include two practices per day - a morning practice and an evening practice. Swimmers from Group 1 and Group 2 attend practices at the same time.

Morning Swim Practice

- The morning swim practice is intended for those swimmers participating at a competitive swim level.
- Coaches will be contacting swimmers from Group 1 to let them know if they should attend the morning swim practice.
- Practices are held **Tuesday through Friday** from 8 - 9:15 a.m.
- All swimmers are responsible for their own warm-up and stretching program which will occur on deck from 7:45 to 8 a.m.

Evening Swim Practice

- Practices are held **Monday through Thursday** from 4:45 to 6 p.m.
- All swimmers are all expected to be at the pool at 4:30 p.m. for a formal, dry land training program.

Practices Prior to Regionals and Provincials

Regionals are held August 6 to 7th and Provincials are held Aug 12 to 14th 2011, in Calgary. Practices the weeks before Regionals and Provincials are for those swimmers attending these meets only. For those swimmers not attending Regionals, swim practices end July 28th.

Registration Fees:

- Payment of club fees are required upon registration.
- Registration fees for the 2011 season are \$300 per swimmer.

Payment Options:

- Payment will be accepted in the form of cash or cheque only.
- Payment can be provided as post-dated cheques.
 - Cheques must be dated prior to June 15th.
 - A maximum of four post-dated cheques are allowed.
- Any N.S.F. cheques are subject to a \$20 fee.
- If financial hardship poses an issue, contact the Club Treasurer to discuss payment options.

Bylaws, Rules and Regulations:

The Camrose Swim Club does have established bylaws, rules and regulations. This information is available from the Club President upon request.

Club Gear:

Swim Suits

- Club suits will be offered for sale only at the time of registration. It is recommended your swimmer has a practice suit and a competition suit as the suits become transparent after excessive use.
- If you need to purchase additional suits during the swim season you can contact:
 - Kinsmen Sport Centre in Edmonton (9100 Walterdale Hill Northwest, Edmonton; phone 780 288-5106)
 - Team Aquatics in Calgary (<https://www.team-aquatic.com>)

Goggles

- The Camrose Aquatic Centre carries a variety of goggles for sale during the swim season.

Swim Caps

- Each swimmer is given a swim cap at the start of the season.
- Incentive caps are distributed throughout the season by the coaches at the coach's discretion. Thank you to Central Agencies Inc. for sponsoring the club's incentive caps!
- Silicon caps (many swimmers prefer the silicon caps vs. latex caps) are available for sale during the season.

Clothing

- Club clothes such as hoodies, t-shirts, back backs, etc. is optional.
- Gear will be available for purchase only during registration.
- Swimmers are encouraged to at least purchase a club t-shirt to wear at Swim Meets.

Swim Meets:

One of the Sea Serpents' main objectives is to provide opportunities for its members to compete against other summer swim clubs. In this spirit, swimmers will be expected to participate in the first or second swim meet of the season, the Swim Meet hosted by our club and Regionals.

An entry fees for each swimmer registered in a meet is charged. Fees range from \$15 to \$27 dollars per swimmer. The meet fees for the first or second swim meet of the season, our own swim meet and Regionals are included in each swimmer's registration fees. A fee will be charged to each swimmer entering additional meets. The amount charged will be determined at the start of each swim season. For the 2011 Season, swimmers will be charged a fee of \$10 per swim meet. The remainder of the swim meet fee will be covered by the Club. If financial hardship prohibits a swimmer from attending a meet, the President may request the entry fees be waived.

Swim Meet Schedule

Camrose belongs to Region C and therefore participates in the following regional meets:

- Vermillion - May 28
- Camrose - June 12 (Held at the Wetaskiwin pool)
- Sherwood Park - June 18
- Derrick (Edmonton) - July 9 (Held @ U of A West Pool)
- Huma (Edmonton) - July 16 (Held @ Kinsmen Pool)
- Fort Saskatchewan - July 23
- Regionals - Sherwood Park Millennium Place - August 6 & 7
- Provincials - Calgary - August 12, 13, 14

