



# CLUB HANDBOOK

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## MISSION AND VISION

The **CLUB NAME** was founded in the YEAR's by NAME and a group of interested parents. It has a long history of providing young area athletes with programs, coaching and the opportunity to compete locally, regionally and nationally. This document is meant to provide answers to some of the key questions that most parents and athletes have about our programs and training philosophy.

### The club's mission is...

1. An Athletics Family for all ages & abilities
2. Participation, recreation & high performance
3. Supporting school sport
4. Facilities/Equipment/Volunteers - Great Meets!
5. Building awareness of our athletes and sport

### The club's main goals are to encourage and foster participation in SPORT.

- Provide a fun and rewarding program for youth to:
  - o learn the events of track and field
  - o increase their fitness
  - o experience competition
  - o Support athletes in achieving their personal best

The Club is a member of the True Sport movement which believes that sport can transform lives and communities— if we do it right. True Sport members across Canada are committed to community sport that's healthy, fair, inclusive, and fun. True Sport members stand together against cheating, bullying, aggressive parental behaviour, and win-at-all-costs thinking.

### True Sport Principles for Sport

**Go For It:** Always rise to the challenge. Discover how good you can be.

**Play Fair:** Play honestly and obey the rules. Winning is only real when competition is fair.

**Respect Others:** Respect teammates, competitors and officials both on the field and off. Win with dignity and lose with grace.

**Keep it Fun:** Have a good time. Keep a positive attitude and contribute to a positive atmosphere.

**Stay Healthy:** Respect your body. Keep in shape. Avoid unsafe activities.

**Give Back:** Do something that helps your community.

[www.truesport.ca](http://www.truesport.ca)

## ATHLETE DEVELOPMENT PLAN

Groups are based on Canada's Long Term Athlete Development model and are also aligned with *PSO NAME* Age Group divisions. The Athlete Development Plan principles help ensure:

- Appropriate athlete development as person and athlete for their age and goals.
- Will allow us to continue to improve the overall TEAM performance at key competitions.
- Pending space in each group, the prerequisites will allow us determine what group new swimmers should be placed.

Level	Description	Pre-Requisites	Workouts
Senior	<ul style="list-style-type: none"> <li>• 15 &amp; Over Girls, 16 &amp; Over Boys</li> <li>• Performance focused with priority to:               <ol style="list-style-type: none"> <li>1. SNC Nationals Qualifiers</li> <li>2. SNC Westerns/SNC Age Group Championship Qualifiers</li> <li>3. AB Senior Champs Qualifiers</li> </ol> </li> <li>• 100 % commitment to the workout, camp, swim meet schedule</li> </ul>	<ul style="list-style-type: none"> <li>• Technical Proficiencies in each of the 4 strokes and IM.</li> <li>• Basic intervals per 100m:               <ul style="list-style-type: none"> <li>○ 1:20 to 1:30 Swim with low HR and great technique</li> <li>○ 1:50 to 2:00 Kick Easy FR and one non FR Stroke</li> </ul> </li> </ul>	8 Swims (15 hours) 3 Dryland (3 hours)
Intermediates	<ul style="list-style-type: none"> <li>• 12 &amp; Under Girls, 13 &amp; Under Boys</li> <li>• Performance Focused, with priority to:               <ol style="list-style-type: none"> <li>1. AB Age Group Provincial Qualifiers</li> <li>2. AB Age Group Trial Qualifiers</li> <li>3. Invitational Meets with Qualifying Times 95% committed to workout, camp, and swim meet schedule</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>• Technical Abilities in each of the 4 strokes and IM</li> <li>• Basic intervals per 100m:               <ul style="list-style-type: none"> <li>○ 1:50 to 2:00 Swim Low HR and great technique</li> <li>○ 2:10 to 2:20 Kick Easy all 4 strokes</li> </ul> </li> </ul>	4 Swims (7.5 hours) 1 Dryland (30 minutes)
Junior	<ul style="list-style-type: none"> <li>• 10 &amp; Under Girls, 11 &amp; Under Boys</li> <li>• Performance Focused, with priority to:               <ul style="list-style-type: none"> <li>○ AB Age Group Trial Qualifiers</li> <li>○ Invitational Meets</li> <li>○ 90% committed to workout, camp, and swim meet schedule</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Technical Abilities in each of the 4 strokes and IM</li> <li>• Basic intervals per 100m:               <ul style="list-style-type: none"> <li>○ 2:10-2:20 Swim low HR and Great Technique</li> <li>○ 2:20-2:30 Kick steady all 4 strokes</li> </ul> </li> </ul>	3 Swims (6 hours) 3 x 15 minute activation sessions
Sproket	<ul style="list-style-type: none"> <li>• 14 &amp; Under Girls &amp; Boys</li> <li>• Committed to attending 90% of the meets</li> <li>• Committed to attending 90% of the practices</li> </ul>	<ul style="list-style-type: none"> <li>• 100 FR time 2:00-2:15</li> <li>• 100 IM time established</li> <li>• Technical Abilities in each of the 3 strokes</li> <li>• Ability to kick all 4 strokes</li> <li>• Basic Intervals per 100m:               <ul style="list-style-type: none"> <li>○ 2:45 swim low HR and great technique</li> <li>○ 3:00 Kick steady all 4 strokes</li> </ul> </li> </ul>	2 Swims (2 hours) 2 x 15 minute activation sessions

