

Steinbach Skimmers Competitive
Swim Club, Inc.



Parent & Swimmer
Handbook

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1.0 Welcome & Introduction

Welcome to the Steinbach Skimmers Competitive Swim Club. We are a not-for-profit amateur community sports club. Our club has been around for over 2 decades providing competitive speed swimming training and opportunities for individuals in Southeastern Manitoba. We are a competitive swim club, meaning our focus is on performance, development and competition. Our current coaching program gives us the ability to compete up to a AA level. Any swimmers progressing beyond that level would be recommended to one of our partner clubs in Winnipeg.

Our club is broken into 3 swim programs:

1. **Level 1** - for our new & beginning swimmers. Attention is given to training on the 4 main strokes, starts, turns and building endurance. Swimmers are expected to compete in at least 2 swim meets, when coaches feel they are ready.
2. **Level 2** - for swimmers with solid performance on the 4 main strokes, starts, turns and endurance. The program focuses on fine tuning skills, and refining technique. Working towards provincial “A” times. Swimmers are expected to compete in at least 4 swim meets.
3. **Level 3** - for our swimmers with several years of competitive swimming under their belt. Swimming to improve on their provincial “A” times and towards achieving “AA” ManSask times. Swimmers are expected to compete in at least 6 swim meets.

Competitive swimming is fun, but it’s also lots of work and swimmers should come prepared to listen, learn, and give their full effort.

2.0 Skimmers Season

The Steinbach Skimmers season is from September through July. We begin the season with several practices to set the team culture and get to know the swimmers and coaches.

Our in-pool training begins in mid September.

- Our regular Skimmers season goes till the final meet of the season - usually in early June.
- Swimmers with “AA” qualifying times will continue swimming until the ManSask Championships (early/mid July). ManSask Championships alternate between MB and SK for SC and LC.

A complete listing of practices, key dates, and swim meets can be found on our website.

3.0 Communication

We believe in open communication to keep you informed about the club and club activities.

- We use direct email and our website to communicate all critical information. Visit us at www.steinbachskimmers.com
- The email address you used to register your swimmer will be added to our email list, but you can add additional email addresses by emailing us at any time.
- Our website includes swim meet dates and other events.
- Swim meet information is available on our website, showing the swim meets that Skimmers plan to attend. When meet packages become available they will be available online. We will communicate with families about meet signup and the deadline date.

3.1 Social Media

- Skimmers is proud of our swimmers and the results they achieve. We are also about fun and sharing. We use social media to share pictures and videos of the club.
- We encourage parents to follow us and share with their family and friends:
 - Facebook: www.facebook.com/steinbachskimmers
 - Instagram: [@steinbachskimmers](https://www.instagram.com/steinbachskimmers)

- We also encourage families to share their swimming moments by tagging Facebook and Instagram pictures they post with:
 - #steinbachskimmers
- All swimmers and parents must adhere to the Skimmers Policy for Social Media.

4.0 Swim Practices

Tier:	Practice Time:
Level 1: 1 hour	4:30-5:30pm Mon & Wed
Level 2/3: 1.5 hours	4:30-6:00pm Mon & Wed

Practices:

- Please ensure you arrive early and are ready on deck for warm up and stretching 10 minutes prior to the start of practice.
- If you are unable to make practice, please let the head coach know by email at skimmerscoach@gmail.com. Please try and send your regrets prior to 3:00pm.
- If you will be away from practice for more than 2 weeks, please let both the Head Coach and Steinbach Skimmers know.
- All rules for the Steinbach Aquatic Centre apply during Skimmers practices.
- Parents - As per the Steinbach Aquatic Centre's policy, we encourage an adult to be present and responsible for children 11 and under.
- We welcome and encourage parents to watch practices - but please do so from the assigned viewing areas and refrain from coaching from the sidelines.
- Parents are encouraged to communicate with coaching staff after practice or by email at any time.
- Missed practices are not eligible for refunds or make up practices.

