
MEMBERS HANDBOOK



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CLOVERDALE TRITONS

Executive Board 2017

President	Tyler Smith
Vice President	Sean Walsh
Secretary	Rebecca Fisher
Treasurer	Laurette Walsh
Registrar	Tami Hummel
Past President	Mark Wheatcroft
Director of Officials	Chris Miley
Director at Large	Sarah Schnare
Director at Large	Andrea & Serge Score
Director at Large	Ian MacNeil
Equipment	Christine St. Denis / Allison Kroecker
Fundraising	Michelle Kurtenacker
Coaches Liaison	Andrea Score
Head Coach	Rachael Kloosterman

Chapter 1

Tritons Members Handbook

Vision Statement

The Cloverdale Tritons Summer Swim Club strives to create a positive and enjoyable family environment where each swimmer is encouraged to put forth an honest effort to improve their swimming ability and is challenged to meet their full potential.

Philosophy

The club believes in creating an environment where each swimmer can develop to their full potential and grow emotionally, socially and physically. For some swimmers this may mean striving for medals, for others it may mean getting into shape or to achieve or surpass last year's times and others to learn all the strokes. Although there is no guarantee that each individual goal will be reached, everyone can develop self-esteem through the process of striving to achieve a goal.

The club utilizes the strengths of its members to provide a progressive, participative, evaluative and continuously improving organization. We actively participate in the British Columbia Summer Swimming Association (BCSSA).

Club History

The Cloverdale Tritons were established in 1990 by the Pacific Sea Wolves Winter Swim Club and used the PSW name for four years. In 1994 we chose to change our name to the *Cloverdale Tritons Summer Swim Club Society (CLO)* and established an identity separate from the PSW winter club. Our team colours are teal, black and white. Our logo is King Tritons *Trident!*

Club membership includes swimmers of all ages with a minimum requirement of an ability to swim one length of the pool without stopping. Our home pool is George Greenaway Pool in Cloverdale from mid May to late August.

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Our Club is one of seventy clubs belonging to the British Columbia Summer Swimming Association (BCSSA). These clubs are divided into the following eight regions:

Caribou	Kootenay	Simon Fraser
Fraser South	Okanagan	Vancouver Island
Fraser Valley	Vancouver & District	

We belong to Fraser South Region. Other clubs in our region include:

Boundary Bay Blue Backs	Ladner Stingrays	White Rock Amateur Swimming Association (Killer Guppies)
Crescent Beach Sea Horses	North Delta Sunfish	Surrey Sea Lions
	Richmond Kigoos	

BCSSA's Harassment Policy

BCSSA has created the following Harassment Policy, which States:

There will be no tolerance of harassment within the BC Summer Swimming Association. The BC Summer Swimming Association is committed to providing a sport and work environment in which all individuals are treated with respect and dignity. Each individual has the right to participate and work in an environment, which promotes equal opportunities and prohibits discriminatory practices.

Under the policy, anyone with knowledge of abuse of a criminal nature or harassment is obligated to report it to the appropriate authorities. Copies are available from either the club President or the BCSSA office.

Harassment Is Defined As:

Any comments, conduct or gestures which are insulting, intimidating, humiliating, hurtful, malicious, degrading, or otherwise offensive to an individual or group of individuals or which create an uncomfortable environment, or which might reasonable be expected to cause embarrassment, insecurity, discomfort, offence, or humiliation to another person or group, including, but not limited to:

1. Written or verbal abuse or threats.
2. Physical assault.
3. Unwelcome remarks, jokes, innuendoes, or taunting about a persons body, sexual orientation, attire, age, marital status, ethnic or racial origin, religion etc.
4. Display of sexually explicit, racist or other offensive or derogatory material, sexual, racial, ethnic, or religious graffiti.
5. Practical jokes, which cause awkwardness or embarrassment, endanger a person's safety or negatively affect performance.
6. Hazing or initiation rites.
7. Leering or other suggestive or obscene gestures.
8. Intimidation
9. Condescension, paternalism, or patronizing behaviour that undermines self respect or adversely affects performance (or working conditions).
10. Conduct, comment, gestures or contacts of a sexual nature that are likely to cause offence or humiliation or that might, on reasonable grounds, be perceived as placing a condition of a sexual nature on employment or any opportunity for selection, training or advancement (or employment).
11. False accusations of harassment, motivated by malice or mischief, meant to cause other harm.
12. Sexual harassment.

