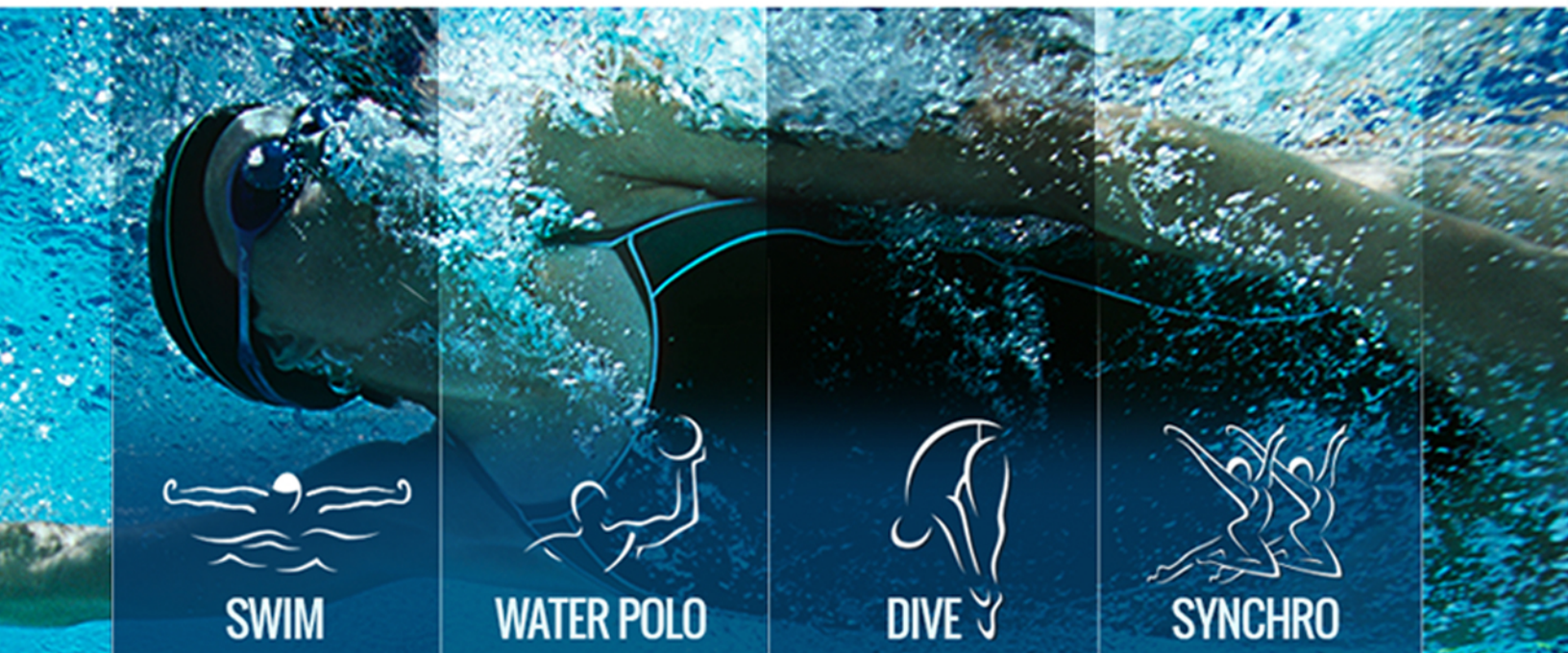


**COQUITLAM**



**SHARKS**

AQUATIC CLUB



**The Coquitlam Sharks Parent Handbook**

**2015**  
EDITION

[www.coquitlamsharks.org](http://www.coquitlamsharks.org)

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## 1. Introduction

Welcome to the Coquitlam Sharks Aquatic Club! We are a competitive club, with strong emphasis on sportsmanship and fun. If you're new to a summer aquatics club don't be overwhelmed just take some time and read the handbook, and if you're a returning parent welcome back!

We hope you find everything you need within this parent handbook as it has lots of useful tips and information. If you find yourself with questions still unanswered the next best we can recommend is ask a "returning parent". Chances are they'll have the answers you're looking for or know where to find that information as they've had time to gather those secrets to surviving a summer filled with sharks. Good luck and have fun!

## 2. Background

### History

The Sharks began in 1960 with a membership of 12 and have grown to over 200 members. In 1987, the Coquitlam Sharks Swimming and Diving Club became a society incorporated under The Society Act of the Province of British Columbia. In September 1991 the clubs name changed to the Coquitlam Sharks Aquatic Club. The Club's constitution and By-laws is available at ([www.coquitlamsharks.org](http://www.coquitlamsharks.org))

### Coquitlam Sharks Mission Statement

Our Club is committed to providing a competitive and enjoyable atmosphere for all our members.

Our Club is committed to ensuring that all coaches, swimmers, divers and water polo competitors respect the rules of sportsmanship and fair play.