Signing Up for a Swim Meet

- The sign up sheet will be posted on the bulletin board in the foyer of the Aquatic Centre (by the Trophy Case).
- Parents must sign their children up for meets - swimmers signatures will not be accepted.
- When signing up for a meet, you must indicate which events you would like your child to compete in, or if you don't know which events you must indicate "coaches choice", and the coaches will assign events based on the swimmers abilities.
- One of the events swimmers can participate in is the relays. Parents must put a yes or no under relays to help the coaches in determining relay teams in advance. Relays generally are held at the end of a swim meet. If you are unable to stay until the end of the meet, do not sign up for relays. In the event that one of the relay members is unable to swim, the entire team is unable to swim. The coaches strongly encourage all swimmers to compete in relays and will do their best to ensure swimmers receive that opportunity.
- Swimmers must be signed up three (3) weeks prior to scheduled meets to register the swimmers names and the events they will be competing in. If you will be away on holidays, please let the coaches know in advance if you will be unable to sign up for a meet and they will do so on your behalf.
- If for some reason you can not attend a swim meet you have signed up for, please notify Coach Shane Gau as soon as possible so the entry may be scratched. Please be aware that in the event of a late cancellation, the Swim Club is not able to recoup the entry fee.
- Failure to attend a swim meet previously committed to will result in a required reimbursement to the swim club for meet fees that the club had committed to paying.

Signing Up for Regionals

- If a swimmer is for some reason unable to participate in Provincials, they should not register for the relay option at Regionals.

- They may, however, still participate in the individual events offered at Regionals, but should inform the coaching staff of their plans.

Relay Teams

- The relay teams will be comprised of the four fastest swimmers from the appropriate age group or at the discretion of the coaching staff. The coaches will do their best to put together the most competitive team possible.
- Relays generally are held at the end of a swim meet. If you are unable to stay until the end of the meet, do not sign up for relays.
- In the event that one of the relay members is unable to swim, the entire team is unable to swim.

Swim Meet Results

Recorded swimming times are kept by the coaching staff for each swimmer, but parents/guardians are encouraged to do the same as you will be to track your swimmers progress from meet to meet. You can view team and individual results at www.assa.ca (Alberta Summer Swimming Association website), usually within 24 hours after a meet is finished.

Swim Meet Etiquette and What to Expect at a Swim Meet

Swim meets are a great experience for swimmers. They are a great opportunity to put all of their hard work to the test and see how they are progressing in developing their swim techniques.

Due to insurance regulations, parents are not allowed on pool deck. Coaches and assigned volunteers are in charge of swimmers during the swim meets. Parents are asked to remain in the spectator area - or better yet become a trained timer and get the best seat in the pool! We also ask you to encourage your child to remain with the club during the meet. It is difficult to keep track of the number of swimmers in our club and we do not want your swimmer to miss their event!

Listed below are some tips to make your swim meet experience a fun one!

- Confirm with your coach what time swimmers are due at the Swim Meet. Warm ups are usually early in the morning. Arrive at the pool at least 15 minutes before the scheduled warm-up time begins.
- Once you arrive at the swim meet, check in with your coach so they are aware you have arrived.
- Upon arriving, find a place to put your swimmer's gear. There usually is a spot designated for each club. Ask the coach where our designated spot is and look for familiar faces.
- The swimmer should then get prepared for the warm-up by getting his/her cap and goggles ready.
- Heat sheets are available for purchase at each swim meet. They usually cost \$2 or \$3. This is a booklet that outlines the schedule of events and the swimmers in each event in order of seed time (the swimmers best time in that event). If a swimmer is swimming for the first time in an event, he will be entered as a no time or 'NT'. Bring a highlighter to highlight your swimmers events.
- Write each event number on the swimmers hand in ink. A black marker works great! This helps swimmers remember what events he/she is swimming and what event numbers to listen or watch for.
- Due to insurance purposes, parents are not allowed on deck at swim meets. Once you have settled your swimmer in the designated area, parents are asked to find a seat in the spectator viewing area.
- After the warm-up, your swimmer will go back to the designated area for the team. They will wait there until their first race is called. This is a good time for swimmers to visit the bathroom if necessary, get a drink or just get settled in. The meet will usually start about 15 minutes after the warm-ups are over.
- Listen to or watch for your swimmer's events. There usually are announcements and a board which lists the events being marshaled. When your swimmer's event is getting close, they will go to a race check-in location and an official will line up the swimmers and take them down to the pool in the correct order for their race.

