

# CALGARY TRITONS



# HANDBOOK

**\*\*\*Revised June 2023\*\*\***

## Welcome to the Calgary Tritons Summer Swim Club

### USEFUL SWIMMING TERMS

<u>Term</u>	<u>Definition</u>
The Club	Calgary Tritons Summer Swim Club (The Tritons)
ASSA	Alberta Summer Swimming Association
Swim Alberta	The provincial sport organization for swimming
Swimming Canada (SNC)	The national sport organization for swimming
CSCTA	Canadian Swim Coaches and Teachers Association
ACC	Alberta Coaches Council
FINA	Federation Internationale de Natation - the international governing body for all aquatic sports, including swimming
Summer Club	Swim season from May 01 until August 31
Winter Club	Year-round swimming: winter swimmers are not eligible to swim as Summer Club swimmers unless they are exhibition
Exhibition	Not eligible to score points or place in summer swim meets; most often not able to be seeded in heats or straight finals
Short course	Events swum in a 25-meter pool
Long course	Events swum in a 50-meter pool
Fly	Butterfly stroke
Back	Backstroke
Breast	Breaststroke
Free	Freestyle; any of the 4 strokes but most often front crawl
IM	Individual Medley: the order of the strokes must be fly, back, breast, free
MR	Medley Relay: the order of strokes must be back, breast, fly, free; relays must have 4 different eligible swimmers
FR	Freestyle Relay; must have 4 different eligible swimmers
DQ	Disqualification of swimmer; times will not be official
Heats	Preliminary swims used to qualify for lane placement in Finals
Finals	Final swims used for placing results in each event
Straight Finals	No preliminary swims: results are determined after each event is completed
Seeded	How swimmers are designated lane assignment for heats or straight finals; can be fastest to slowest, slowest to fastest or circle seeded
Senior Seeded	When swimmers are grouped together based on times rather than by age group; normally swim from slowest to fastest
Blocks	Starting blocks
Pads	Electronic timing system; often at Start/Finish wall and sometimes at turn wall

Marshalling	Area at meets where all swimmers <i>must</i> report / check in prior to races by designated time to swim. Please Note: Failure to do so could result in disqualification of swimmer from event and possibly the meet including relays
Invitational	Meet hosted by clubs who 'invite' other clubs to compete via a meet package sent to club President or Head Coach
Regionals	Regional Championship meet held at the end of the competitive season and used as a qualification meet for Provincials
Provincials	Provincial Championship usually composed of 2 swimmers per region plus Wild Cards
Wild Cards	Fastest times posted at Regionals throughout the province that are used to fill open spots at Provincials

## **THE CLUB**

The Calgary Tritons Swim Club is a competitive summer swim club that has been operating since 1971 and was incorporated in 1990.

We are a not-for-profit club run by volunteers and supported by membership and fundraising.

We are a member of the ASSA, and through the ASSA are members of Swim Alberta and Swim Canada. ASSA has 61 clubs as members and is divided into 6 regions. The Tritons are in Region E, which covers teams in the Calgary area, as well as teams as far south as High River, as far west as Canmore, as far north as Didsbury and as far east as Didsbury. Region E has approximately 7 clubs and over 500 swimmers.

Our coaches are all NCCP certified and members of CSCTA, ACC and SNC.

## **THE PROGRAM**

We cater to swimmers from ages 5 – 18; however, we do accept membership from all returning Tritons swimmers. Swimmers of an age-appropriate ability are welcome but the minimum requirement for our youngest swimmers is water safety in deep water. The Tritons membership is typically capped between 95-100 swimmers, based on pool availability.

Our membership season begins May 1 and ends the following year on April 30. Our training and competitive season begins May 1 and finishes mid-August. Registration takes place in February for returning swimmers. Registration takes place in March for new swimmers.

The Tritons offer an evaluation during registration night to allow coaches to assess age-appropriate abilities. Swimmers who have registered with the Tritons during our registration period have one week at the beginning of May to determine if they wish to continue with the club. The one-week trial period also allows Tritons coaches to assess whether new swimmers have been placed in the appropriate group.

Our objective is to help swimmers develop competitive swimming skills in a fun and supportive environment. For our younger swimmers, our focus is on teaching the four competitive strokes. As our swimmers develop, our focus is on improving stroke technique and building strength and endurance.

The Club divides swimmers into training groups based on age/ability, each with a dedicated coach.

Practices are held at Glenmore Pool, Acadia Pool, and/or Mount Royal University Recreation pool (MRU). The Club has four-five evening practices per week that vary from 60 - 90 minutes in length. Depending on age, experience level and coach recommendation, we also offer two morning training sessions beginning in July that are 60 minutes in length. Pool locations/times are described in the registration package each season. A swimmer's specific pool location/training time will depend on training group assignment. Group schedules are posted on the website.

