

# **KILLARNEY GATORS SWIM CLUB.**

## **CODE OF CONDUCTS, ROLES AND RESPONSIBILITIES.**

Killarney Gators Swim Club (KGSC) is a registered not for profit society and must comply with all regulations as set out in the Society's Act ([http://www.bclaws.ca/EPLibraries/bclaws\\_new/document/ID/freeside/00\\_96433\\_01](http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_96433_01)).

KGSC swims on the property of Vancouver Board of Parks and Recreation (VBPR), as such, we have to abide by their code of conducts. VBPR code of conducts states that for all of us to:

- Be Responsible and Respectful
- Play Fair and Share
- Say "No" to Abuse
- Be Positive and Encouraging
- Expect the Best

in order to enjoy public recreation in Vancouver.

### **The Board of Directors**

KGSC is a parent run organization. The executive handles the day to day business of the club. Some of the duties of the club executive include: hiring of coaching staff, working with the coaching staff to ensure that a proper Swimming / Natation Canada (SNC) swim program is being offered, communication with SwimBC and the Lower Mainland Region (LMR), setting budgets, arranging for fundraising events, arranging pool time as required, arranging swimmers to attend competitions in conjunction with the coaching staff, organizing local swim meets, training officials, purchasing new equipment as required and arranging for team publicity.

KGSC board of Directors is comprised of several members, elected at the Annual General Meeting (AGM) which is held in the first month of the swim season in which all members are expected to attend. The operation of the team is discussed here, and elections for the executive for the upcoming season will take place. Financial Reports of the previous year are tabled, and budgets brought forward for the current year.

The executive meetings are normally held once a month. The minutes of the meeting are available from the president. If you have a matter for discussion at an executive meeting, we would like you to write a detailed letter that can be sent to the Board's secretary ([secretary@gatorswimclub.ca](mailto:secretary@gatorswimclub.ca)). The letter will be presented at the following board meeting and discussed.

As KGSC is a very active team, there is a lot of work to be done each year, and all parents are expected to assist where possible. There are many board positions that require a parent volunteer.

- President –oversee all operations. He/She is also the LMR and SwimBC representative for the club. The President also represents the club as board of director of the Killarney

Community Centre Society (KCCS) since KGSC is affiliated with KCCS. The head coach reports directly to the president.

- Vice President – Will act in the absence of the President. Ensures that the club handbook is updated annually and is made available to the members.
- Secretary – Performs all secretarial functions for all committees and executive. Keeps accurate written records of all club functions.
- Treasurer – Ensures financial control. Handles all funds and reports monthly to the Executive. Liases with all financial organizations. Prepares the club's finances for gaming audits.
- Registrar – Keeps records of all swimmers' registrations and movement between groups in consultation with the coaching staff. Keeps the Treasurer informed of billing adjustments.
- Member at large – assist in the functioning of the Board

Detailed duties of the Board members are available in KGSC by law ([www.gatorswimclub.ca/reference](http://www.gatorswimclub.ca/reference)).

In their roles, KGSC board members must:

- Be familiar with the code of conducts, this document, Swim BC Rules and Club rules.
- Within the Club ensure and approve the appointments of parents non-committee volunteers
- Carry out the required duties for Swim BC, LMR or Club with understanding that the welfare of children is paramount
- Follow the Swim BC policies and procedures so that all activities are in accordance with Swim BC guide:
  - Create safe environment for children,
  - Ensure the codes of conduct are in place for all involved,
  - Recruit suitable volunteers and employees
  - Understand and implement the complaints and disciplinary procedures,
  - Ensure safe induction and supervision of volunteers/employees,
  - Ensure other activities follow procedures e.g. away trips,
  - All required procedures contained in this document are adopted
- Ensure complaints including rumours are not ignored and dealt with appropriately, following the relevant procedures including:
  - Recording all incidents.
  - Reporting the incident/accident or injury,
  - Informing the parent or guardian (if child involved).
- Keep and store securely all documentation with respect to meetings, correspondence and minutes of committee meetings together with General Meetings, including the Treasurers report.
- Set up, maintain, revise and implement rules in the best interests of Swim BC, LMR or the Club. Rules should not contravene any Swim BC rules and must be communicated to the relevant members.
- Ensure effective communications with members through e-mail, web posting, bulletin boards and/or monthly newsletter.