- After their event, swimmers should go immediately to his or her coach for race feedback. At this time, the coach will provide positive comments, praise and suggestions for improvement.
- When a swimmer has completed all of their events, the swimmer and parents can go home. Make sure and check with the coach before leaving to make sure your swimmer is done all of their events and is not swimming on a relay team.
- Results are usually posted somewhere in the facility. Awards are usually given out at the end of the meet. If your swimmer is to receive an award please stay for the awards presentation. All swimmers are also encouraged to stay and cheer on their team mates who may be receiving an award. This teaches great sportsmanship!

What to Pack for a Swim Meet

Swim meets are an all day affair and often last until 5 or 6 p.m. that day. Without the proper gear, food and drinks it can be stressful day for the swimmers and the parents! Each club is usually designated a spot. However, space is limited at swim meets. Please be considerate of other swimmers. Below are tips for what you should bring to a swim meet:

- Pack a blanket, pillow, lawn chairs and anything else used for eating and relaxing.
- Bring extra swim goggles and a bathing suit if you have them. Sometimes there can be a 'wardrobe malfunction' so it is good to be prepared with back ups.
- Bring a hoodie, t-shirt and pants for swimmers to wear between events. Swimmers are in and out of the pool all day and will be wet often. It is recommended that you bring multiple amounts of clothing and towels. Bring a change of clothes for the end of the day.
- Bring some kind of entertainment for your swimmer for in between events such as books, board games, and other games.
- Most swim meets are indoors. However, on occasion meets are at outdoor pools or our designated area is outdoors. It is important in these situations to pack for all conditions. Bring sunscreen, blankets, rain gear, hats, etc. Some families even bring small tents to set up.
- Some pools have concession stands but don't depend on one being open for lunch. Pack a healthy lunch in a cooler. Pack plenty of fluids such as juices, and plenty of carbohydrates.
- Please label everything your child brings along on the swim meets – it is easier to locate if you have your name on it.

Nutrition: What to Eat and When

Good nutrition can't replace excellent coaching, effort, talent, and personal drive. But there's no question that what your child eats and drinks can make a difference in their reaching peak performance during the swim season. Nutrition does not make an average athlete elite, but it can make an elite athlete average.

For sports and everyday living, carbohydrates are your body's foremost energy source – and main fuel for working muscles. Training and a healthy carbohydrate-rich diet work together to boost the competitive edge. Training helps your body use carbohydrates efficiently and store more as muscle glycogen. Stored in muscles, glycogen fuel is ready to power your child's swimming.

So what is a healthy diet to boost the competitive swimming edge? The research is very compelling that eating well on days of practice is just as important as eating well right before a swim meet. A balanced diet rich in fruits, vegetables, whole grains, nuts and seeds will help your child train harder so that he or she is better prepared for competition.

What your child eats right before the meet can also help, but more importantly a healthy carbohydrate-rich diet for several days prior to the meet makes a difference. Again, a diet rich in fruits, vegetables,

whole grains, nuts, seeds, low fat or nonfat dairy and lean choices of protein are the foods that are going to provide the nourishment a competitive swimmer needs.

What to Eat before the Meet

Eating a hearty high-carbohydrate dinner the night before is important. Pre-meet dinner ideas include: your child's favorite pasta dish (preferably with whole wheat pasta), whole grain roll, and their favorite vegetable with fruit and angel food cake for dessert. Another possibility is chili made with beans and some lean meat, bread, and their favorite vegetable topped off with a serving of fresh berries and ice cream. Whatever the dinner menu, just make sure it is loaded with complex carbohydrates and some lean protein.

In the morning getting kids to eat before a swim can be tough. But eating breakfast before an early morning swim meet is especially important because it replenishes glycogen in the liver (which later can be used for fuel when needed during a race) that may have been used by the body while sleeping. If at all possible, it's important not to skip breakfast. Following are some ideas of light, high-carbohydrate breakfast meals or snacks. Many of the foods can be put in baggies for eating on the way to the swim meet or shortly after arrival if your child's appetite for breakfast hasn't quite kicked in.