Swimmers Code of Conduct

- Swim for *fun* and not just to please coaches and parents
- Be a good sport. Cheer on other team members, and other swimmers even if they are not a Triton
- Work equally hard for yourself and your club – your club will benefit and so will you.
- Never argue with an official's decision. Let your coach ask any necessary questions.
- Treat all swimmers, as you yourself would like to be treated.
- Co-operate with your coach and other members of the club.
- Remember that the goals of competitive swimming are to have fun, improve your skills and feel good. Don't be a show off.

Discipline Policy & Procedure

While behaviour problems are rare, the following policy/procedure has been adapted to deal with the possible problems in as fair a manner as possible. Here is an outline of what a swimmer and/or parents will see if a problem is encountered.

Action will be taken if a swimmer is interfering with another child's emotional, social or physical well being or distracting other swimmers or the coach from practice.

In the event of a continuing problem, the following steps will initiate discipline:

1. Verbal and/or written warning by the coach to the swimmer and parent.
2. Swimmer will be suspended from practice for 2 days.
3. Conference with the swimmer, parents, head coach and club president or designate.
4. Expulsion from the club without a refund. Parents and swimmers have the right to appeal the decision in writing to the executive board within 7 days.

Parental Concerns

Your child's coach or head coach is available to discuss your concerns. Please ensure you request a meeting with the coach so that matters can be discussed in private and away from the pool deck, and not during practice sessions.

Should a dispute or concern arise, please wait for a 24-hour period and then contact the Liaison Officer in person or in writing. If a satisfactory resolution is not reached after your initial meeting and the matter has been brought up with the appropriate person(s), please present your complaint either verbally or in writing to the Club President for review by the Executive.

Please do not go on deck while the coaches are working. This is disruptive and takes practice time away from the swimmers.

Parents Code of Conduct

Parents are a key role in developing a positive team and family environment. Parents are expected to:

- Assist athletes to recognize that personal improvement, honest effort, and sportsmanship are as important as winning.
- Do not force an unwilling child to participate.
- Provide a positive attitude and support for all swimmers, coaches, officials and others.
- Model appropriate behaviour for our children.
- Ensure punctuality of swimmers at practices and swim meets.
- Provide two weeks notice if a swimmer is not going to attend a swim meet they have signed up for (If notice is not given, the parents are responsible for event fees)
- Accept responsibility for your child's safety and behaviour.
- Recognize that the pool deck is the Coach's domain and parents must not interfere.
- Direct all concerns in a positive constructive manner to the Head Coach, President, or Vice President
- Readily volunteer for timing and officiating or other club activities & fundraising events

Age Groups

Novice Group

The Novice group is where beginner level swimmers begin swimming. Teaching basic stroke technique and swim meet mechanics is the basis of the Novice program. The very beginner swimmer will attend Developmental swim meets to gain experience. The more experienced Novice swimmers will begin to attend B level swim meets. All swimmers must be able to swim one length of the pool without stopping to be eligible to join the club at this level.

Junior Group

The Junior Group is where the swimmers learn a better understanding of stroke technique and really start to grasp the ideas of the mechanics involved. The practice sets are more focused on stroke improvement. There is also more instruction on Starts and Turns as these swimmers are preparing for competition. These swimmers will be attending development meets and occasional weekend meets to gain confidence and learn the skills needed for competition and the rules involved.

Intermediate Group

The Intermediate Group is where more advanced swimmers train. They will be fine-tuning their strokes, starts and turns. This group will also be gaining experience in training and practices. Practices will become more intricate and involve longer distances. All Intermediate swimmers are eligible to attend B level swim meets and swimmers with 3 or more A times are eligible to attend A meets. The Intermediate group historically has a wide range of skill levels and is a group that enables swimmers to grasp the holistic meaning of summer swimming.

Senior Group

The Senior group is where the most advanced, veteran swimmers train. The Senior swimmer has advanced stroke techniques and a good knowledge of summer swimming rules. Swim practices are intricate and the level of difficulty is high. Swimmers are expected to attend all practices and have more pool time than the other groups. At this level the skill level tends to be more uniform as all swimmers are expected to practice at a high level. All senior swimmers are eligible to attend A & B level swim meets.