- Inform parents/guardians in advance and obtain consent for children to be involved in events outside the normal activities within the aquatic disciplines e.g. fun day out, fundraising.
- Inform parents/guardians where a matter or problem arises relating to their child.
- Head Coach must be invited to at least 50% of the Board meetings per annum to report and advise the Board regarding issues relevant to the club. Head Coach can attend all meetings if he/she so wish however.
- To ensure that the Head Coach be accountable to the Board.
- During registration:
  - The Board should ensure that registration is open for all. If any of the Executive making the request not to accept registration of any swimmers, this matter must be brought to the attention of the KCCS Board of Directors.
  - If any of the coaching staff felt there was a child that should not be registered in the swim club (for example due to no longer meets the swimming requirements or breaking swimmer's code of conduct) the reasons would have to be documented and these reasons would be taken to the executive for review. If it was determined that the child should not be registered then the executive would meet with the parents in the hopes of finding a solution
  - The Registrar and/or designated board members be available on registration day so if there are any questions they are not left to volunteers who may not know the answers

In addition to board positions, our club also has a number of non – board positions which do not require the commitment of attendance at the monthly executive meetings. To this extent, parents can assist the club in these positions that are not legally required in order to run the club, and the people filling these roles are not required to attend the board meetings. These positions are required to run the club efficiently. It is expected that all members will be able to help in some way during the season as meet timers or other officials, fundraisers, or other roles either short term or longer term. If you would like to assist with one of these roles in any other capacity, please contact the [president@gatorswimclub.ca](mailto:president@gatorswimclub.ca)

- Equipment Manager – Reports to treasurer. Coordinates all team equipment sales and purchases.
- Officials Coordinator – Keeps and submits records of the club officials. Provides official training courses for club members, and will liaise with SwimBC concerning officials. Will recruit and coordinate officials for all meets.
- Social Committee Coordinator – Plans, organizes and runs food concession at KGSC Swim Meets. Also recruits help for deck munchies.
- Travel Coordinator – Coordinates all team travel arrangements for meets. This includes chaperones, billeting, hotels and payments for team travel. Reports to the coaching staff and treasurer.
- Electronic Newsletter Editor – Distributes monthly newsletter to all members, vital for club communication.
- Meet Manager – coordinates official, sanctioned meets that our club may sponsor. This will be done within the guidelines specified by SwimBC. Reports to the executive.

- Fundraising Coordinator – Coordinates all fundraising activities. Will organize and chair fundraising committee. Works with Vice President to coordinate these activities.
- Webmaster – develop, update and maintain KGSC websites including photos and videos if necessary.

### **The Coaches**

KGSC works very hard to ensure that our swimmers have the best coaches possible. The Coaches' commitments are to uphold our club objectives to the best of their ability.

- To provide a program where every swimmer improves in swimming skills, speed and strength, through a fun and original program.
- To treat all swimmers equally and with respect.
- To provide the appropriate training given the swimmer's individual goals in all aspects, both physically and mentally.
- To provide opportunities for the swimmer to compete at the appropriate level.
- To assist in the education of young swimmers in various life skills; including nutrition, organization, and mental skills conditioning.
- To motivate the swimmers and enable them to reach their personal goals in swimming.

Details of coach's duties are written in the coach contracts. These documents are available upon written request to the President.

It is expected from KGSC coaches to:

- Be familiar with and follow the required procedures in the code of conducts, this document, Swim BC rules and LMR and KGSC rules.
- Carry out duties and responsibilities with the understanding that the welfare of children is paramount.
- Should be qualified for your position and have obtained up-to-date knowledge and skills as required by Swim BC.
- Create a safe and enjoyable environment for children by:
  - Planning and preparing appropriately and be positive during practices.
  - Prioritising skill development and personal satisfaction over highly structured competition.
  - Setting age appropriate and realistic goals.
  - Avoiding favouritism
  - Praising and encouraging effort as well as results.
  - Showing respect for all involved, children and adults.
- Recognise and ensure the welfare of children by:
  - Keeping attendance records,
  - Not exposing a child to criticism, hostility or sarcasm,
  - Never swearing at, ridiculing, shouting unnecessarily or arguing with a child,
  - Being aware of a child's developmental needs and how a child may be psychologically or physically affected,
  - Working in a transparent environment,
  - Ensuring there is adequate supervision,
  - Involving and updating parents, especially if a problem has arisen,