Dry land training is a part of our training program and varies in each group and with each coach, but can include activities such as stretching, games and calisthenics–type exercises.

Competitions are local, regional, and provincial and occur on weekends. They are held in a 25-meter pool and vary from one to two days in length. They include both individual and relay events. All meets (except for Provincials) are open to all ASSA Region E registered swimmers in good standing, regardless of skill level. The Tritons participate in 7 – 8 club-hosted meets. Regional Championships, which are open to all clubs in Region E, are typically held the weekend after the August long weekend. Provincials are usually held the following weekend and are typically in Edmonton. Provincials are a qualifying meet based on placement results from Regionals and Wild Card times. The top swimmers from all 6 regions participate in Provincials.

As a competitive club, we require each swimmer to attend **a minimum of THREE meets per season**. Failure to attend three meets, without informing the executive, may result in the swimmer not being accepted back the following year.

## **ELIGIBILITY**

As a member of the ASSA, the Club conforms to all ASAA swimmer eligibility rules. These can be found in section 15.1 of the ASSA bylaws on the ASSA website.

([http://www.assa.ca/pdf\\_files/Online%20Handbook/Section%204/Section\\_4\\_ASSA\\_Bylaws.pdf](http://www.assa.ca/pdf_files/Online%20Handbook/Section%204/Section_4_ASSA_Bylaws.pdf))

Please refer to these rules to determine if a swimmer is eligible to join the Club as a competitive swimmer. In general, any instruction in competitive swimming skills between September 1 and April 30 will result in a swimmer being ineligible to join the Club as a competitive swimmer for the following season. Swimmers' ineligible to join as a competitive swimmer may register as an exhibition swimmer with ASSA, however the Club only accepts exhibition swimmers if space permits. There has not been space for exhibition swimmers for several seasons.

## **BYLAWS, RULES, and REGULATIONS**

The Club is a not-for-profit organization and as such follows our own set of Bylaws in accordance with the Societies Act of Alberta.

As members of both ASSA and Swimming Canada we are ultimately governed by their respective Bylaws and will refer to their Bylaws in the case of any discrepancies. Copies of their Bylaws can be viewed on their respective websites found in the back of the Handbook.

Parents, swimmers, and coaches all have their respective roles to play in participation with the Tritons club. There is a code of conduct document for each participant/role which is to be read, signed, and returned to the registrar before the start of the season. These documents outline the expectation of the Tritons club to ensure all parents, swimmers and coaches enjoy a safe, respectful, fun, and competitive swim season.

## PARENT / GUARDIAN EXPECTATIONS

Parents shall:

- Obey all the rules and regulations of the Club, ASSA, SN/C and all facilities used both at practices and competitions.
- Support their child, coaches, and teammates to reach individual and club goals.
- Encourage their child's full participation at practices, competitions, and club- approved activities.
- Follow all fundraising club policies outlined prior to each training season / at registration.
  - All parents are responsible to volunteer at the Club annual swim meet
  - Have one parent / guardian attend the parent meeting at the beginning of each season.
- Participate in at least one shift of the club casino that occurs within that membership year (May 01 – April 30).
- When needed, discuss their child's progress before or after practice but without affecting coach punctuality.
- Always be responsible for swimmers at practices outside of the pool deck.
  - This includes change rooms. Coaches are only responsible for swimmers in the pool and on the pool deck.
- NOT be allowed on deck during practices without special permission approved by the Executive.
- NOT be allowed on deck during swim meets other than in an Official capacity or as a club designated chaperone.
- Discuss any concerns with the program with the Club President or appropriate Executive member. Meetings will be set up as deemed necessary by Executive Members.
- Be responsible for their children during meets. This includes ensuring your child is on time for warm up and their events and ensuring appropriate behavior at the meet. **Coaches do not supervise swimmers during meets.**
- If dropping off a swimmer prior to practice or picking up late, it is the parent's responsibility to ensure that the swimmer behaves appropriately and is on time.
- The Club will not be responsible for any inappropriate behavior outside the designated practice time or outside of the pool deck. This will include change rooms and lobbies.

## SWIMMER EXPECTATIONS

Swimmers shall:

- Obey all the rules and regulations of the Club, ASSA, SN/C, and facilities used at both practices and competition.
  - Be on time for both practices and swim meet.
  - Take responsibility for informing their coach of any upcoming absences well in advance and by any required deadlines.
- Respect ALL coaches, officials, volunteers, and pool / facility staff at meets and practices.
  - Participate in swim meets and club approved activities. Follow coach direction, instruction, and feedback.
  - Represent the Club in an honorable and respectful manner when at meets and practices.
- This includes no foul language, fighting, snapping towels, destruction of pool property / equipment, littering and bullying in any manner.
- Respect all patrons of the facilities used, including change rooms/showers.