Advancement Requirements

Advancement from one group to another is based on a number of criteria. It is not simply whether the swimmer can handle the workload of the more advance groups. While speed of the swimmer is a factor, the most important criteria are age and stroke proficiency. The coaching staff believes that team spirit is an essential element of the summer swim experience and therefore believe in keeping children of the similar age together. However, each swimmer must have the skills to complete the appropriate group's practices.

The decision to move a swimmer up to the Intermediate or Senior group is the responsibility of the coaching staff. The suggested advancement will be reviewed with the parents of the identified swimmer before the swimmer is told or moved.

Chapter 2

Swim Meets

There are six different categories of meets. They are: Developmental, “B” meets, “A” meets, “A/B” meets, Regionals, and Provincials.

Development Meets

These Meets are generally held in the evenings. They are for swimmers who have not reached the level of swimming where they are familiar with most of the rules. The divisions that you would normally expect to see at one of these meets are 6 & under and Divisions 1 to 3. The officials are certified but in these meets they usually do not disqualify the swimmer for improper technique. If the swimmer does something improper, they will talk to the swimmer and explain to them what they did wrong. The emphasis of these meets is fun and development. Most younger and first time swimmers should attend one of these meets before they attend a more advanced meet.

B Meets

These meets are usually two days and are held on the weekends. These meets are set up to qualify a swimmer for “A” meets or Regionals. Once the swimmer has become comfortable with developmental meets they move on to B meets. For a swimmer to be a B swimmer, they must have no more than 2 A times and can only swim in those events that are “B” times. Each region designates the “A” times. These times are the cut off point, which separates the faster A swimmer from the B swimmer. The reason for this separation is to allow swimmers of similar speeds to compete against each other. The officials at these meets do disqualify the swimmers who have broken the rules. However, the meets are still a lot of fun.

A Meets

For swimmers to attend A meets, they must have 2 or more A times. Once again, these meets are usually two day meets held on weekends. Usually A meets have finals in each event. The officials at these meets do disqualify swimmers for improper procedures.

A/B Meets

Many meets are a combination of A and B meets. Swimmers are placed into heats consisting of similar times. These meets may have timed finals where there will not be a finalist’s event or there may be finals for the fastest swimmers of the heats.

Regionals

Regionals are the qualifying meet for Provincials and are held one to two weeks prior to the Provincial Championships. In order for a swimmer to be eligible to swim at Regionals, they must have competed in a least one A, A/B or B meet and must have been registered with the club prior to the regional’s cut off date. Regionals are held as a heats and finals swim meet with an A division and B division for medals and points.

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Depending on their race times for each individual event, swimmers race in either an “A” heat or a “B” heat. A swimmer with a “B” time in an event may choose to compete on the “A” side but a swimmer with an A time in an event cannot swim on the “B” side in that event. In our region both A and B Regional’s are held the same weekend under the same venue. For “A” Regionals there are heats and finals. In the finals, the top three finishers in each event move on to represent the Region at the Provincial Meet. If the swimmer does not finish in the top three spots but meets a Provincial Qualifying Time (PQT), they will also advance to the Provincials. “B” Regionals are run with heats only and timed finals. Medals are awarded to the top three finishers in each event and ribbons from 4th to 8th place.

Provincials

The Provincial meet is a three-day meet (Friday to Sunday). The top swimmers of each region attend. There are heats, which are swum by all swimmers. The top 16 swimmers move to the finals. Swimmers finishing from 9th to 16th swim in the consolation finals. Swimmers in positions 1 to 8 swim finals. The top three swimmers receive medals and the remainder of the finalists (4 to 16) receive ribbons. This meet is the biggest meet of the season and is the most competitive.

Meet Expectations

Swim meets are run by volunteers, which mean that each invited club will be involved in helping run the meet. Often a club is expected to look after timing for a lane. This means that the club must provide enough timers and recorders for that lane to function at the proper level for the day. At some meets there will be three timers and one recorder, and at others, there will be three timers and one has to serve as a recorder as well. The positive side of volunteering is that you get free food, hot coffee or other beverages and *the best seat in the house!* Along with timing and recording, we are also asked to supply officials for the deck. These jobs are: Stroke and Turn Judge, Place Judges, Starters, people for Marshalling and Crash Desk Officials. None of these jobs are difficult, but do require some training. All positions offer the opportunity to shadow a senior official before you are on your own. Please feel free to come forward and volunteer.