- Never using physical punishment or force,
- Not using verbal or physical punishments or exclusion for mistakes.
- Do not allow or engage in bullying behaviour, rough physical games, never allow or engage in inappropriate physical contact of any kind to a child.
- Keep any information in relation to a swimmer of a personal or medical nature strictly confidential unless the welfare of the child requires the passing on of this information.
- Never exert undue influence over a participant in order to obtain personal benefit or reward.
- Acknowledge the use of drugs, alcohol and tobacco is incompatible with a healthy approach to swimming and must be discouraged. Avoid the use of alcohol at all times whilst responsible for young people e.g. training sessions, events and on trips with young people.
- With regard to registration:
  - Coaches must ensure that registration is open for all. If any coaching staff is aware of a child not being allowed to register for any reason, the coach must bring this matter to the attention of the Board Executive immediately. If it is the Executive making the request, this matter must be brought to the attention of the KCCS Board of Directors. Failure to do so would result in disciplinary action.
  - If any of the coaching staff felt there was a child that should not be registered in the swim club (for example due to no longer meets the swimming requirements or breaking swimmer's code of conduct) the reasons would have to be documented and these reasons would be taken to the Executive for review. If it was determined that the child should not be registered then the executive would meet with the parents in the hopes of finding a solution.
  - During new season registration, the head coach should be available to answer any questions about swimming procedures but not be involved in the registration process

## **Parents' Roles**

As a parent, your major responsibility is to provide a stable, loving and supportive environment. This positive environment will encourage your child to continue. Show your interest by ensuring your child's attendance at practices, and by coming to meets.

Parents are not participants on their child's team, but obviously contribute greatly to the success experienced by the child and his team. Parents serve as role models and their children often emulate their attitudes. Be aware of this and strive to be positive models. Most importantly, show good sportsmanship at all times toward coaches, officials, volunteers, opponents, and teammates.

### Be Enthusiastic and Supportive .

Remember that your child is the swimmer. Children need to establish their own goals, and make their own progress towards them. Be careful not to impose your own standards and goals.

Do not over burden your child with winning or achieving best times. The most important part of your child's swimming experience is that they learn about themselves while enjoying the

sport. This healthy environment encourages learning and fun, which will develop a positive self-image within your child.

#### Let the Coach, Coach.

The best way to help a child achieve their goals and reduce the natural fear of failure is through positive reinforcement. No one likes to make mistakes. If your child swims poorly or struggles, remember that they are still learning. Encourage their efforts and point out the positive aspects of their swimming, things they did well. As long as they gave their best effort, you should make them feel like a winner.

#### The Swimmer`s Bill of Rights.

...right to participate in swimming regardless of their ability level.

...right to have qualified adult leadership.

...right to participate in safe and healthy environments.

...right to play as a child and not as an adult.

...right to proper preparation.

...right to participate at a level that is commensurate with their development level.

...right to be treated with dignity by all involved.

...right to equal opportunity to strive for success.

...right to have fun through swimming.

#### **Parents' Responsibilities**

##### Get Your Child to Practices and Meets on Time

As in all sports, there are many events that your child must attend; practices, team meetings, competitions, special events, etc. The coach wants your child to enjoy the experiences of swimming as much as possible. The coach also has a responsibility to look after the team as a whole. Start times are very important to get the most use out of pool time, ensure arrival commitments are made and events generally go as planned. Late or inconsiderate members hurt everyone. If your child is going to be late or miss, let someone know.

##### Become Involved

This does not mean you have to run for President your first year, but try and get involved in some aspect of the club. The easiest position is to sign up to be an official at the first swim meet. You get to enjoy the competition, meet other parents, and watch your child participate. Officiating can be fun and you can progress through the levels at a similar rate as your child. Very few other sports provide this opportunity.

It is important that you try to update yourself with information provided through emails, websites or newsletter, to attend your club's meetings and especially the Annual General Meeting. You certainly do not need to run for office, but you should be aware of the club's business affairs. You also may have an expertise that the club could tap into for assistance.

In this era of economically trying times, the cost of swimming is becoming progressively more difficult to deal with. It is imperative that parents pitch in to assist the club with all fund raising and cost effective measures. Your involvement is also contributing to your required Parent Participation Points (PPP). PPP is explained in great detail in Appendix 2.