## CLUB POLICIES

### 1. CONFLICT OF INTEREST

- 1.1. Obligations: Any real or perceived conflict, whether pecuniary or non-pecuniary, between a **CLUB NAME** Member's interest and the interests of **CLUB NAME**, must at all times be resolved in the interests of **CLUB NAME**.
- 1.2. For the purpose of this part of the Conflict of Interest Policy, "member" includes members of the Board of Directors and members of any **CLUB NAME** committee that reports to the Board of Directors.
- 1.3. **CLUB NAME** Members will not:
  - a. Engage in any business or transaction, or have a financial or other personal interest that is incompatible with their official duties with **CLUB NAME**, unless such business, transaction or other interest is properly disclosed to **CLUB NAME** and approved by **CLUB NAME**.
  - b. Knowingly place themselves in a position where they are under obligation to any person who might benefit from special consideration, or who might seek, in any way, preferential treatment.
  - c. In the performance of their official duties, accord preferential treatment to family members, friends or colleagues, or to organizations in which their family members, friends or colleagues have an interest, financial or otherwise.
  - d. Derive personal benefit from information that they have acquired during the course of fulfilling their official duties with **CLUB NAME**, where such information is confidential or is not generally available to the public.
  - e. Use **CLUB NAME** property, equipment, supplies or services for activities not associated with the performance of official duties with **CLUB NAME** without the permission of **CLUB NAME**.
  - f. Place themselves in positions where they could, by virtue of being a **CLUB NAME** Member, influence decisions or contracts from which they could derive any direct or indirect benefit or interest.
  - g. Accept any gift or favour that could be construed as being given in anticipation of, or in recognition for, any special consideration granted by virtue of being a **CLUB NAME** Member.
- 1.4. Disclosure of Conflict of Interest:
  - a. An **CLUB NAME** Member will disclose a conflict of interest or potential conflict of interest to the **CLUB NAME** Board of Directors immediately upon becoming aware that there exist real or perceived conflicts of interest to be dealt with in accordance with the terms of this policy.
  - b. Any person who is of the view that a **CLUB NAME** Member may be in a position of conflict of interest may report this matter in writing to the **CLUB NAME** Board of Directors to be dealt with in accordance with the terms of this policy.
  - c. Where a member is engaged in a decision or transaction that may involve a conflict of interest or perceived conflict of interest with his or her duties as a member, he or she will disclose the conflict of interest or perceived conflict of interest to the Executive Committee of the Board of Directors.
  - d. Any determination as to whether there is a conflict of interest for the member will rest solely with the Board of Directors.
  - e. Where a conflict of interest or perceived conflict of interest has been found to exist, then, at the earliest convenience:
    - i. It will be recorded in a motion to the Board of Directors. The motion will set out, as fully as possible the nature of that member's conflict of interest together with the intention that **CLUB NAME** will disclose it to the body that is considering or making the decision that is the subject of the conflict of interest.

- ii. In no case may the member who is subject to the motion and a member of the Board of Directors vote on it or be considered in determining whether a quorum of the Board of Directors is present, although he or she may be invited to provide information by speaking to the motion.
  - iii. Disclose the conflict of interest of the member to the body that is considering or making the decision.
- 1.5. Enforcement: Failure to adhere to this Policy may give rise to discipline in accordance with **CLUB NAME'S** Discipline and Complaints Policy.