Our Club is committed to providing each swimmer (Speed and Sychro), diver and water polo competitor with the highest technical expertise by utilizing the most competent coaching staff available.

Our Club is committed to utilizing the best possible aquatic facilities available for our swimmers, divers and water polo competitors in the best facilities available.

We are a caring Club; we respect our swimmers, divers and water polo competitors as individuals and acknowledge their families' support.

### Structure

The Coquitlam Sharks Aquatic Club is active all year round club. Our primary season from May to August, but we also provide an off-season maintenance program from September to April. The Coquitlam Sharks is a non-profit registered society run by an

Executive board of parent-volunteers. As a registered society under the BC Societies Act we have a Constitution and Bylaws in place to govern how we operate, and this document defines the role and responsibilities of all executive members, and all registered voting members.

Rules regarding meets and tournaments differ depending upon each region and its clubs:

- Regions set rules for their own affiliated clubs.
- All individual clubs may set their own rules regarding their own meets/tournaments.
- BCSSA sets all rules for all Provincial Championships.

The Coquitlam Sharks belong to the British Columbia Summer Swimming Association (BCSSA), which is divided into 8 regions: Vancouver District, Fraser Valley, Fraser South, Vancouver Island, Cariboo, Okanagan and Kootenay.

Our club belongs to the Simon Fraser Region, which includes Port Moody Aquarians, Port Coquitlam Marlins, Burnaby Barracudas and the Burnaby Mountain Mantas.

### **Annual General Meeting**

The AGM is held at the end of September where an election for the next years Executive Committee takes place. Any members in good standing who wishes to seek a position on the board may be nominated by a member from the floor. Incumbents may seek office for a subsequent year, and any Director appointed by the Board to fill a vacancy may also be nominated to seek office for a subsequent year. Additional information may be found in the Coquitlam Sharks Aquatic Constitution & By-laws.

### **3. Fee Structure**

It is the clubs goal to ensure that our fees stay low and reasonable for all families wishing to participate. As such members are required to volunteer and assist in fundraising to keep those fees low. Occasional fees may be increased to account for increases in club expenses. Current fee guides are posted at the beginning of each season online or by contacting the registrar at [registrar@coquitlamsharks.org](mailto:registrar@coquitlamsharks.org)

- No member shall be allowed to practice or enter in meets/tournaments until fees are paid in full.
- All NSF cheques will incur a service charge.

### **Refund Policy**

- Two Week Trial Program Refund:
  - Members registered by May 1<sup>st</sup> may qualify for the two week program. Refunds will be given minus any out of pocket fees the club may have incurred.
  - No refunds will be issued after June 15<sup>th</sup>.



## 4. Sharks Schedule

By the start of each season a schedule listing all the meets, tournaments and social events are posted in the breezeway at Spani and on the club website. If a member wishes to attend an event and/or meet outside of the approved schedule is at the discretion of the Head Coach & group coach and at the cost of the member.

Note: All details for the BCSSA Provincial Championship Meet are located at [www.bcsommerswimming.ca](http://www.bcsommerswimming.ca)

## 5. Training Locations

The Coquitlam Sharks train out of two outdoor pools and two indoor pools: Spani Pool (our home pool), Eagle Ridge Pool, Poirier Sport & Leisure Complex (formerly known as Chimo Pool) and Coquitlam City Aquatic Centre (CCAC). The schedules will indicate the location of your child's practices.

## 6. New Parents

Being a new parent to a summer aquatics club can be a bit daunting. What do I need to pack? How do I sign up for a meet? What's the best swimsuit? Do they really need goggles? There is so much to learn and absorb that you may feel a little bogged down. The thing to remember is utilize the tools given to you: read through this document, talk to returning parents, coaches and executives.

## 7. Parent Communication

We utilize various social media tools to communicate with parents and swimmers. However, we still heavily rely on emails and our website. The Shark Bite is a weekly newsletter that provides timely and relevant information, such as, schedules changes, club notices and meet information. If you have not received any correspondence from the club by the end of the first week. There is a good chance we do not have your correct email address. Up to date newsletters and practice schedules will also be posted on our website at [www.coquitlamsharks.org](http://www.coquitlamsharks.org)

The "breezeway" at Spani Pool is the hallway that joins the parking lot to the pool area. The breezeway should be checked frequently as it holds the posters for the meet sign ups and information, group functions and hard copies of all Shark Bites and Volunteer forms.

These are members who have volunteered to be a link between a specific groups parents and coaches. These individuals are a great source of information and may also provide you additional information regarding your child's practice group.

## **8. Parents Role & Responsibilities**

Summer Aquatics programs provide many benefits to young athletes and a parents role in their success cannot be downplayed. The Club depends on ALL parents to support their athlete and the club as a whole by helping out at all the meets and signing up for volunteer jobs.

### **Parent Role**

- Provide a positive environment that will encourage your child.
- Praise and encourage all efforts and make sure your athletes understand the importance of striving for personal bests.
- Parents serve as role models and their attitudes are often emulated by their children. Be aware of this and strive to be a positive influence.