- hot or cold whole grain cereal with fruit and milk
- pancakes with syrup, fat-free yogurt, and strawberries
- toasted whole wheat waffle topped with fruit and yogurt
- smoothie made with yogurt, low fat or nonfat milk, or soy and fruit or 100% fruit juice
- whole grain toast with peanut butter and jam, 1% chocolate milk
- whole grain bagel with light cream cheese and jam, fruit and juice
- whole grain crackers, cheese stick, banana, and fruit juice
- bran muffin, yogurt, and berries
- leftover cheese pizza slice and orange juice

During Competition

For starters, keeping kids hydrated is key, especially during those hot summer days. Water is best, but sometimes a slightly sweetened beverage such as a sport drink or slightly diluted 100% fruit juice can be a good choice. These drinks will help maintain your child's blood sugar levels, boost stamina, and help replenish their muscle glycogen. Drinks high in sugar such as sodas and other sweetened beverages can actually cause mild dehydration because water is pulled into the stomach to help dilute the sugar concentration of the sugared beverage. So, whenever possible, avoid highly sweetened drinks during the actual meet and before practice.

During the meet healthy high-carbohydrate, low-fat and low fibre snacks are key for replenishing the body's fuel source. These foods are digested quickly and are the primary fuel for all forms of physical activity. Once you start exercising, undigested food stays in your stomach and can cause cramping so swimmers should eat small amounts frequently throughout the day. The most important thing is to choose foods you are familiar with to avoid stomach upset and cramping.

High-fat snacks including cookies, candy bars, and potato chips take longer to digest and can actually slow your child down on race day. Healthier snacks for competition day are low in fat and high in carbohydrates such as fresh fruit sliced, wedged, or whole, whole grain crackers, pretzels, bagels, rice cakes, fruit bars, smoothies, and nonfat yogurt.

Never try a new food or food combination on competition day. You do not want to risk an upset stomach on the day of a meet!

Recovery Foods

After strenuous exercise, it is important to refuel your muscles. Your muscles store energy but it gets used up during activity.

The best time to replace the used energy is within 15 minutes of ending the activity. Within this time, it is easier for your muscles to replace energy. Choose foods that are high in carbohydrates, like breads, cereals, pasta, fruits and vegetables.

Meal After Swim Meet

It is also important to plan a recovery meal within 2 hours of ending the meet. To build and repair muscles after exercise, your body needs protein. Foods from the Meat and Alternatives food group are good sources of protein to include in your after-activity meal. Remember to keep your meals balanced by including at least three of the four food groups. This will help your body to get the nutrients you need. Also remember to drink enough fluid for adequate hydration.

For more information such as sample menus, visit www.healthyalberta.com.

Officials:

Competitive swimming is a sport, which requires parent involvement. This is your chance to become involved! It is very important to the operation and growth of our club that at least one parent/guardian per family become a qualified official. We need many volunteer officials to host our own meet.

Official courses are offered free of charge online at www.swimalberta.ca/officials/index.htm. Level 1 (timers, marshalling) is the entry point for all new officials. This course is very easy, but necessary to take if you wish to volunteer to time at swim meets. Please visit the website and if you have questions talk to the coaching staff.

Fundraising:

Registration fees do not cover the entire budget for operating a complete swim club. Fundraising is necessary. Club expenses include pool rental fees, swim meet fees, coaching, life guards, equipment and swimmer registration fees with Alberta Summer Swimming Association, etc. Registration fees would have to be increased to an unacceptable level should fundraising be eliminated. Our aim is to keep fundraising to a minimum but in order to do so all families are expected to participate.

The club hosts fundraising events throughout the season including:

Bottle Drive:

- May 25th, 2011
- All families are required to participate in this fundraiser.
- A \$100.00 post-dated cheque will be taken at registration.
- We request at least one parent/family and all swimmers participate in the bottle drive. This cheque will be cashed if you do not participate in this fundraiser.
- You will receive email notification, newsletter reminders and/or a phone call to remind you of the bottle drive.
- Organizers: Ian Clark and Margaret Falk

Swim Mania:

- June 1, 2011
- Swimmers are asked to get pledges for the number of lengths of the pool they can swim in one hour.