## 2. HARRASSMENT AND ABUSE

- 2.1 **CLUB NAME** supports the Harassment Policy and Procedures Manual as presented by **PSO NAME**. This Manual can be requested from the office or [www.PSOWEBSITE.com](http://www.PSOWEBSITE.com). Club requires their membership to agree to this policy when joining Club. We are committed to providing a sport and work environment in which all individuals are treated with respect and dignity.

## 3. COMMUNICATION AND PRIVACY

- 3.1 All Members shall be entitled to the protection and privacy of their personal information
- 3.2 **CLUB NAME** intellectual property and proprietary information shall be protected
- 3.3. Implied consent is given to **CLUB NAME** and Members to use such personal information as necessary to provide the services and support as needed
- 3.4. Reporting and resolution of breaches of this confidentiality policy will be first handled by Directors of the Member organization closest to the issue. If the breach is not resolved to the satisfaction of any Member, the complaint may then be escalated to the **CLUB NAME** Board of Directors

## 4. CONFLICT RESOLUTION

- 4.1. Violations of fair play, ethics, conduct and/or proper procedures and processes in dealing with any member or members of the Club shall not be considered acceptable behavior.
- 4.2. Where a member or members of the Club is/are alleged to have violated the code of conduct or other specific rules as approved and published by the Club and a written complaint is received, it will be dealt with in the following manner:
- a. Charges made in writing, must be supported by documentation, and sent to the President.
  - b. The President shall in writing, inform the individual charged, of the accusation and ask for a response. A copy of any approved and appropriate **CLUB NAME** or **PSO NAME** policy shall be included with the letter from the President.
  - c. The member(s) once informed of the allegations and investigation shall be granted an opportunity to respond within an appropriate time frame.
  - d. The President and Board of Directors will establish an Advisory Committee made up of three people to review the matter.
  - e. The charge, and response, shall be given to the Advisory Committee for investigation and recommendations.

- f. The President and Board of Directors shall act upon the recommendations and inform the individual(s) involved in writing accompanied by an outline of the Appeal Process as outlined in

Any appeal received by the President shall be dealt with at the next Board Meeting.

- 4.3. An unfounded, or unsupported, complaint will be dismissed and communicated in writing to both the complainant and the individual against whom the accusation was made.
- 4.4. Disciplinary Sanctions for any violation shall be decided by the Advisory Committee, or the Board of Directors, keeping in mind the violation and the number of times this and other violations have occurred. The following are examples of disciplinary sanctions that may be applied where it is found that an infraction has occurred:
  - a. Verbal and/or written reprimand.
  - b. Require a verbal and/or written apology.
  - c. Removal of some or all privileges of membership or employment.
  - e. Suspension from certain **CLUB NAME** activities such as competing, coaching or officiating for a designated period of time.
  - g. Suspension from all **CLUB NAME** activities for a designated period of time.
  - i. Expulsion from Club membership.
  - j. Publication of the disciplinary sanction.
  - k. It is understood that the above are representative penalties only, that they may be modified to fit the circumstances of the infraction, and that they are presented generally in order of severity.
- 4.5. The member(s) shall have an automatic right of appeal under Policy Statement 12 outlining the appeal process.

## 5. EQUITY AND INCLUSION POLICY

- 5.1. **CLUB NAME** supports the principle and practice of providing fair and equitable allocation of resources and opportunities for participation, leadership and promotion in the sport of **SPORT** without discrimination.
- 5.2. Procedure / Gender Issues:
  - a. All programs are open to both male and female.
  - b. **CLUB NAME** is an equal opportunity employer and provides fair terms of employment, including pay equity for work of equal value.
  - c. The **CLUB NAME** Board of Directors is structured to reflect equity and encourages gender representation on all policy and decision-making committees.
  - d. **CLUB NAME** provides equal opportunities for the certification of both male and female coaches and officials.
  - e. **CLUB NAME** makes a conscientious effort to use gender neutral language in all of its documents and publications and achieve a balance of male and female images in publications and promotional materials.
- 5.3. Age and Cultural Issues:
  - a. Youth programs provide opportunities to youth of various backgrounds.
  - b. Competitions are organized for all age groups – Youth and Juniors in age categories of under 12,
  - c. 14, 16 and 19 are offered and in addition to open events; age categories are also offered at ages 35+,40+, 45+, 50+ and 55+ in various events throughout the province.
- 5.4. Ability Difference:

- a. At the recreational end, even programs involving instruction, local competitions etc. are structured for inclusion of all ability levels. Clinics are provided for both novice and advanced athletes. Competitions are for beginners through to “upper level” competitive players.