### **Parents Responsibilities**

- Stay current regarding all club information via – shark bites, notice boards, coaches and emails.
- Ensures athlete gets to the pool on time for all practices, warm-ups, meets and tournaments.
- Always confirm meet entry information is correct on posted meet events list. If incorrect contact coach immediately.
- Inform coaches of swim meet scratches well in advance (at least 1 week prior to the meet).
- Ensure your athlete is supervised at all time during a meet/tournament and brings all necessary items needed.
- Participates at all meets/tournaments, and is willing to learn many different jobs involved in running club meets/tournaments.
- Will not show negative emotions regarding their athlete's performance or compare the skill or accomplishments of their athlete with that of other athletes in the club.

## **9. Conduct Policies**

### **Athlete Conduct**

If disruptive behaviour by an athlete occurs, the following steps will ensue:

- Coach will speak with athlete(s), identify the problem and deal with it appropriately.

- If the problem continues, athlete(s) may be asked to get out of the pool and sit on the deck for a determined period of time.
- If misbehaviour continues after the steps above have been
- taken, athlete(s) will be asked to leave the practice and parents will be contacted by the coach immediately after practice and informed of all details.
- After the above steps have been take it will be left up to the decision of the group coach/head coach to decide what further actions will be taken if needed. Coaches have final say regarding disciplinary actions as it affects the integrity of their program and the other athletes within their group. Any challenges regarding these disciplinary actions may be dealt with following the listed steps in order.
- If a parent is not happy with any of the above processes, they should follow the Conflict Resolution policy to resolve their issues.
- Unacceptable behaviour shall include:
  - Committing any act which could be considered an offense under Federal, Provincial or local laws.
  - Misbehaviours such as foul language, harassment of team-mates, bullying, disrespect towards coaches and parents, unsportsmanlike-like behaviour, and a bad attitude that impacts upon everyone in the group.
  - Dangerous behaviour that jeopardizes the safety of the athlete(s) and the team as a whole. The individual will be asked to leave the pool immediately.

### Supervision at meets/tournaments/social functions:

Parents are responsible for the supervision of their children at **ALL** meets/tournaments and social functions. For out-of-town meets/tournaments, parents are responsible for their athletes during and after the meet. The use of drugs, alcohol, tobacco and any illegal substances are **strictly prohibited** and not tolerated at any meet/tournament. Severe consequences will be taken if athletes do not adhere to this policy.

### Parent Code of Conduct

Parents, when registering their child, must sign a Parent Code of Conduct. The Club expects parents to abide by this code at all times:

- I will remember that my child plays sport for his or her enjoyment, not mine.
- I will encourage my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
- I will teach my child that doing one's best is as important as winning, so that my child will never feel defeated by the outcome of a game or event.
- I will make my child feel like a winner every time by offering praise for competing fairly and trying hard.
- I will never ridicule or yell at my child for making a mistake or losing a competition.
- I will remember that children learn best by example. I will applaud good players' performances by both my child's team and their opponents.
- I will not force my child to participate in sports.
- I will never question the official's judgement or honesty in public.
- I will respect coaches by voicing my concerns in private in a polite and on aggressive manor. If I cannot resolve my concerns with the coach, I will speak to the appropriate Executive representative.



- I will respect and show appreciation for volunteers who give their time to provide sport activities for my child. If I have any concerns I will voice them to an Executive member rather than confront the volunteers.

## Harassment Policy

The Coquitlam Sharks abide by and support the BCSSA Harassment Policy. Harassment incidents will be treated seriously. All incidents must be reported to the Executive. Due consultation will be held with the families involved, the Sharks Executive, the Sharks Coaches, and if necessary the Regional Harassment Officer of the BCSSA. If a parent is found to have mistreated a Sharks swimmer, diver or water polo player, harassed competitors from another team, or harassed another parent (depending upon the severity of the incident) the parent at fault may be asked to provide a verbal apology or a written apology to be produced in a timely fashion. In extreme cases, or in cases of multiple infractions, the family who has caused the harassment will face suspension of their membership or even expulsion from the club. No refund of fees will be granted. For a more detailed description of the BCSSA Harassment Policy please go to [www.bcsommerswimming.ca](http://www.bcsommerswimming.ca)

## Prevention of Abuse Policy

The Coquitlam Sharks abide by and support the BCSSA Prevention of Abuse Policy. Any report of abuse will be treated seriously, and will be given all due care and attention. It's important we all do our part to ensure a safe and secure environment for our children. If you have any concerns regarding any situations you are unsure of please bring it to an executive member. For a more detailed description of the BCSSA Prevention of Abuse Policy please go to [www.bcsommerswimming.ca](http://www.bcsommerswimming.ca)

## Privacy Policy

The Coquitlam Sharks abide by and support the BCSSA Privacy Policy. If you have any concerns regarding any situations you are unsure of please bring it to an executive member. For a more detailed description of the BCSSA Privacy Policy please go to [www.bcsommerswimming.ca](http://www.bcsommerswimming.ca)

## Conflict Resolution Policy

If a conflict occurs between a parent and coach that cannot be resolved, the parent must follow the following sequences:

1. Request the Head Coach to resolve the conflict.
2. Request the appropriate Director to resolve the conflict
3. Request the President to resolve the conflict.