- Older swimmers should be an example to younger ones and help with younger/ inexperienced swimmers when needed.
- **WEAR TRITONS GEAR AT MEETS.** This includes suits, caps, and t-shirts/ hoodies. If the swimmer doesn't have any Tritons t-shirts or sweatshirts, then team colors should be worn.
- Be prepared for meets, including equipment, healthy food, and beverages. All personal belongings are the swimmer's responsibility and should be clearly marked with the swimmer's name.
- Clean up the area that you were sitting in before you go home.

## COACH EXPECTATIONS:

Coaches shall:

- Follow the directives of the Club Executive
- Undergo an "official police criminal record check" and Vulnerable Sector Search
- Follow all rules and regulations of the Club, ASSA, SN/C, including Coaches' Association
- Have knowledge and understanding of ASSA rules and regulations. Encourage full participation of swimmers in competitions, practices, and club approved activities.
- Provide a training program outline that includes coach philosophy / procedures for discipline, training, competition and swimmer expectations and general goals prior to the start of season.
- Communicate with the Executive regarding any concerns or difficulties as they arise.
- Be punctual and fully prepared for all practices and swim meets.
- Arrange for an approved substitute coach when unable to fulfill the coaching commitment.
- All work together to plan and deliver the program.
- Give constructive feedback to all swimmers at both practices and competitions throughout the season and as needed.
- Prepare and submit all meet entries as required and by deadlines set by the Head Coach.
- Attend swim meets as required.
- Keep up to date records of all swimmers' best times.
- Provide constructive encouragement (goal, focus, strategy, etc) and feedback to all swimmers after races including race execution, technique, and times.
- Maintain swim meet splits/results book for swimmers and events as deemed appropriate.
- Maintain a positive attitude when dealing with members and be approachable to all swimmers.
- Be available prior to and after practices for parent questions whenever possible.
- Be responsible for the direction and discipline of their swimmers during practices, including dryland.
- Participate in coach mentoring, coach development and professional opportunities as they arise or are needed.
- At the end of the competition season, provide a report to the Executive. Provide ongoing swimmer evaluations and end of season award nominations. Attend annual AGM / Awards banquet when possible.

## CLUB PARTICIPATION POLICIES

Returning swimmers and siblings are given priority at registration each season. Membership is evaluated after registration has been closed and new swimmers are selected based on space availability per training age group.

Tryouts for new swimmers will be conducted to assist in confirming a swimmer's ability to at least complete a 25-meter length without assistance. This tryout will also assist coaches in placing swimmers in an appropriate swim group. Assignment to training groups is based on age/ability.

Once the club is full, all remaining new swimmers will be placed on a waiting list and will be informed if we have an opening within the club for that age category.

- Swimmers will not be allowed to participate in the club until all registration fees have been paid in full and bonds have been received. Exhibition swimmers will only be accepted if space permits and only after there are no swimmers on the waitlist.
- Swimmers will be notified of all practice schedules and upcoming meets and events.
- It is the responsibility of the swimmers and parents to follow all coaches' and the Club's procedures and deadlines for meets.

Meet entry fees are included in a swimmer's registration fees. There are no additional meet entry fees charged to a swimmer's account for any meet that they register for. However, as the club pays meet entry fees (typically \$25 - \$35/meet) to the club hosting a meet, any swimmer who fails to show at a meet for which they registered will be required to reimburse the Club for the meet entry fee of that meet, unless a medical / acceptable reason has been provided to the Head Coach or Executive.

All swimmers are encouraged to participate in relays (refer to Club Relay Policy):

- Regular attendance at both practices and meets can affect relay selection.
- **Final selection will be at the coaches' discretion.**
  - Once assigned to groups swimmers are expected to attend their assigned practice times. Swimmers will not be allowed to attend other Group practice times and will be asked to leave. No consideration will be made for any accommodation or scheduling issues. The club understands that swimmers may have other activities that may affect attendance at times and so we ask that you inform your Coach.
  - Attendance is encouraged as it will / can affect your swimmers progress and readiness for meets &/or events. Coaches will identify and work with swimmer(s) on setting realistic expectations – if there are issues, they will work with the swimmer family on solutions.
- Once a swimmer has signed up for relays at a meet, he/she is expected to remain at the meet to participate in all relay events that he/she has been entered in.
  - In past years there have been issues with some swimmers leaving meets early prior to relays, resulting in the scratching of relay teams which impacts other swimmers.
- If you are on a relay team, you must stay for that relay (refer to Club Relay Policy)

Any swimmer on a relay at Regionals **MUST** inform both the Club and the Executive whether they will be available for Provincials *prior to* the Regionals entry deadline.