Dress for the weather. Remember that the weather can change, so bring extra clothes for you and your swimmer(s).

Bring appropriate food for you and your swimmer. Most meets do run a concession stand so you can always have a hot breakfast, lunch or snack. The host club runs these concessions and prices are usually reasonable.

Meets are usually all day events. Plan to stay the entire day.

If you bring your own personal tent, please try to set it up near other club members so that we stay together as a team. It is also easier for coaches to find the swimmers.

Meet Policy

Once you register for a swim meet, the club automatically pays for the events. If you do not attend a meet that you have registered for, you may be charged for the events that you missed. This fee is typically \$8.00- \$10.00 per event and a swimmer is usually registered in 4 to 6 events.

Swimmers must see their coach before and after each race. Keep your ears open for announcements including which race event they are calling next.

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Swimmers must check with the coach before leaving the venue to ensure that all their events are done for the day.

Swimmers must wear team suits and caps at swim meets. If they have team sweaters or t-shirts, they should be worn as well

Relay Policy

The Cloverdale Tritons are a small club and this policy is built around that fact. As we are such a small club, most divisions will not have enough swimmers to form a relay team. With that in mind, our coaching staff is responsible for creating our relay teams at the swim meets. If there are five or more swimmers in a division, there will be a rotation of swimmers so that all will have equal exposure to the relay experience. At the final swim meet of the season, (Surrey A/B Meet) prior to Regionals, our coaches start stacking the relays for the fastest combinations to prepare and gauge how the relay teams will fare at Regionals. At Regionals, the **fastest** combination of swimmers will be picked for the relay, in the hope that they will qualify for Provincials. Please prepare your child for this reality of a competitive environment to avoid any disappointment.



What To Bring To A Swim Meet

Be prepared for all types of weather, it is summer swimming but the BC weather is not that reliable. *Do not trust the weather reports.*

Know the location of the meet and whether it is an indoor or an outdoor pool. The equipment will vary according to the location.

Ensure that you know what time to be there for warm ups.

Food

Bring a light lunch and light snacks. Bring high-energy food that digests easily. (Pop, hamburgers, chips and chocolate bars are not suggested or encouraged)

On rainy days packages of *Cup of Soup* or *Mr. Noodles* really hit the spot.

On sunny days, fruits, vegetables and lots of water are ideal. Avoid ice cream during the meet as it can cause upset stomach. Wait until after the meet for treats.

Equipment

Coolers for food

Lawn chairs

Family tent or pop up if you have one. If not bring a tarp or umbrellas to protect you from the elements.

3 to 6 towels per swimmer. Don't rely on the sun to dry wet towels and clothing.

A few changes of clothes (summer weight and winter weight) It's cold at 6 A.M.!

Club bathing suit, swim cap and goggles.

Slip on shoes and socks (feet should always be protected and warm)

Sunscreen and hats

Games, books, cards etc.

Stop watch to time their races

Please label clothing, towels, goggles, suits, chairs, and sleeping bags

Note: Most swimmers bring a sleeping bag and pillow so that they can curl up in a tent after their events or rest as they wait for the next event. We share EZ ups for swimmers to use but they are not put up at every meet as most families bring their own tent.

Meet Officials

The people responsible for the organization of a swim meet are called the 'officials'. There are different levels of officials with different functions and degrees of responsibility. Given that swim meets are completely run by volunteers, parents are expected to learn the various functions and volunteer. None of the functions are difficult. They do require some training and experience but all are fun. Each year experienced officials provide training for interested parents. The following are the various officials and their functions.

Timers

There are 3 timers per lane and they are responsible for timing the swimmer in each event. This function requires little training.

Lane Recorders

Record the official time of the swimmer as reported by each of the three timers.

Clerk of the Course

This official is responsible for seeing that swimmers are in marshalling area prepared for the upcoming race. He/she informs the swimmer of their heat and lane assignment.

Marshall

The Deputy Clerk of the Course. He/she has full control of the swimmers once they enter the marshalling area.

Referee

The referee has full responsibility over all officials and swimmers on the deck and in the waiting areas of the meet.