Equipment:

- All Skimmers will be provided one swim cap included in the registration fee.
- Additional/replacement swim caps are available from the coaches, while supplies last.
- Swimmers require appropriate swimwear and goggles. It is recommended that swimmers have suits designed for speed swimming as opposed to recreational swim suits.
- Your swim bag with equipment, change of clothes, and water bottle can be brought with you on deck. Please leave bags in the meeting area in the Southeast corner by the diving board.
- No outside shoes are allowed on deck.
- Each Skimmer needs their own equipment.
- List shown below:

Tier:	Practice Equipment:
Skimmers Level 1	<ul style="list-style-type: none"> • Goggles • Kickboards • Pull Buoys • Mesh bag • Water bottle
Skimmers Level 2 & 3	<ul style="list-style-type: none"> • Goggles • Kickboards • Pull Buoys • Speed Swimming Snorkel • Swim fins • Mesh bag • Water bottle

- Swim supplies can be purchased at various aquatic/sports stores. All members of MB swim clubs get a discount on purchases at Swimming Matters in Winnipeg. Simply register your swimmer as a Steinbach Skimmers athlete.
- Some suggestions of where to purchase can be found at <https://steinbachskimmers.com/swimming-101/>.

5.0 Swim Fees

Skimmers registration fees go towards pool rental, coaching fees, and club costs. Swimming Canada/Swim MB registration fees cover provincial program registration and insurance. Registration fee payments must be arranged prior to swimmers being able to participate in any Skimmers practice, programs, or activities.

5.1 Payment

- For early registration discount, a \$200 deposit by e-transfer must be received by the Steinbach Skimmers by the specified date for that season.
- Payments can be made in full at the start of the season, or in 5 payments - Sept, Oct, Nov, Dec and Jan.
 - E-transfers should be scheduled for the first of each month - Sept-Jan.
 - There is a 10% discount on the second/third/etc. sibling's registration fees when multiple family members are registered.

5.2 Refunds

- **Medical injuries and concerns:** If you suffer a medical injury that prevents you from participating in practices for more than 2 consecutive weeks, please let the Coach and Treasurer know. Your Skimmers account will be credited for each swim missed after that 2 week period.
- Early bird registration deposits are non-refundable.
- Swimming Canada/Swim MB does not offer refunds on their fees.
- **Non-medical cancellations:** 4 weeks notice is required.
- For cancellations by November 30th, your refund is calculated as follows:
 - Total Registration Fee - \$200 deposit = Adjusted Swim Fees
 - Adjusted Swim Fees / 36 weeks = Weekly Adjusted Swim Fees
 - Weekly Adjusted Swim Fees X Weeks Swam = Used Fees
 - Adjusted Swim Fees - Used Fees = Refund

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- For cancellations between December 1 and January 31, the same calculation will be used, but the refund will be prorated to 75% of the total refund.
- For cancellations between February 1 and April 30, the same calculation will be used, but the refund will be prorated to 50% of the total refund.
- No refund of swim fees will be given for cancellations after April 30th.
- You will receive an e-transfer or credit on account at the end of the Skimmers season for any unused money paid to Skimmers. Please note that credits earned from fundraising campaigns will not be paid out.

5.3 Swim Meets Fees

- Each swim meet has registration fees set by the host club. These fees may be lump sum, per event, and/or per swimmer fees.
- Host clubs do not refund meet fees, therefore they are non-refundable once your swimmer is registered for the meet.
- Our club charges a coaching fee of \$10/swimmer/swim meet.
- These fees will be charged to your Skimmers account.
- The fees for swim meets do not need to be paid prior to the swim meet.

5.4 Skimmers Account

- All fees and credits will flow through your Skimmers account.
- At the start of each season an invoice is created for each family. Throughout the year, additional credits and debits are added to this invoice and updates will be sent via email. The email may show your invoice is “overdue” but this is only because of the accounting settings. If you do have an overdue account, the Club Treasurer will contact you directly.
- Skimmers have four “Account Clean Up Dates”. This is separate from any payment plans for annual registration. The purpose of the account cleanups is to keep everyone current on extra account charges such as swim meets.

These dates are set to the end of the following months:

- October
- January
- April
- July

6.0 Volunteer Opportunities

The Steinbach Skimmers operate on the time and efforts of our dedicated parents and volunteers.

6.1 Swim Meet Volunteers

- Skimmers hosts a swim meet in Steinbach in April and we cannot run it without our Skimmers parents.
- The Skimmers ask that all parents consider becoming a certified timing official (and/or stroke and turn judge) so they can volunteer at swim meets. The certification can be done online and swim meets have a fabulous mentorship culture to help new officials.
- Swim MB requires that each club participating in provincial championships provide volunteers proportional to their registered swimmers.