There are no changes allowed once a team has qualified for Provincials and any changes will result in the relay disqualification from Provincials.

## CLUB RELAY POLICY

- Relays are open to all swimmers
- Teams will be created with swimmers swimming in their own age groups being the number one priority. If enough swimmers are available, then more than one relay team per age group will be entered.
- Swimmers may be asked to swim up an age group to accommodate a full relay.
  - In a particular age group, free relay and medley relay teams may be made up of different swimmers. Example: the fastest boys 11/12 free relay team may have different swimmers than the fastest boys 11/12 medley relay team
- For every Meet up to the last club-hosted meet of the season, teams may be created based on maximizing swimmer participation:
  - If a swimmer's absence results in a relay team being scratch, that swimmer will be excluded from participating in the next swim meet's relays.
  - If the absence occurs twice in a season, that swimmer will be excluded from participating in all relays for the remainder of the swim season.
- For the last meet, teams may be put together based on proposed Regional/Provincial teams:
  - Regional teams will be formed using the individual swimmer event sanctioned times up to and including the last Swim Meet, with the
  - Emphasis will be placed on creating the fastest teams that have the best chance of going to Provincials, while at the same time considering teams that maximize the number of participants that Tritons could send to Provincials as well.
  - Swimmer behavior, attitude and swim season attendance will be considered as a secondary priority when these teams are created.
- Regional teams will be posted via email and on the Glenmore bulletin board, immediately after the last Meet, in order that if errors have been made, changes can be made in time for Regional Relay Team submissions on the ASSA website.
- Any swimmer on a relay at Regionals **MUST** inform both the Club and the Executive whether they will be available for Provincials *prior to* the Regionals entry deadline. There are no changes allowed once a team has qualified for Provincials and any changes will result in the relay disqualification from Provincials.
- If you are unable to attend Provincials, then you will not be considered for a regional relay team.

**NOTE:** Triton Swim Coaches may participate on Regional Relay Teams on a 'fill-in' basis only

## DISCIPLINE POLICY

This policy is in place to protect all swimmers in the club and to support the coaches and expectations set forth by the Club. Inappropriate, disrespectful, or unsafe behavior will not be tolerated at practices, competitions, or club events. If a swimmer chooses to not follow the rules and expectations of the Coaches and Club, then the following actions will take place:

**STEP 1:** The Coach / Executive Member who witnessed the infraction will give a verbal warning to the child.

**STEP 2:** If the behavior continues, the child will be asked to sit out for the remainder of the practice or meet. The parents will be notified of the behavior.

**STEP 3:** If the swimmer is still behaving inappropriately, he/she will be suspended from practices and meets until a meeting can be held between the swimmer, coach, parent, and Executive to find a solution.

**STEP 4:** If no solution can be found or the behavior persists, the swimmer will be asked to leave the club. There will be no refund of membership fees, fundraising deposits, or casino cheques.

## **FUNDRAISING**

Calgary Tritons is a not-for-profit organization supported by a volunteer Executive Board that raises annual costs through membership fees and fundraising opportunities.

Each swimmer has a yearly fundraising commitment determined annually by the Executive Board. A second postdated cheque in that amount is to be submitted as part of the registration package.

If applicable, throughout the training/competitive season there are various opportunities to fundraise to offset the amount. These may vary yearly. Examples of past fundraising opportunities include popcorn sales, Simple Simon Pie sales, bottle drives, merchant gift certificates, sponsorship solicitation, meet donations, and meet advertisements. If required, opportunities will be outlined at the beginning of the season.

If applicable, at the end of the competitive season any money owing to the club due to insufficient individual / family fundraising can be paid in one of two ways:

1. E-transfer sent to the Treasurer / Fundraising Board Member prior to the AGM.
2. If the new amount of money has not been received by the AGM, then a \$10.00 fee will be charged, the original cheque cashed and the balance returned, by mail, to the family.

Any amounts raised above the required minimum amount may not be carried forward to the next membership year.

There is NO CASH VALUE of any fundraising credits. Extra fundraising dollars cannot be used for registration fees, equipment, or the Casino Bond.

Extra fundraising credits can be transferred between swimmers in the same family but cannot be transferred between families.

## **SOCIAL EVENTS**

Several social events are held each season for swimmers and families. These are designed to allow swimmers, coaches, and families to get to know each other and to build team spirit. Some social events may be combined with fundraising activities (ex) bottle drives.