## 10. Communicating with Coaches

If you wish to meet with a coach please do so before or after a practice, not during a practice.

### Coaches' Authority

Coaches' authority prevails during practice and at all meets/tournaments when involving the participation of an athlete. The Head Coach is responsible for all coaching staff, programs and meet/tournament participants.

### Coaches' Role

- Monitor and evaluate the progress of each athlete's skills.
- Teach and promote sportsmanship and co-operation.
- Conduct organized and supervised practices.
- Maintain discipline at practices.
- Motivate and encourage athletes.
- Provide the technical expertise required for their swimmers development in all the competitive strokes, dives and in all the skills and rules of the water polo game.
- Assist with meet/tournament entries and prepare relay teams.
- Decide on the make-up of the practice groups.
- Determine who plays on the water polo roster.
- Are always available to talk to parents about the progress of their swimmers, divers and water polo players at an appropriate time (such as before or after a practice) and **never** during a practice.

## 11. Coquitlam Sharks Programs

The following is intended to provide some information about the different sports and groups we have within the club. It is a guide and there are exceptions.

### Swimming

**Seniors – (Div. 4+)** Swimmers accomplished and experienced in competitive swimming. The emphasis is on training with some stroke correction. These swimmers are dedicated to the idea of swimming as a competitive challenge.

**Intermediates (Div. 3 4)** – These swimmers are dedicated to the idea of swimming as a competitive challenge.

**Juniors (Div. 2-3)** - This group is designed for swimmers with some competitive swimming skills. The emphasis is stroke and skill development with some training. This group is divided into 2 levels.

**Development (Div. 1 – 2)** - These swimmers have minimal competitive skills or experience. Emphasis is on stroke and skill development. They will also learn about other fundamentals of competitive swimming, flexibility, attending swim meets, teamwork and so forth.

**Masters (Adults 19+)** - Adults of all ages and abilities with emphasis placed on improving fitness and health. Stroke correction will also be addressed.

**Grad Program (Div. 5+)** - For senior swimmers who are unable to fully commit to the Sharks Program but still wish to remain involved in summer swimming. Must be a former Coquiltam Shark and must be Division 5 or older.

**Winter “O-cat” Program** - For swimmers who compete in a winter swim club but still wish to be involved in summer swimming. This program is for all ages of winter swimmers wanting to join the sharks

**Mini-Sharks** - This program is designed for younger kids age 4 - 5 who can hold their breath for 5 sec. underwater, float comfortably on their front/back and swim 10 meters. Fun and safety is the focus for this group. Assessment may be required before acceptance into this program.

### **Water Polo**

For members 9yrs of age and older that can at least swim a length of the pool comfortably. Each team requires at least two girls in the pool, We offer the following age groups: U12, U14, U16, U18

### **Diving**

Divers train together and work on their individual diving skills appropriate to their technical abilities and aptitude.

### **Synchronized Swimming**

We offer a basic program for those experiencing the sport for the first time as well as an advanced program for experienced synchronized swimmers. An evaluation will take place early in the season to place participants in the appropriate group. Skill development runs throughout the summer swim season with swimmers working on individual skills and team routines.

## **12. Swimming 101**

Swimmers will be taught all four basic strokes including freestyle, backstroke, breaststroke, and butterfly, as well as individual medley, relay, starts, turns and other competition skills. Detailed descriptions of each stroke are shown in Section 5 of the BCSSA website at [www.bcsummerswimming.com](http://www.bcsummerswimming.com)

## Swimmers' Responsibilities

### At Practice:

- Listen attentively to the coach and give the coach the respect deserved. There will be a “zero tolerance policy” on the use of profane language towards the coach.
- Always obey pool regulations.
- Be on time and work hard.
- Do not interfere with other swimmers.
- Bring a water bottle.

### At Meets:

- Check the program to make sure entries are all correct as posted on the meet entry grids.
- Bring enough towels (4-6), a sleeping bag, and all you need for a full day at a swim meet: goggles, caps, waterproof sunscreen, clothing etc.
- Bring nutritious snacks, lots of fluids and water.
- Attend warm-ups.
- Report to your coach upon arrival for warm-ups and before and after every race.
- Listen to announcements calling races & be at marshalling with plenty of time.
- Respect all the coaches and officials.
- Cheer, assist and encourage your teammates.