- Pledge sheets will be available at registration.
- Organizer: Taralynn Semmens 780 672 6465

More information on additional fundraising will be available on our website and communicated to families as details are finalized.

Wind Up/Annual General Meeting/Awards:

A potluck wind up party and Annual General Meeting will be held at the end of the season. At this time awards are presented. The Annual General Meeting, which includes the election of the Executive and Directors for the next season, will follow the potluck and awards presentation. Notification of the windup/Annual General Meeting will be posted on the bulletin board, club website and sent via email.

Club Expectations:

Team work amongst the coaches, club members and their families is essential in developing and maintaining a successful swim club. Working collaboratively to provide a positive experience for everyone is necessary.

Swimmers and parents, who choose to disregard the following expectations, may be denied entry to the program the following year.

Parent/Guardian Expectations

Parents shall:

- obey all the rules and regulations of the club, ASSA and the facilities used both at practice and competitions.
- support their child, coaches and teammates in order to reach individual and club goals.
- encourage their child's full participation at practices, competitions and club approved activities.
- follow all fundraising club policies outlined prior to the season at registration.
- volunteer at fundraising activities throughout the season.
- not be on pool deck during swim practices without special permission approved by the coaches or Executive.
- not be on pool deck during swim meets other than in an Official capacity or as a club designated chaperone.
- discuss any concerns with the program with the Club President or appropriate Executive Member.

Swimmer Expectations

Swimmers shall:

- obey all the rules and regulations of the club, ASSA and the facilities used both at practice and competitions.
- be on time for both practices and swim meets.
- take responsibility for informing their coach of any upcoming absences in advance and by any required deadlines.
- respect all coaches, officials, volunteers and facility staff at practices and meets.
- participate in swim meets and club approved activities.
- follow coach direction, instruction and feedback.
- represent the Sea Serpents in an honorable and respectful manner when at meets and practices. This includes no foul language, fighting, snapping towels, destruction of property and equipment, littering and bullying in any manner.

- respect any and all patrons of the facilities used, including change rooms and shower.
- wear Sea Serpents gear at meets including suits, caps, t-shirts/hoodies. If the swimmer does not own any Sea Serpent gear, then team colors (red and black) should be worn.
- be prepared for meets, including equipment, healthy food and beverages.
- clean up the area that you were sitting in at swim meets before going home.
- **Older swimmers are asked to be an example to younger swimmers and help out with younger/inexperienced swimmers as needed.**

Harassment and Discipline Policy:

The following excerpt is from the Alberta Summer Swim Association (ASSA) handbook, which all senior officials and executive ASSA members use a guideline in matters of discipline and harassment. The Camrose Swim Club, as a member of the ASSA, will follow this guideline in matters of discipline and harassment.

“The Alberta Summer Swim Association (ASSA) is committed to designing and providing a healthy swim community for its athletes, coaches, officials, and volunteers. The harassment policy applies to all members and all events related to ASSA. The ASSA shall not tolerate any form of harassment and undertakes to protect all members. Harassment is a form of discrimination and is prohibited by the Canadian Charter of Rights and Freedoms and by the Human Rights legislation in Alberta.

All members, staff and clubs are responsible for supporting this policy and actively contributing to create a healthy swim community and awareness of harassment prevention and elimination.

The person who experiences harassment may make a formal complaint. There is a formal process to lodge a complaint, which is stated in the Alberta Summer Swim Association harassment Policy and Procedures document. The ASSA has a Harassment Officer(s) who will receive complaints and conduct the process to resolution. It is recommended that complaints start at the club or individual level and if necessary be elevated to the Regional and/or provincial level, at which point the ASSA Harassment would become involved. All formal complaints shall be made known to the ASSA Harassment Officer.

Disciplinary Action

Members or employees of the ASSA against whom a complaint of harassment is substantiated may be severely disciplined, up to and including employment dismissal or termination of membership.