7.0 Swim Meets

The swim season is divided into 2 sections; Short Course (SC) - which we swim in a 25m pool, and Long Course (LC) - which we swim in a 50m pool. Both seasons have separate Junior Provincial Championships and AA ManSask Championships.

ManSask championships alternate between Manitoba and Saskatchewan. Generally, if SC AA championships are hosted in Saskatchewan, the LC championships are then hosted by Manitoba. In Saskatchewan, championships alternate between Regina and Saskatoon.

All parents are responsible for transportation and accommodations for their swimmers at swim meets. The club will make an effort to block rooms so participating families can stay together, but each family is responsible for their swimmer.

The list of sanctioned swim meets for the season is managed by Swim Manitoba. At the beginning of each season the coaching staff and Board decide on the tentative list of meets the Skimmers will be participating in, and post this on our website.

Swimmers are encouraged to look at the calendar of swim meets and plan to participate as per their development plans. To achieve qualifying times, swimmers will need to make sure they attend the appropriate number of meets and register for appropriate swims. Coaches will help with this.

New swimmers should not feel pressure to attend meets until the coaching staff discusses it with them and feel they are well prepared for the meets. Returning swimmers are expected to participate in Skimmer attended meets.

8.0 Fundraising

As with many sports, fundraising is something we may offer to help offset costs and make programs more affordable for participants. If the Skimmers offer fundraising campaigns throughout the year, they are 100% voluntary and optional.

Money raised by your fundraising efforts goes directly to your Skimmers account. Your account can then be used to pay for additional swimming costs such as swim meets, swim caps, etc.

This allows you to spend as much or as little time on fundraising as you choose, knowing that your efforts benefit your Skimmers account directly.

****Please note**** Fundraising opportunities may be limited by the availability of a parent volunteer to coordinate fundraising activities.

10.0 Skimmers Policies

10.1 Code of Conduct

The behavior of all competitors, parents, coaches, volunteers, officials and spectators at Steinbach Skimmers Competitive Swim Club (SSCSC) events will conform to the following Code of Conduct. Breaches in this Code will result in the penalties expressed in this policy.

As a community based club, the Skimmers expects swimmers and parents to be a positive and supportive ambassador for the club, and our place in the community.

The Rulebook of Swimming/Natation Canada will govern the conduct of all swim competitions sanctioned by Swim MB.

General Expectations:

1. SSCSC will not tolerate the use of violence, abusive or profane language or behavior at any time from swimmers or parents.
2. SSCSC expressly forbids the use of performance enhancing drugs by athletes, as defined by the Canadian Centre for Ethics in Sports.
3. SSCSC expressly forbids the consumption of alcohol by participating swimmers, coaches, volunteers, officials or staff during the hours of competition at any swim meet. SSCSC expressly forbids the consumption of alcohol by persons under the legal drinking age at any time during any SSCSC sponsored event.
4. SSCSC expressly forbids gambling of any kind, by swimmers, parents, staff or volunteers during any SSCSC sponsored event.
5. SSCSC expressly forbids the use of any illicit substances, including any hallucinogenic substances or any drug used for the purpose other than their normal therapeutic effect, at any swim competition or SSCSC sponsored events. Smoking is forbidden at the pool, at competitions, in SSCSC sponsored vehicles or at SSCSC sponsored events.
6. There is to be no inappropriate physical contact between swimmers (excluding "high 5s", handshakes, etc.)
7. SSCSC expressly forbids the willful damage, defacement or destruction by any person of personal property or of any facility or property.
8. SSCSC has a zero-tolerance policy on bullying or harassment at any time.
9. All SSCSC swimmers and parents must sign the code of conduct at time of registration.

Parents/Guardians:

1. SSCSC parents will display sportsmanship, dignity and maintain control at all times.
2. Coaches will coach the swimmers. Parents are spectators, and are not to coach or yell instructions to their swimmers on deck or from the bleachers at practices or swim meets. Cheering of all club swimmers is encouraged.
3. SSCSC expressly forbids the consumption of alcohol by participating parents/chaperones during the hours of competition at any swim meet or practice.
4. Parents may not recruit or solicit SSCSC families in order to further their own interests using the SSCSC email distribution list.
5. Parents need to be aware that displaying physical contact may be deemed inappropriate.