## Swimmers Movement between Practice Groups:

In May there are typically 3 practice groups:

- Development (and new swimmers)
- Juniors: Division 3 and under
- Intermediate:
- Seniors: Division 4 and up

The coaches use the month of May to assess swimmers and decide on the practice groups for June. The group assignments are based on a combination of factors including, but not limited to, stroke proficiency, training ability and previous performance.

Groups are aimed at evenly matching swimmers' ability at practice while allowing the swimmers to excel in a progress manner. Coaches will advise parents prior to any movements.

## 13. Swimmer Classifications

## “A” and “B” Swimmers

- Athletes are “B” swimmers until they have achieved 3 official “A” times in 3 different events in the same season. (For times see #22 - Simon Fraser A/B “Cut-off” Times)
- Once a swimmer achieves the “cut-off” time, that swimmer is an “A” swimmer in that event.
- “A” swimmer cannot compete in “B” Meets.
- “B” swimmer may compete in all “A” & “B” Meets.
- “A” times are NOT recorded if the swimmer is disqualified or if it’s attained at a non-sanctioned BCSSA meet.
- Other regions have different “cut-off” times and their times apply to their meets. Therefore, an “A” time acquired at an out of region Meet, may not be an “A” time in the Simon Fraser region, and vice versa.

## Development Swimmers

- An athlete in Div. 3 and under who is still developing the necessary skills of swimming.

## “O” and “S” Swimmers

BCSSA further classifies swimmers in two categories, “S” and “O”, by the amount of time they participate in swimming or other aquatics (such as water polo, diving and synchronized swimming) between October 1<sup>st</sup> and April 30<sup>th</sup> prior to the current swimming season. Unlike an “O” swimmer, a “S” swimmer does not participate in speed swimming training programs more than two hours per week in the off season. “S” swimmers may compete in a winter meet if they exchange 1 hour of practice for 1 day at a swim meet. There are no restrictions on swimming between May 1 & Sept 30.

These are important distinctions as it ensures that swimmers compete against swimmers who have the same opportunities as others. More descriptive explanations on the rules of aquatic activities allowable hours and age locator are available at [www.bcssummerswimming.com/rules](http://www.bcssummerswimming.com/rules)

## 14. Swim meet types.

Meet	Description
Interclub	An informal competition held within the club. Times are unofficial but it is an important team building exercise! Plus it gives New parents and swimmers an understanding of what a swim meet is.
Developmental	Open to Div 3 ‘B’ swimmers and under (Div 2, Div 1, 6&U).



	Development meets are generally a more relaxed learning environment. There is no skill division and meets are much shorter. They offer both 25 and 50 meter swims and are a good introduction to racing and summer club competitions.
Timed Finals	A regular competition available to all athletes that will host a full event list. Each event is swum once. A longer format than a Development meet but more exciting!
Heats & Finals	Regular competitions that include finals in the afternoon, where top-place finishers (normally 1st to 6th) swim a second time, as well as preliminary races in the morning. Emphasis is placed on racing and swimmers get additional racing opportunities to improve. These events are unique and give the fanciest awards to athletes.
Championships	A grand heats & finals competition whereby finalist score points for their respective clubs. Thrilling races and an intense team atmosphere to conclude the summer season!—not to be missed. Everyone participates at Regional Champs; swimmers qualify for Provincial Champs by coming top 3 or achieving PQT standard while at Regionals.

## 15. How a Swim meet works.

### Start of the Season

- Meet poster – Club posts meet posters in the breezeway of Spani Pool. Posters list important information like where a meet is, event entry limits, date & time of meet, signup deadline and many more items. This is where parents and athlete’s can sign up for meets. Parents must indicate on sign-up sheet which days they will be attending and if they will be participating in a relay.
- Meet Confirmation Sheet - After a meet deadline athletes names are posted as confirmation of entry, parents need to check to ensure athletes are entered correctly. If changes need to be made coaches must be notified immediately.

### Day of a Meet

- Meet Programs – We recommend parents purchase a program at attending meets. Programs inform parents where their swimmers have been seeded in relationship to their times from a previous meet. Seed(entry) times decide which heat and lane a swimmer will swim in. Swimmers with no times are entered as NT. Programs are very useful and helping keep everyone on track during a swim meet.
- Warm Ups – Before every meet there is an in-pool warm-up time for each club. It is mandatory to complete the warm-up. This helps swimmers to get familiar with

the pool conditions. Testing the depth for diving, blocks and re-confirming your stroke count in each pool. Swimmers should arrive 30mins prior to check in with coach, stretch and do deck warm up prior to getting into water.