### Are You A Pressure Parent?

The following survey has been taken from the Amateur Swimming Association of Great Britain. If you answer yes to one or more of these questions, you may be in danger of pressuring your child. It is important to remember that the parents' role is critical and should be supportive at all times to ensure a positive experience for your child.

- Do you want your child to win more than he/she does?
- Do you show your disappointment if he/she has a poor result?
- Do you feel that you have to “psyche” your child up before a competition?
- Do you feel that your child can enjoy the sport only if he/she wins?
- Do you conduct a “post mortem” immediately after competition?
- Do you feel that you have to force your child to go to training?
- Do you find yourself wanting to interfere during training or competition thinking that you could do better?
- Do you find yourself disliking your child's opponents?

### Parents' Commitments

An important strength to our club is the enthusiastic contribution of time and effort from our parents. KGSC is **YOUR** swim club. The success of our club is dependent on the commitment of our parents. Therefore, when a child is enrolled on a swim team, the family undertakes a commitment to the team.

The parents are expected to:

- Assist with fundraising activities.
- Time or officiate at swim meets.
- Join the board of directors.
- Attend the AGM.
- Help out in general when asked by your coach, board or fellow members.
- Advise a board member or coach if you are dissatisfied with the club in any way
- Keep accounts up-to-date
- Contact the coach if you have any questions. You can email or phone and leave a message.
- Let your child know that whatever happens, you will love and support him or her.
- At a swim meet, let the coach provide the technical feedback and always encourage the swimmer to talk to their coach first.
- Do not compare your child to other swimmers, everyone progresses on their own time-line
- Encourage your child to enjoy the sport of swimming, and to try their best. Do not re-live your athletic life or place your ambitions on them. This is their personal pursuit.
- Have fun!

### **KGSC Parents' Code of Conduct**

This KGSC parental code of conducts summarizes all the details we discussed in previous section.

- I will conduct myself at all times in a manner consistent with the values of the Killarney Gators Swim Club (KGSC), which include fairness, integrity and respect. This pertains to interaction with all athletes, other parents, officials, staff and coaches.
- I will refrain from comments or behavior that is disrespectful, offensive, racist, abusive or sexist.
- I will not engage in destructive gossip regarding coaches, staff, parents, athletes or officials.
- If I have questions or concerns with respect to my child's swim program, I should contact my child's coach directly. Any further concerns will be directed to the Head Coach. If my concern is still not resolved, I will contact the President, Vice President or Parent Liason who will bring it to the Board's attention.
- I will not approach coaches or officials on the swim deck during practices or swim meets. Instead, I will arrange to meet with coaches before or after the sessions.
- I will ensure that my child arrives at practice on time.
- I will encourage a healthy lifestyle including nutritious foods and adequate sleep.
- In support of team spirit and unity, I will ensure that my swimmer will have the proper equipment and team attire as per the equipment list for their swim group, as distributed at registration.
- I will be supportive of my child and the team at all times, regardless of performance level.
- I understand that volunteer organizations such as KGSC depend on the energy and goodwill of parents to fulfill numerous, essential roles. When I have an issue with my Parent Liason, Volunteer Coordinators or Board members, I will respect that these are all volunteers working on my child's behalf. If I feel the need to take issue with any member of our 'team', I will do so privately and directly with the people involved. If resolution is not achieved, I will contact the club President.
- I will ensure that my swimmer understands that internet web sites, such as, but not limited to, Facebook, on which people socialize and exchange information, shall not be used to post remarks or pictures that can be considered inflammatory, degrading or in poor taste toward any other athletes (KGSC or otherwise), coach or volunteer.
- I will support my swimmer and the Club by volunteering my time to assist in swim meets, social events and fundraising activities.

### Chaperones

In order to minimize travel costs, there may be times when parents are asked to chaperone a group of swimmers. Parents may opt to make private arrangement for the care of their swimmer or entrust their swimmer to the care of a KGSC designated chaperone.

The travel and accommodation expenses of the designated chaperone are divided among all the swimmers attending the competition. When a designated chaperone is not available, parents / guardians are required to make private arrangements for their swimmer. Chaperoning is not a coaching responsibility.

Swimmers cannot be policed 24 hours a day when away at meets and will be expected to behave responsibly. Chaperones cannot guarantee continuous surveillance of the swimmer. Parents expecting continuous surveillance of the swimmer must provide that surveillance themselves.