SSCSC may ask Swim MB to assist clubs to investigate or adjudicate breaches of their internal Codes of Conduct, in situations where clubs lack sufficient expertise or resources to conduct a fair and impartial investigation and adjudication.

SSCSC will promote a safe environment for training and competitions for all swimmers. SSCSC will ensure that qualified staff are on deck during warm-up periods and that the procedures outlined by Swim MB will be adhered to.

SSCSC expects that all swimmers, coaches, spectators and volunteers will observe the posted safety rules of any facility, and will obey the instructions of lifeguards and designated pool staff in respect to public health and safety regulations.

Penalties

Any breaches of the Code of Conduct will be reported and investigated by the Board. Objectionable breaches of the Code of Conduct may constitute cause for suspension or expulsion of any members. The Board of Directors of SSCSC will have the discretion to refer matters that cannot be resolved by the Board to Swim MB for assistance and support. SSCSC will also report to Swim MB any expulsion or suspensions of any Club members.

In the event of suspensions or expulsions of any member, the normal process for reimbursement of fees paid will be waived and no suspended or expelled member will be entitled to a refund of any registration fees paid. Any credits in the account of the expelled or suspended member will transfer to the Club account.

Specific to the 5 points listed under the Parent/Guardian section, any breaches of the items will result in the following:

- On a first offense, the parent will be given a warning by a Board Member of the SSCSC.
- On the second offense the parent will be informed, by the President or Vice President of the SSCSC, that their swimmer is no longer a member of the SSCSC.

Sport Manitoba and The Steinbach Skimmers look to Respect In Sport as guiding principles where appropriate.
More information can be found at www.respectinsport.com

10.2 Harassment Policy

1. Purpose

The purpose of this policy is to define harassment and provide guidelines and procedures that apply to the Steinbach Skimmers Competitive Swim Club (SSCSC).

2. Policy Statement

- a. SSCSC, in exercising its responsibility as a non-profit sporting organization, endeavors at all times to provide an environment that is supportive of productivity, personal goals, dignity and self-esteem of every member. SSCSC is committed to a healthy harassment-free environment. To this extent, SSCSC has developed this policy with the intention of preventing harassment of its members and to deal quickly and effectively with any incident involving harassment.
- b. The policy of this Club is that harassment will not be tolerated. Members who harass other individuals during SSCSC events and related activities will be disciplined.

3. What Constitutes Harassment

- a. “Harassment” means any objectionable conduct, comment or display, directed at a member, made on the basis of race, creed, religion, colour, sex, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry or place of birth or origin, and creates a risk to the health of the member. Harassment is any behavior that degrades, demeans, humiliates, or embarrasses a person, and that a reasonable person should have known would be unwelcome. It includes actions (i.e. touching, pushing), comments (i.e. jokes, name calling), or displays (i.e. posters, cartoons).
- b. Harassment can take place at any Club sponsored or supported event or outside of these in a situation connected to SSCSC, such as at off-site meetings or trips.
- c. Harassment will not be tolerated in any activities associated with SSCSC.
- d. “Sexual harassment” includes offensive or humiliating behavior based on a person’s sex; behavior of a sexual nature that creates an intimidating, hostile or poisoned environment; or behavior that could reasonably be thought to put sexual conditions on a person’s place within the club.
- e. “Bullying” is a form of harassment that will also not be tolerated.

4. What does Not Constitute Harassment

Consensual banter where the people involved consent to what is happening and being said is not harassment. Appropriate performance reviews, counseling, motivation and discipline or coaching by an appropriate coach or Board member is not harassment.

5. Procedures Applying to Complaints of Harassment

- a. If you are being harassed, the first thing to do is tell the person harassing you to stop, if you feel comfortable doing that. This can be done verbally or in writing.
- b. If you feel unable to deal with him/her directly, you can speak to a coach or Board member of SSCSC.
- c. The Harassment Committee is led by the Vice-President (or President if the Vice-President position is vacant) of the club and they can be made aware of concerns at any point.
- d. Where an investigation identifies that harassment has occurred, the SSCSC Harassment Policy will be followed to determine disciplinary sanctions.

6. Confidentiality

- a. SSCSC will not disclose a complainant's or alleged harasser's name, or any circumstances about a complaint, to anyone, except where necessary to investigate the complaint, take disciplinary action or where required by law. Board members involved in a complaint are reminded to keep all information confidential, except in the above circumstances.