- After In-pool Warm Up – Coaches will ensure swimmers know their event information for the day by writing information on their hands. After children should return to club tent area and stay warm till race time.
- Waiting For Your Event – In between events, listen for the announcer or watch for a chalkboard that will have the event number. It is recommended that swimmers eat nutritious snacks, don't eat too close to a race and stay hydrated. When the event is called, swimmers need to gather personal items. Some swimmers bring a cap, water, towel, goggles and wear deck shoes. Their first stop is to the coaches table, then directly to clerk of the course.
- Clerk of the Course – Swimmers check into clerk of the course where they're names are called out and they are checked into marshalling. They are then given their lane assignments place with their appropriate event. From there they are sent to Marshalling.
- Marshalling - Swimmers enter marshalling and are organized into their heats, then place according to lane assignment. They then move from bench to bench as the heats proceed until they are led to the "blocks". It is here where goggles and caps are placed on as swimmers prepare to get ready to race.
- After race - Swimmers return to coaches' table for feedback on race and reminder about next event. From there they return to tent area to keep warm, rest, rehydrate and refuel.
- Checking results – Generally results are posted on a pool wall. Reading results can be a science (just joking) and will let you know how well your kids did. Depending upon swim meet there may be finals for each event. These generally run in the afternoon after all events have been swum.
- Finals - Finals follow a lunch break, starting with a noon time pool warm up. Warm ups are mandatory for all finalists. There will always be 2 alternate swimmers for each final who should be ready to swim if a finalist is not there at the clerk of the course.
- Swimming Policies- Please check with the "Charge Back Policy" regarding all no shows, deck entries and scratches(**see: #12 Swimming Policies - Charge Back Policy**).

## 16. Disqualifications (DQ's)

Swim meets are opportunities for swimmers to demonstrate their skills in a competitive environment. A disqualification of "DQ" happens to even the most experienced of swimmers when a swimmer doesn't perform a stroke, start or turn as per the BCSSA rules. It is a difficult way to learn but necessary for all swimmers to learn.

When an infraction occurs, a swimmer will be told by an official about his/her DQ after the event and the reason why. No official times are recorded. Swimmer should report immediately to their coach after receiving a DQ. If the coach and/or swimmer don't agree with the official's DQ the coach has 30 minutes after the event to protest the DQ.

***In case of doubt, the benefit must go to the swimmer.***

(All rules and regulations can be found at [www.bcsummerswimming.com/rules](http://www.bcsummerswimming.com/rules))

## 17. Swimming Policies

### Charge Back Policy:

When an athlete registers to participate in an event at any meet other than our own their fees are paid by the Sharks. These fees can cost anywhere from \$6 - \$10 per event and is non-refundable. If the athlete does not participate in those events they've signed up for those fees are forfeit to hosting club. Deck entries and changing events on the day of the meet also cost the club extra as hosting clubs charge a extra charge.

Members are responsible to reimburse club for the following:

- a. No-shows – when an individual does on show for the entered event.
- b. Scratches – When a swimmer declines to participate in any events they have signed up for after the deadline date. (If the scratch is received before the deadline date members will not be responsible for club reimbursement)
- c. Switching events and Deck entries: Changing events on the day of the meet of entering a meet after deadline date of hosting club.

Any changes or withdrawals made after a meet deadline must be brought to your coach. Any “charge backs” are to be paid back to the Sharks. If we need to deck enter the athlete because of a clerical error made on the part of the Sharks Club there will be no charges. In certain circumstances, i.e. sudden illness or injury, The Executive may determine that you will not be charged back for the missed events.

### Non-scheduled Meet Policy:

If a parent wishes their child to attend a meet that is not on the Coquitlam Sharks schedule, that parent must arrange and pay for the meet fees. The club is not responsible for

### Relay Policy:

The relay races are an exciting, fun, and competitive aspect of summer swimming. However, often they can be a source of anguish and frustration. The selection of swimmers for relay teams is done by the Coaching staff, with the Head Coach making the final decision. Throughout the season many different relay teams may be formed for a variety of reasons.

At Regionals and Provincials is when most of the frustration occurs. Unlike the relays during the season the relay teams formed at Regionals and Provincials are intended to be competitive. Therefore, coaches will consider all options available, including considering adding a child from a lower division. If a relay team qualifies at Regionals it does not necessarily mean that your child will be on the Provincial relay team. It is important to recognize that although your child was part of the team that qualified. It is only the team that qualifies. This potentially means that the Provincial relay team may be different from the Regional team.

For Provincials you and your child will be notified at least one week in advance if this is your child's only event. Regardless of how many events your child has qualified for at

Provincials. It is recommended that you consult with the Head Coach in advance if unclear of your child's relay status.

## 18. Swim Meets

In order to run a swim meet, it takes approximately 100 parent volunteers. All parents who volunteer have plenty of opportunity to participate in different jobs, meet their volunteer obligation and still be able see their child race.

**Signing up for Volunteer Duties:** Prior to our meet there will be a sign up sheet for volunteers. This is your chance to use some of your volunteer hours! There are plenty of jobs to sign up for and many different choices.

**Pool Set-Up and Take Down:** The evening before a meet, we need at least 10 parents to come to set up the pool. Duties include setting up benches, lane ropes, chairs and tables, tarps and timing system. After the meet, parents are expected to stay behind to assist in take down of the equipment as well.