## **SWIM MEET BOND & VOLUNTEER/OFFICIALS I BOND**

The Club has an excellent reputation, due in part to the incredible volunteer efforts of our families. As a member of the Club, it has become an expectation that you will volunteer your time to help make our club better. Most often this volunteering occurs during the Club's invitational meet as well as at the Regional Championship event, although members have been known to support another club's invitational meets as well.

Each year, the Club has a "**Swim Meet Bond**" to ensure that our meet runs smoothly. Each family has a yearly volunteering commitment determined annually by the Executive Board. A third postdated cheque in that amount is to be submitted as part of the registration package.

It is expected that families volunteer at our Club's Meet. Duties can vary from hospitality room, 50/50 ticket sales, program sales, marshaling, officiating, timing, announcing, results and ribbons, electronics, and safety. The date of the Tritons meet will be available at the beginning of the season.

If you are unable to attend the Tritons Meet, you are required to contact the Tritons President to make alternative arrangements to work off this bond:

- Families who choose not to volunteer for the meet will have their Swim Meet Bond cheque cashed.
- Families who are away and have not made alternative arrangements to volunteer will have their Swim Meet Bond cheque cashed.
- The responsibility lies with the family and not the Swim Club to make alternative arrangement.
- This bond may also be held against swimmer "no show" for meets:
  - Any swimmer who fails to show at a meet for which they are registered are liable to reimburse the Club for the meet entry fee of that meet (approx. \$25-\$35), unless a medical/acceptable reason has been provided to the Head Coach or Executive
  - This amount will be held against the Swim Meet Bond or Swimmer can choose to pay directly to the Club.

The **Volunteer/Officials I bond** is in addition to the Tritons Swim Meet bond. This program requires at least one parent in each swimmer family to fully be certified as a Level I official by Regionals every season. There is also a requirement to obtain **5 points** each season (points are awarded until the AGM) to fulfill this bond. If the bond is not satisfied, \$30 will be charged for each unearned point. A full explanation of the point system can be found in **Appendix B: Volunteer/Officiating Point system**.

Throughout the training/competitive season there shall be various opportunities to volunteer to offset the amount. Opportunities shall be outlined at the beginning of the season. As a club, the Tritons will have mandatory responsibilities at Regionals. These duties will be like our own meet's duties. All parents attending Regionals will be expected to volunteer in some capacity if needed.

Parents are encouraged to volunteer as timers or officials at other meets as many clubs are much smaller than ours and unable to fill all the necessary positions needed to run a Sanctioned Meet. This is a club courtesy common in Summer Swimming and most often reciprocated amongst clubs.

There will be several social events throughout the season and many volunteer opportunities with them. These activities are an important part of the Club experience but cannot run without volunteer help. Events will be announced and required help outlined as each event is organized. Past events have included potlucks and barbecues, camping, swimmer social nights and excursions.

Our Executive Board is volunteer and elected annually at the AGM. Positions range from one to two years. It is a great way to become involved in swimming at a club level and to get to know the coaches, swimmers, and other parents. Contact any Executive Member for more information on roles and commitments. The Executive contact list is posted on the website each season.

## **CASINO**

THE CASINO IS MANDATORY FOR ALL FAMILIES REGISTERED WITH THE CLUB.

Submitted with each registration package is a fourth postdated cheque in a pre- determined amount that is held as a bond to guarantee casino attendance. If a family has not volunteered for (and been available to work) at least one shift at our assigned casino for that membership year (May 01- April 30), the cheque will be cashed.

Casinos are assigned every 18 months and some years we will not have a casino. It will still be necessary to submit your bond cheque with registration. A casino may also occur after our competitive season is over (after August). It is still necessary to work at the casino as it is **within the Membership Year**.

When we know the dates of our casino, all families will be informed. You will be contacted by the Casino Coordinator via email with sign up information once this information is available.

## **EQUIPMENT**

Team colors for the Club are Royal Blue and Golden Yellow. Only Team Approved Gear is to be worn at swim meets.

Competitive suits are currently provided by the Club (for a fee) but are to be worn ONLY FOR COMPETITIONS. If the suit is lost or becomes damaged, it is the swimmer's or parent's responsibility to buy a replacement team suit from the Equipment Manager to wear at meets. Swimmers are free to train in their choice of training suit. Bikinis will not be allowed as training or racing suits.

Swimmers are required to bring their own equipment to train with to each practice as some facilities may not have enough equipment for all swimmers. A list of recommended equipment can be found in the **Appendix A**.

All swimmers are encouraged to have their own labeled water bottle on deck at both practices and at

meets. Please use only water, as juices, etc. can be messy on deck if spilled.