7. Retaliation

- a. Anyone who retaliates in any way against a person who has complained of harassment, given evidence in a harassment investigation or been found guilty of harassment, will be considered to have committed harassment and be penalized accordingly.

8. Education

SSCSC commits to continuing the education of all its members and Board of Directors about this policy and harassment in general.

9. Penalties

Penalties where individuals are found to have participated in harassment will be recommended by the Harassment Committee and will be in accordance with the severity of the breach of this policy. Penalties may include but are not limited to:

- Written warning against further harassment and harassing behavior.
- Request for a written apology to the harassed individual.
- Removal from swim practice without reimbursement for swim fees. Length of removal time will be dependent on the severity of the harassment as will be decided by the Harassment Committee and Board of Directors.
- Removal of membership with the Club and forfeit of any swim fees paid.
- Permanent banning from future membership or association with the Club.

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10.2 Social Media & Networking

1. General

Social media encompasses a broad sweep of online activity, all of which is trackable and traceable. These networks include not only blog posts and comments, but social networks such as Facebook, Instagram, YouTube, etc. Multimedia social networks have become effective tools to engage, inform and entertain audiences. Every day, new online tools and advances introduce new opportunities to build your virtual footprint.

As an organization, the Steinbach Skimmers believe that social media can increase communication and the promotion of our sport, our athletes and our club to a larger audience. We are also aware that social media will be used for personal purposes.

With that in mind, the following outlines policy and guidelines for online behaviour for all members (swimmers, parents & family members).

2. Definitions

- A. “Social Media” - the catch-all term that is applied broadly to computer-mediated communication such as blogs, platforms like Facebook, Instagram, Twitter, etc.
- B. “Member” - refers to all swimmers, guardians and family members participating with the Steinbach Skimmers Competitive Swim Club.
- C. “Cyber Bullying” - bullying that takes place using electronic technology.
- D. “Cyber Harassment” - refers to online harassment through the means of any computer/electronic system.

3. Conduct & Behaviour

The following social media conduct may be considered minor or major infractions at the discretion of the Skimmers Board:

- a. Posting a disrespectful, hateful, insulting, or otherwise negative comment on social media that is directed at members or persons connected with the Steinbach Skimmers, Swim MB, Sport Manitoba, Swim Canada or related events.
- b. Posting a disparaging or harmful comment on social media that is directed at the Steinbach Skimmers, Swim MB, Sport Manitoba, Swim Canada or related club or organization.

- c. Creating or contributing to a social media group, web page, blog or online forum devoted solely or in part to promoting negative or disparaging remarks or commentary about the Steinbach Skimmers, Swim MB, Sport Manitoba, Swim Canada or related club or organization.
- d. Posting pictures, altered pictures, or video on social media that is harmful, disrespectful, insulting, or otherwise offensive, and that is directed at members or persons connected to the Steinbach Skimmers, Swim MB, Sport Manitoba, Swim Canada or related club or organization.
- e. Any instance of cyberbullying or cyber-harassment between one member and another member (including teammates, coaches, opponents, volunteers, parents, or officials), where incidents of cyberbullying and cyber-harassment can include but are not limited to the following conduct on any social medium, via text message, or via regular email; insults, negative comments, vexatious behaviour, pranks or jokes, threats, posing as another person, spreading rumours or lies, or other harmful behaviour.
- f. Any instance of bringing the sport of competitive speed swimming into disrepute.

4. Member Responsibilities

- a. Consent (verbal) should be obtained before posting pictures of team members on personal social media accounts. Posting to Steinbach Skimmers website and social media accounts is covered by the consent to publish waiver signed as part of the registration process.
- b. Members must be aware that social media use may be monitored by the Steinbach Skimmers, Swim MB, Sport Manitoba, Swim Canada or provincial or local associations.
- c. When using social media, a member must model appropriate behaviour benefiting the member's status as a member of Swim MB.
- d. Removing content from social media after it has been posted (either publicly or privately) does not excuse the member from being subject to the Swim MB discipline policy.
- e. A member who believes that use of social media by another member is inappropriate or may violate any of Swim MB's policies and procedures is encouraged to report the matter to the Steinbach Skimmers Board.

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