**Deck Food:** Deck food is used to feed the volunteers that work our meet. A sign up will be posted prior to our meet for all families attending to bring a food item. Items listed can range from breakfast to lunch and **All** shark families attending our meet are required to bring deck food. Drop off at the pool the morning of the meet.

The following are some of the volunteer obligations available:

### Officials:

1. **Referee:** held by a senior BCSSA official. Has final decisions on all matters, approves and assigns duties, enforces rules at meet, maintains tempo of meet.
2. **Starter:** has full control of competitors from the time the Referee turns race over to him until race starts, is subject only to referee's decisions, may recall or disqualify a swimmer.
3. **Chief Timer:** is responsible for availability, accuracy and correct use of watches, assigns timers to lanes, ensures competency of timers, recorders and runners, times and records winner of each race
4. **Place Judges:** Three per pool side, record sequence of finishes from 1st to last place as each swimmer touches at the end of each race
5. **Stroke & Turn Officials:** Observes each swimmer as to legality of stroke, has authority to disqualify a swimmer for an infraction, must notify the swimmer within 15 minutes of infraction, must record and initial infraction on time card
6. **Meet Manager:** Organizes the meet, responsible for personnel, equipment and facilities, responsible for ensuring that the results of the meet are available

7. **Clerk of the Course:** Has full authority over swimmers from time they check in at the Marshalling area until they are turned over to Referee, assembles swimmers for each race, distributes time cards in the Marshalling area
8. **Marshall:** Assists clerk of the course, maintains discipline in the marshalling area

**Concession Duties:** We need volunteers to work in the Concession during meets as this is a revenue generator for the club.

**Cook Shack:** We always run a cook shack during our meets where we cook breakfast and lunch. We need people to help with the cooking.

**Office Workers:** The office volunteers take the swimmers cards, check the times and compile the results for computer entry. They also check the computer generated reports once the Computer Data Entry volunteers have completed each event and post results.

**Timers and Recorders:** If you can work a stop watch, you can do this job. There are two timers and one recorder per lane during a meet. The recorder writes down each timer's times and asks each swimmer for their name to confirm correct card is used and swimmer is in correct lane.

**Computer Data Entry:** After each heat, swimmers times are entered into the computer. The computer then determines who will be in finals. As well, the computer records swimmers' times for all meets and feeds it into the BCSSA system.

**Awards:** Works in the office and puts stickers with swimmers' names, times and club on the ribbons. Ribbons are given out after the meet.

### **Officials Clinics**

During the season, BCSSA holds clinics for the purpose of training officials. Anyone may attend these FREE clinics. We encourage attendance at these clinics as officials are critical volunteers. Don't worry about not knowing anything about swimming – most parents that are now officials started off not knowing anything. Look for upcoming clinics throughout the season in the newsletter.

## **19. Waterpolo 101**

Waterpolo is a game of strength, quickness and endurance. Ball handling skills and exceptional swimming ability are especially important. Waterpolo combines aspects of soccer, basketball, lacrosse and rugby. The game is played while treading water or swimming with the ball while not touching the bottom or sides of the pool by having the ball cross the goal line within the floating goal nets.

Players may catch or throw the ball with just one hand (the goalie can use two hands). Once a player gets the ball they must swim or pass it. Through underwater tugs and pushes on an opposing player's hips, thighs and arms, good players attempt to gain a small advantage, and tire the opposition.

If your able to swim a length comfortably and your 9 years or older your able to join.



## Tournaments:

Tournament dates are posted on the club schedule. They run either from early morning to late afternoon or from noon to 9pm in the evening. Games on average run for 30 minutes with plenty of time in between to eat and socialize. Awards are usually given to 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> place.

## Waterpolo Volunteer Opportunities:

**Minor Officials:** Timekeepers and Scorekeepers for tournaments. Requires volunteering during the games we play at each tournament. Amount of time involved depends on number of volunteers. If we have two or three volunteers from each age category then the time involved would be maybe four hours at each tournament. Someone new to the job would be paired up with someone who has done this before.

**Parent Representatives:** Parents who are willing to assist the coaches with organizing special events or phoning other parents to inform them of any changes that happen to come up quickly. Generally being willing to help communicate information to everyone, especially new members is needed.

**Deck Food Volunteers:** At least three parents willing to organize deck food for our home tournaments. This involves signing people up to bring things on the day of the tournament plus organizing a variety of foods to have available throughout the day for the officials and coaching staff.

**Pool Set Up and Take Down:** Parents willing to help with the set up and take down of the pool for our tournament, this mainly involves setting up tables, team benches, cones, Water polo nets, timing equipment.

**Concession:** Volunteers willing to run the concession during our Junior tournament at Spani Pool. Many of the Senior players have helped with this in the past.