Caps do not have to be worn by swimmers, however if the swimmer's length of hair affects their stroke / performance, the coach may ask that a cap be worn. If a cap is worn at meets, it must be the Calgary Tritons cap. Any appropriate cap can be worn at practices. One racing cap will be provided by the Club at the beginning of the season. Any replacements will be the swimmer's or parent's responsibility.

**Please label all your belongings as they will be your responsibility.**

## **COMMUNICATION**

The Club primary means of communication is by email and the Club website ([www.calgarytritons.ca](http://www.calgarytritons.ca)).

The club is going to use Team Snap for all communication and event sign up. Please ensure that you have provided the Registrar and Secretary with the correct email address. All information will be sent to this email address throughout the year.

## **SWIM MEET PARTICIPATION**

All swimmers are expected to attend a minimum of **THREE** meets per season.

Team Snap will be used for Swim meet sign-up and reminders. Parents are required to indicate whether their child will participate in each meet. Please indicate YES or NO for meet participation **AND** YES or NO for relay participation.

Team Snap will be used to determine entries in swim meets, so failure to sign up for a meet by the deadline may affect meet attendance and relay selection. Most meets do not allow late registrations.

The Club pays meet entry fees for each swimmer registered in a meet. These meet fees are included in each swimmer's annual registration fees, so no additional costs are incurred by swimmers for attending swim meets. However, if a swimmer enters a meet and then fails to participate, the family will be required to reimburse the Club for the meet entry fee for the missed meet. These meet entry fees are typically \$25 - \$35. This charge will be waived for medical or other acceptable reasons.

## **WHAT TO EXPECT AT SWIM MEETS**

Club-hosted swim meets begin the last weekend of May and run through to the last weekend in July. There are typically 7 to 8 club-hosted meets, 1 day meets held on Saturdays, but with a few meets that have a Friday evening session (distance events) in addition to the Saturday sessions. Regional and Provincial Championships are typically the 2 weekends following the August long weekend and are 2 day meets (Saturday/Sunday, with Provincials potentially having a Friday evening distance event session).

Warm-ups are early in the morning, usually 7:00 or 8:00 AM, and the meet is all day and often with no official breaks. They usually end between 5:00 and 6:00 PM. It can be a very long day.

The swim meet is like day camping – families arrive before warm-up and claim a spot with the team either

in the ‘staging’ or ‘hanging out area’. Early in the season, these areas are arenas or gyms and, later in the season, there are areas outside to pitch small tents, canopies, or portable shelters. Swimmers and families rest here and generally ‘hang out’ until their events.

The following should be brought to a swim meet:

- Lawn / sport chairs, sleeping bags or blankets, food and drinks, activities/books/games, extra towels, goggles, t-shirts / hoodies and pants.
- As swimmers are in and out of the pool all day and will be wet often, it is recommended that you bring multiple amounts of clothing and towels.
- Dress on the conservative side for the weather. Sun block is recommended for the outdoor staging areas.

The coaches are on deck and do not have time to come and get swimmers, so keep an eye on the events list and entry list posted nearby. Often there will be Marshaling announcements for the upcoming events.

Viewing areas are limited and often crowded. It is best to watch your child’s events and then return to the staging area until their next race.

You must check in with the coach responsible for attendance as soon as you arrive and check out with coaches before leaving. Make sure you have checked the relay list to see if you are on a relay.

Order of events will vary with each meet, as will events offered. **Heat Sheets** are typically available for purchase at the meet entrance. These Heat Sheets provide an approximate outline for the day’s events. **Meet Mobile** is also available for download through the App Store on your mobile device. There is a small fee charged in order to access the app.

**You must arrive on time for warm up**, as there is a **Scratch Deadline** set by the Host Club and you will be scratched from the meet if you are not present by that time. The Club will be charged the entry amount and the seeding for the meet will be impacted. You will then be required to pay the meet entry amount, as outlined earlier.

## OFFICIALS

A very important part of a swim meet is the role of the Officials. Officials are all volunteers and ensure the smooth and efficient pace of a swim meet. Officials are classified at different levels dependent upon their role. They are registered with Swim Canada and Swim Alberta and must take clinics for each role.

**Level I** – Timer, Safety Marshall, Marshall

**Level II** – Stroke and Turn/Head Lane Timer, Clerk of Course, Chief Timer, Chief Electronics Judge (where applicable), Chief Finish Judge, Recorder Scorer

**Level III** – Starter, Meet Manager

**Level IV** – Referee

**Level V** – National Sanctioned Meets

To progress to the next level of official, you are required to work in each role a minimum of one or two sessions during a swim meet and you must have a **sign off from the Meet Referee**. To run our Tritons hosted swim meet, many volunteers are required. Many of the volunteer positions require qualified officials, including timers, stroke and turn officials, starters, recorder/scores, referees, etc.