The Chaperone's duties:

- Keeps records of swimmers allergies and medications.
- Notifies the coach if a swimmer develops an illness or injury and assists that swimmer
- May be requested to keep money and medications for swimmers.
- May be requested to assist with accommodation and travel arrangements.
- May be requested to prepare a budget for the swim meet and collect expense money from swimmers or parents at least one week prior to the swim meet.
- Plan meals for swimmers, which may include grocery shopping and the preparation of meals.
- Notify the coach when taking breaks away from the pool during heats and finals.
- May be requested to help provide nutritious snacks such as cut-up oranges and bagels during the competition.

A high standard of parenting conduct is expected of chaperones at all times. Chaperoning can be a fun and rewarding experience for the parents and swimmers. We encourage parents to take turns for chaperoning experiences.

### Billeting

Swimming as a sport is controlled by the same financial responsibilities as other sports: equipment, coaching, facility costs, and travel. Swimming is fortunate in that swimming families open their homes to visiting swimmers by billeting them during meets. This practice saves swimming parents many thousands of dollars over the season. Please be generous about accepting billets, your child may need one at the next meet.

When accepting billets you should supervise and assist them as you would your own children. Warm up times are usually the same for all teams, and coaches do like to have swimmers there on time. The most difficult situation is dealing with a competition with heats and finals where there is a break. Coaches like their finalists to rest and get some nourishment. If it is impossible to get the children back home, a bag lunch helps the need for nourishment.

If your child is going to be billeted remember he/she is a representative of your family, club, and community and must act appropriately. It is very important that your child is identified if there are allergies, conditions or medications so that they may be placed with an appropriate family. A billet gift is always a kind gesture to thank the family that cared for your child.

### **Swimmer Expectations**

The coach-swimmer relationship is built on trust. For everyone to gain the most from our program, swimmers must be familiar with these expectations. Please take a moment to go over them with your swimmer.

- RESPECT themselves, families, fellow swimmers, coaches, officials and surroundings. No physical or verbal abuse will be tolerated. Infractions will result in warnings and possible suspension from the team.
- Respect fellow swimmers at all times. Bullying in any form (whether that be Emotional Physical, Racist, Sexual and Verbal (including written telephonic and electronic

communications (including (without limitation) on Facebook, Twitter or other “Social Media”), but not limited to these, will not be tolerated.

- Give their best, honest and true effort at all times.
- Be on deck ready to begin the workout at the scheduled time. A proper dry warm up is important to prevent injury.
- Swimmers are expected to wear team gear at all swim meets and team functions.
- If it is foreseen that a swimmer will not be able to attend a practice, will arrive late, or must leave early, he / she must inform the Coach in advance by telephone message or e-mail.
- If the swimmer is leaving the practice early, he / she must inform the Coach at the beginning of practice and not in the middle, so the Coach can prepare.
- If swimmers must come late or leave early, we ask that they leave with the least amount of disruption to their teammates and coach as possible.
- If a swimmer becomes injured, he / she must inform the Coach immediately of the nature of the injury, and any rehabilitation exercises and stretches to be done. Alternate arrangements will then be made for the swimmer’s training program. An injury does not mean that the swimmer is exempt from workouts.
- Look at and listen to the Coach when they are speaking and follow the instructions given in training and at competition.
- Behave appropriately in the water. Do not sit or pull on lane ropes or disrupt other swimmers.
- Behave sensibly in the changing rooms.
- In swim meets, stay with your team on poolside. Inform the coach or team manager where you are going if you leave the poolside.
- Do and say nothing that will bring the Club into disrepute.
- Personal conduct must at all times be of a high standard and reflect favourably on the sport and the Club. Bad language in public or relevant group situations is not acceptable.
- Speak to the Coach to get feedback after every event during swim meets.
- Enjoy your swimming and be a good sport whether you win or lose.
- Performance enhancing drugs and substances are strictly forbidden. Swimmers are expected to be aware of the current list of banned substances and particular care must be exercised if anyone is on medication prior to or during a competition. Illegal drugs and substances: The use of these, even though they may not appear on the official banned list in respect of performance enhancing drugs, is nonetheless prohibited

### Equipment

Our team is strengthened by wearing team gear. You can support the KGSC by purchasing team equipment from our equipment manager. Please label swimming equipment so that if it is found unattended, it can be returned to the owner.