## 20. Diving 101

Diving is the act of plunging into water head first or feet first from diving boards, pool sides, the shore, docks, or cliffs. In competition, divers attempt to perform airborne acrobatics before entering the water gracefully. Event heights range from 1-m (3.2-ft) low springboards to 10-m (32.8-ft) high platforms. The basic dive has four distinct phases: the starting position, the takeoff, the in-flight manoeuvres, and the entry into the water. Divers learn each of these components by repeating the dive or skill over and over.

They first master simple skills such as feet first jumps before learning body positions, alignment, somersaults, and twists.

## Types of Dives

Please go to [www.bcsommerswimming.ca](http://www.bcsommerswimming.ca) for all dive descriptions.

### Competitions

Divers submit a list of dives they intend to perform prior to competition.

The number of dives required in a competition varies by age group: 2 or more compulsory dives and 1 or more optional dives.

All divers must qualify to attend Regional Diving championships by competing in at least one diving meet. The top 3 qualifiers from each event will go on to represent the Simon Fraser Region at Provincials.

### Judging

Each dive has a degree of difficulty and points are calculated accordingly. The judges rate the technique and execution of the dive. Judges subtract points, called *deductions*, when a dive is completely or partially performed in a position other than the one listed. No points are awarded when a diver executes a dive with a different number than listed.

## 21. Coquitlam Sharks Awards

In September, after the season ends, we host a Coquitlam Sharks Annual General Meeting and Awards Night where we recognize the accomplishments of all our athletes. This event celebrates our athletes for their fantastic season of hard work, team spirit and commitment to the sport of swimming.

### Swimming Awards

**Aggregate Awards** are given to one girl and one boy in each swim division. A minimum of 25 points must be achieved to qualify for an aggregate award. Points will be awarded for A meets or the A portion of an A/B meet where finals are swum, including Regional and Provincial Championships. No points are awarded for timed heats. There will be no restriction on the number of meets which may be entered, however only one meet per weekend may be used toward aggregate points. The number of points tallied will be the same as those awarded at the meet.

The Provincial/Regional Aggregate Award will be given to the boy and girl who at Regionals and Provincials earn the most points in individual events.

**Jack Fyles Memorial Trophy:** Awarded on the nomination of the coaching staff and with the approval of the Executive to the senior swimmer who best exemplifies leadership, dedication and a positive attitude. This award is in memory of Jack Fyles, a leader and builder in the Sharks Club for many years.

**Jason Parish Memorial Scholarship:** Awarded annually at the Simon Fraser Regional Meet. The criteria will be announced during the swim season.

**Personal Best Times Awards:** The purpose of this award is to acknowledge swimmers total number of personal bests and to reward those pursuits with recognition. Each time

a swimmer improves his/her time during a meet, whether in heats and finals all result will be counted as a personal best. Disqualified swims do not count.

Excellence: 30 improved swims

Gold: 20 - 25 improved swims

Silver: 15 - 20 improved swims

Bronze 8 - 14 improved swims

## Diving Awards

**Diving Aggregates:** are given to one junior and senior girl and one boy in each group. A minimum of 50 points must be achieved to qualify for an aggregate award. Points will be awarded for all BCSSA sanctioned meets attended by divers, including Regional and Provincial Championships. The number of points tallied will be the same as those awarded at the meet.

**“Terry Lehto Memorial Award”** Selection for this award is made by the Diving coaches, Head coach and Executive. It is awarded yearly to the diver who most exemplifies an outstanding sportsmanship. This person takes loss or defeat without complaint. Take victory without gloating and who treat their opponents with fairness generosity courtesy, ect. The diver throughout the season performs to the best of their ability and shows a keen enjoyment of the sport of diving.

**Courage Award:** Given to one individual who went well beyond their comfort level to achieve a successfully dive or goal they had set for themselves. **Commitment**

**Award:** Given to one individual that needed no encouragement to try to achieve a certain dive or dd. They pushed themselves and their abilities beyond their limits. They have shown commitment to gaining skills and to the sport. This athlete attended practices regularly and went to the majority of the meets. This person must eat, breath and sleep diving on their own and not through parent encouragement.

## Water Polo Awards

**Most Valuable Player:** This is awarded to a boy and girl in or each level P1, P2, P3 P4. Recipients are chosen by Water polo coach, Head Coach and Assistant Water polo coach depending upon player contribution throughout the summer season.

**Most Improved:** This award is given to one boy and girl in each group P1, P2, P3, & P4 who have shown the most improvement in play throughout the current season.

**Most Sportsmanlike Player:** Given to one boy and one girl who exemplify what is is to be a team player. This person encourages others in the face of defeat, and cheers on teams during the course of a tournament. Follows the rules of the sport and plays with honor.

## Synchronized Swimming Awards

**Aggregate Award** is given to one girl. The number of points tallied will be the same as those awarded at the meet.

**Most Improved:** This award is given to one girl who has shown the most improvement throughout the current season.

**Most Dedicated:** This award is given to one girl who has shown the most dedication throughout the current season.

## 22. Simon Fraser A/B “Cut-off” Times

All current times can be found at: <http://www.bcsommerswimming.com/>