All parents are expected to achieve at least Timer Certification in their first season with the Club. Parents are expected to upgrade their qualifications in subsequent seasons. Courses are offered on-line, by Swim Alberta on specified dates/times (see website), and by the Calgary Tritons.

If you are interested in progressing to higher levels as an Official, please let the Club Officials Coordinator (contact info located in the Tritons website) know to ensure you attend the correct training clinic.

## USEFUL WEBSITES

Calgary Tritons: [www.calgarytritons.ca](http://www.calgarytritons.ca)

ASSA: [www.assa.ca](http://www.assa.ca)

Swim Alberta: [www.swimalberta.ca](http://www.swimalberta.ca)

Swimming Canada: [www.swimming.ca](http://www.swimming.ca)

FINA: [www.fina.org](http://www.fina.org)

Team Aquatic Supplies: [www.team-aquatic.com](http://www.team-aquatic.com)  
6115 3 St. SE, Unit D7, Calgary, AB T2H 2L

**\*\*Please Note: A Team discount card will be sent out beginning of the season\*\*\***

## APPENDIX A: Equipment List

Kickboard	Head Coach Advice	Link to Example
Adult	Find a kick board that fits fairly comfortable need the armpits whilst hands are holding the top of the board - based on size, Groups 0-3	<a href="https://team-aquatic.com/products/tas-rigid-kickboards?_pos=2&amp;_sid=abe5b716d&amp;_ss=r">https://team-aquatic.com/products/tas-rigid-kickboards?_pos=2&amp;_sid=abe5b716d&amp;_ss=r</a>
Junior	Find a kick board that fits fairly comfortable need the armpits whilst hands are holding the top of the board - based on size, Groups 4-5	<a href="https://team-aquatic.com/products/tas-rigid-kickboards-jr?_pos=1&amp;_sid=abe5b716d&amp;_ss=r">https://team-aquatic.com/products/tas-rigid-kickboards-jr?_pos=1&amp;_sid=abe5b716d&amp;_ss=r</a>

Pull Buoy	Head Coach Advice	Link to Example
Adult	Find a pull buoy that matches the size of your legs - based on size, Groups 0-2 (most individuals over the age of 12, but be cognizant of your leg size)	<a href="https://team-aquatic.com/collections/pull-buoys/products/arena-freeflow-pull-buoy">https://team-aquatic.com/collections/pull-buoys/products/arena-freeflow-pull-buoy</a>
Junior	Find a pull buoy that matches the size of your legs - based on size, Groups 3-5 (most individuals under the age of 12, but be cognizant of your leg size)	<a href="https://team-aquatic.com/collections/pull-buoys/products/finis-pull-buoy">https://team-aquatic.com/collections/pull-buoys/products/finis-pull-buoy</a>
Junior	Find a pull buoy that matches the size of your legs - based on size, Groups 3-5 (most individuals under the age of 12, but be cognizant of your leg size)	<a href="https://team-aquatic.com/collections/pull-buoys/products/junior-speedo-pull-buoy">https://team-aquatic.com/collections/pull-buoys/products/junior-speedo-pull-buoy</a>

Fins	Head Coach Advice	Link to Example
Colour Keyed Long Fins	The typical fins that most pools supply - find a fin that fits the foot snugly - too loose and it'll fall off, too tight and it will impact circulation	<a href="https://team-aquatic.com/collections/equipment-fins/products/colour-keyed-long-fins">https://team-aquatic.com/collections/equipment-fins/products/colour-keyed-long-fins</a>
Arena Fins	For individuals whose feet have mostly stopped growing, the Arena fins are significantly more comfortable and impactful (albeit more expensive)	<a href="https://team-aquatic.com/collections/equipment-fins/products/arena-powerfin-pro">https://team-aquatic.com/collections/equipment-fins/products/arena-powerfin-pro</a>
TAS Short Fins	A short fin variation of the colour keyed long fins - this would probably be my last choice but it is an option if that is what your swimmer prefers	<a href="https://team-aquatic.com/collections/equipment-fins/products/tas-short-fins">https://team-aquatic.com/collections/equipment-fins/products/tas-short-fins</a>



## APPENDIX A (cont'd): Equipment List

Mesh Bag	Head Coach Advice	Link to Example
Speedo	Find a colour you like that has enough space to hold your gear	<a href="https://team-aquatic.com/collections/bags-and-backpacks/products/speedo-ventilator-mesh-bag">https://team-aquatic.com/collections/bags-and-backpacks/products/speedo-ventilator-mesh-bag</a>
Funky Trunks	There are other fun options on the website as well	<a href="https://team-aquatic.com/collections/bags-and-backpacks/products/funky-trunks-mesh-bag-summer">https://team-aquatic.com/collections/bags-and-backpacks/products/funky-trunks-mesh-bag-summer</a>