## 6. RETURN TO PLAY POLICY

- 6.1. The amount of time away from exercise varies according to the type of injury, severity of injury, body part involved and other situational factors.
- 6.2. No athlete shall be allowed to practice or participate in an athletic contest if he/she is suffering from an injury. The diagnosis of and prescription of treatment for injuries is strictly a medical matter and under no circumstances should be considered within the jurisdiction of the coach. A coach’s responsibility is to see that injured athletes are given prompt and competent medical attention, and that the details of a doctor’s instructions concerning the athlete’s functioning as a team member are carried out. NO athlete will be allowed to practice or compete if there is a question whether he/she is in adequate physical conditioning regardless of a medically signed release from a family physician, or other medically certified profession.
- 6.3. If an athlete is withheld from participation in practice or competition for reasons related to but not limited to injury, fatigue and/or soreness, the athlete’s parent/legal guardian shall be informed. Under no circumstances will the athlete be released from practice or competition until the legal guardian is present.

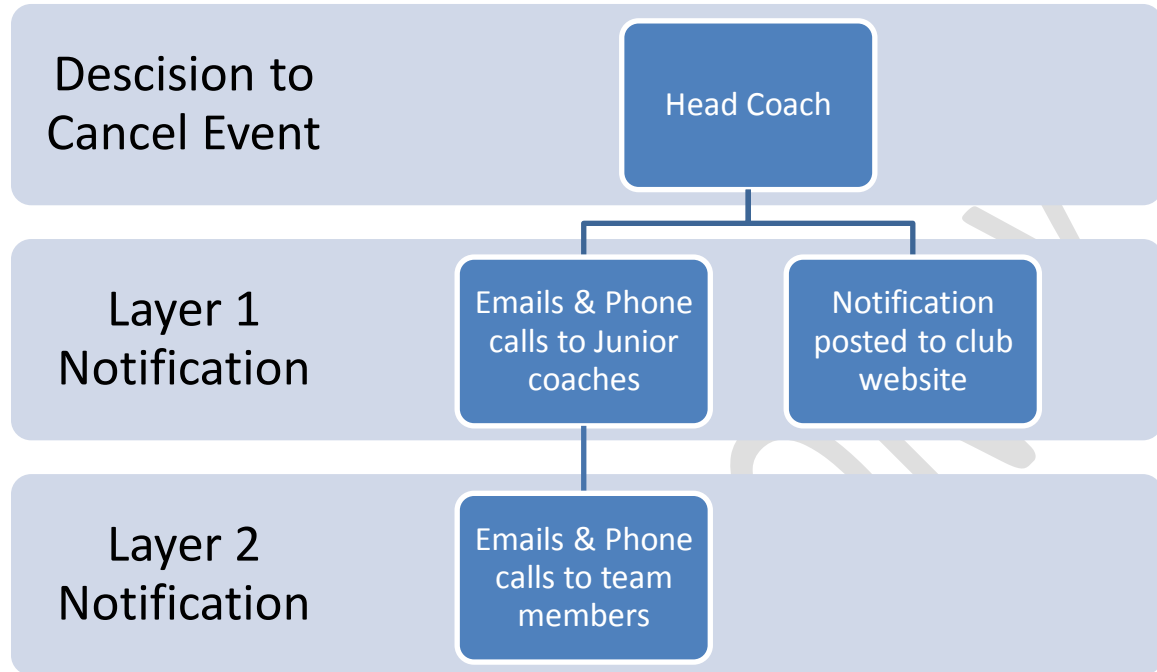
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### 6.4 IN THE EVENT OF ANY ACCIDENT OR INJURY DURING PRACTICE:

- i. Athlete notifies the coach.
- ii. The coach shall assess the nature and severity of injury.
- iii. The coach shall make decision regarding the appropriateness of the athlete to return to practice, sending athlete home or calling 911.
- iv. In the event that athlete needs to be sent home, the coach shall call the parents/guardian of the athlete and arrange for pick up. It is the responsibilities of the coach to supervise the athlete until parents/guardian of the athlete arrive to pick up the injured athlete.
- v. In the event that 911 is called, the coach shall call the parents/guardian of the athlete to let them know. The club will not be held responsible for any costs associated with tending to the health and care of an athlete.

**PROCEDURES**

**TEAM NOTIFICATION SYSTEM**



EXAMPLE