Confidentiality

ASSA understands that it can be difficult to come forward with a complaint and that it can be devastating to be wrongly convicted of the harassment. Therefore, ASSA recognizes the interest of all parties and the need to keep the matter confidential. ASSA and its members will not disclose any information as outlined in the policy.

If you have any questions regarding the policy or procedures please contact your Club President. If necessary you may contact ASSA directly.

Code of Conduct

This policy was developed to promote an enjoyable and safe environment for all club members to develop competitive swimming skills. Successful athletic programs all have a basic understanding of acceptable and cooperative behavior among athletes, parents and coaches. Therefore, upon acceptance to the Camrose Swim Club, all members will be expected to conduct themselves in accordance with the Code of Conduct.

Athletes will:

- Respect team-mates, competitors, coaches, parents, officials, and property.
- Not use alcohol, tobacco or drugs.
- Behave in such a way that actions reflect positively on the team.
- Strive to be punctual for practices and meets.
- Play fair and display good sportsmanship including yielding to a faster swimmer during practice.

Consequences

Failure to meet Code of Conduct requirement may result in the following:

1. Time Out – Swimmers will be asked by the Coach to sit on the deck edge. Parents will be contacted by the Coach to discuss the situation and a member of the Board will be notified.
2. Dismissal from Practice or Meet – This will occur if a swimmer repeatedly violates the Code of Conduct or if any action is deemed to warrant a more serious punishment. The length of the suspension will be determined by the Board.
3. Expulsion from Swim Club – This is for any swimmer continually creating a disturbing environment by repeated violation of the aforementioned code.

Examples of infractions include: verbal abuse such as swearing or other inappropriate language gestures. Also included are physical actions such as pushing, hitting, spitting, or any other action that would infringe upon a swimmer's personal space either in or out of the pool and intentional interference with a swimmer's movement in the pool.

Finally, the dressing rooms have been the site of unnecessary horseplay and bullying. Change rooms are for changing only. Several complaints have been reported to the swim club regarding behavior in the change rooms and this behavior will not be tolerated. If there is any bullying, a suspension is automatic. Other horseplay will be punished also, and it is the parent's responsibility to ensure that their children act appropriately. Remember that you represent the Swim club and the City of Camrose, and that your actions will reflect positively and negatively on the club.

Information/Communication:

It is essential to stay up to date on club happenings throughout the season. Information will be communicated to parents/guardians in a number of ways including:

Newsletters

- Throughout the season Coach Shane Gau will be posting weekly newsletters on the Swim Club bulletin board in the lobby of the pool and also will post these newsletters on the Club's website (www.camroseswimclub.ca) This newsletter will outline skills and strokes the coaching staff will be focusing on in practice; as well as lessons on character development, nutrition guidelines, and upcoming swim meet dates/information.

Bulletin Board

- Parents are asked to check the message area (bulletin board) for upcoming meets or information regarding the swim club.
- the bulletin board is to the left of the trophy case in the lobby of the Aquatic Centre.

Notification/Reminders to Members

- When it is necessary to communicate information to all members, you will receive an email notification.
- You will be phoned only if you do not have email.

Website

- The club has its own website which can be found at www.camroseswimclub.ca.
- Parents/guardians are asked to check the website frequently for updated club information.

Useful Websites:

Camrose Swim Club	www.camroseswimclub.ca
ASSA	www.assa.ca
Swim Alberta	www.swimalberta.ca
Swimming Canada	www.swimming.ca
Team Aquatic Supplies	www.team-aquatic.com

Thank You to Our Sponsors:

Thank you to the following businesses for their support!

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Welcome to the Club:

By joining the Camrose Sea Serpents, your child has just become a member of one of the country's largest and most organized youth sports. Swimming competitively can be fun, exciting and rewarding. Remember, not every swimmer becomes a world record holder, but every swimmer gains from their swimming experience.

Supporting your child in swimming can be one of the most rewarding experiences of your life. You may soon find yourself cheering at competitions, timing during meets or even going on to become a certified official. Whatever your role, your child's experience in swimming has much to do with your positive support.

Please ask questions of your coaches, officials and fellow parents. We all have the same goal - to provide your child with the best possible swimming experience.

Happy swimming!