Other Items	Head Coach Advice
Googles	Come with a pair of goggles that fit your swimmer and do not leak (which is difficult to know until you're actually in the water) - often times, spending a bit more money for a solid pair of training goggles is worthwhile
Swim Cap	Largely for swimmers with longer hair (although I wore a cap with short hair since it was comfortable for me)
Towel	
Deck shoes (Flip Flops)	
Running Shoes	Training may end up occurring outdoors depending on the Alberta government - be prepared in the event this occurs
Gym shorts	
Casual T-Shirt	In the event practices occur on land
Water Bottle	Fully filled before coming to practice AND labelled with Swimmer's name
Lock	Not mandatory, but from what I know, bags/clothes will not be allowed on deck so please provide your child with a lock so they can store their items safely - younger swimmers may need assistance in this case

Other Items	Head Coach Advice
Snorkel	May be needed on a case-by-case basis for the older swimmers - this will be purely a suggestion made by coaches and will not be required
Hand Paddles	May be needed on a case-by-case basis for the older swimmers - this will be purely a suggestion made by coaches and will not be required
Nose Plugs	Not necessary - could be a purchase you make if your swimmer has issues with comfortability when water goes up their nose whilst swimming backstroke

## APPENDIX B: Volunteer/Officiating Point System

The point system is intended to ensure family involvement by providing various volunteering opportunities for the Calgary Tritons Summer Swim Club. It is meant to encourage participation through a variety of fair opportunities which is imperative to the overall operations of the club. It is also intended to support swim meets throughout the region by promoting officiating and other positions including the advancement of current officials' certification.

For the 2022 Season, each family will need to earn **5 points** (ending with the annual AGM in September). Failing to comply with the season obligation would incur a fine of **\$30/point** of obligation not met.

Point system accountability will be based on an honour system. Following volunteering or attendance, please complete the online form at <https://www.calgarytritons.ca/volunteering/> to submit your points. You will require the link to be able to access this reporting page, so please save it to your bookmarks. Please complete the form each time you earn points. There is no limit on the maximum points that a family can earn. Families must make all reasonable efforts to meet point obligations. Final decision on fines will be at the discretion of the Calgary Tritons Board.

### NOTE:

1. *For the Calgary Tritons Swim Meet, the first session will count towards the required Calgary Tritons Swim Meet Bond. Families are still required to work 2 sessions to satisfy our Meet Bond requirement. For the second and/or subsequent shifts worked by families, **points will be counted towards your volunteer allocation.***
2. *The Required Casino Shift **does not count** towards the Volunteer/Officiating Point System.*
3. *To fully satisfy the Volunteer/Officials I Bond, at least one parent in each swimmer family is required to fully be certified in Level I before Regionals within the season. Every volunteer shift that is worked towards the certification will be counted within the point system.*

### Point Opportunities:

Role/Attendance	Points per event or swim meet session
Tritons Parent Meeting Attendance	1
Tritons AGM Attendance	1
Any Officials Clinic Attendance (Advancement of Certifications)	1
Social Event Volunteering *	1
<b>Officiating/Volunteering at Other Swim Meets per session or Second/Third session for the Tritons Meet, Regionals and Provincials:</b>	
Meet Set-up/Take-down, Gate attendant, Sales Table Attendant/Wristbands, Food Server, Hospitality Shift, Runner, Awards	1

Chaperones (at Swim Meets) - ONLY Parents of swimmers in Groups 3-5 are required to fill these roles at meets where required. If not filled, the Officials co-ordinator will assign to Parents in attendance.	1
Timer (Level I), Safety Marshall	1
Level II Positions (see below excluding Meet Manager), Kitchen Manager, Marshalling, Announcer	2
Level III and above - Meet Manager or Referee	3
<b>Board/Official Club Roles:</b>	
Executive: President, Vice-President, Treasurer, Secretary, Region E Representative, Registrar - Requires Multi Year term commitment	5
Equipment Manager, Officials Coordinator, Fundraising Coordinator, Casino Coordinator, Social Coordinator, Past President	4

*\* Note: Other opportunities may be considered and offered by the board upon need.*

**Certification Levels:**

Level I	Level II	Level III
Safety Marshall	Stroke and Turn	Referee
Timer	Chief Timekeeper	
	Clerk of the Course	
	Chief Finish Judge/Chief Judge Electronics	
	Recorder/Scorer	
	Starter	
	Meet Manager	