Starter

Begins each race by announcing the event to the swimmers on the starting blocks and overseeing them until an official start has been accomplished.

Judge

Stroke Judges observe the swimmers in the water and determine the legality of the stroke being swum. They usually walk on either side of the pool during an event.

Turn Judges determine the legality of turns at both ends of the pool and finishes at the end of the race.

Place Judges record the swimmer's order of finish

Announcer

Calls swimmers to their heats and may announce results

Chief Meet Recorder

Receives and processes all timer's and judge's reports. He/she compiles lists of competitors and records their ranks.

Disqualifications

All parents and swimmers need to know about disqualifications. The first thing to know is **almost everyone gets disqualified** at least once in their swimming career! So don't ever feel bad about it, it is all a part of the learning process. It is best to talk with your swimmer before it happens and explain the rules. A disqualification can occur when any of the strokes, turns or touch procedures are not executed properly or in a manner which is interpreted as giving that swimmer an unqualified advantage over other swimmers. An official must record disqualification on the time card and advise the swimmer and/or coach. Disqualified swimmers should talk to their coaches immediately so they fully understand what they have to change in future races.

Some other reasons for disqualification:

- | | |
|---|--|
| Failing to go to the marshalling area on time | Reporting to the starting block too late |
| Interfering in another swimmer's lane | Walking on the floor of the pool |
| Not finishing the race | False start |
| Using abusive language or impeding the progress of the meet | |

Protests

What? Why? Who? When?

Example: *A swimmer touches the wall with both hands and does a proper turn, however, the turn judge rules that the turn was improper and disqualifies the swimmer.*

When the swimmer returns and tells the coach that they were disqualified, the coach has a decision to make. If he/she feels the judge's decision was incorrect and the meet is an important one, the coach can protest the disqualification and hope to have the decision overruled.

The coach cannot protest if the coach was not in a good position to see the turn, (note that the turn is only an example), or if the coach did not see the turn.

Once the decision has been made to protest, the coach must make a verbal protest and then submit a written protest. A Jury of Appeal reviews the written protest. The jury makes the final decision.

Some Club Activities May Include:

BACK TO THE HOOD - This is a special party/potluck dinner we have to welcome the swimmers and families back to Greenaway Pool and to start the Summer Season off with a celebration.

SWIMMER OF THE WEEK – Every Monday after the swim at Greenaway Pool a swimmer, from each group, is rewarded for working hard the previous week!

TEAM PHOTO DAY – near the start of the season

GROUP SPECIFIC EVENTS – Senior Movie Night, Intro Graduation, coaches to decide

TEAM SPIRIT EVENTS – Lazer Tag, Movie Night, Theme Days ie Crazy Hair, Pajama, Twin Days

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ANNUAL CAR WASH/HOT DOG SALE - fundraising event (parents and swimmers participate to raise \$\$ for the team)

BLACK AND TEAL – a fun family party with some food and a bit of “competitive” swimming

TRITON OLYMPICS – a team event with games and ‘country teams’ competing for the coveted gold cup!

REGIONALS AFTER PARTY! – Dinner/BBQ/Pizza Party and awards presented to the swimmers after Fraser South Regional Swim Meet

AWARDS NIGHT – potluck dinner at a hall (usually Clayton Hall) in September or October to award Cloverdale Tritons specific awards and Awards earned at Provincials!

Club Awards

The Cloverdale Tritons hold an annual Awards night where the following awards and medals are awarded.

Barb Carrelli Memorial Plaque

This award is presented to a swimmer who displays outstanding courage, strength, sportsmanship, and leadership. Barb Carrelli was that kind of person. She was the President of the Cloverdale Tritons for many years, and was one of the founders of the club. After fighting cancer for many years, she passed away in 1997. For those of us who knew her, it was a great loss. She will not be forgotten for all her efforts, leadership and friendship. For that, this award was created so her legacy would live on.

Bank Of Montreal Swimmer Of The Year

This plaque is presented to a swimmer who has worked hard all year. He or she may not be a medal winner, but has strived for personal excellence. The swimmer who receives this award has pushed themselves, and not given up. Striving to meet theirs and their coach’s goals.

Top Female/Male Trophy

One for each group

Most Sportsmanlike Trophy

One for each group

Most Improved

One for each group

