

WELCOME TO THE

# ***BRANDON BLUEFINS SWIM CLUB***



**Excellence in Swimming in  
Westman for over 30 years!**

Box 21033 West End PO ♦ Brandon MB ♦ R7B 3W8

[bdnbluefins@gmail.com](mailto:bdnbluefins@gmail.com)

<http://brandonbluefins.com/>





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# 1. Introduction

Brandon Bluefins Swim Club is a non-profit club that promotes excellence in swimming and has been “making a splash in Westman” since 1986.

The **purpose** of the club is to provide an opportunity for youth to participate in the fun and challenging sport of swimming. In addition to the benefits of exercise and conditioning the objectives of the club are to promote personal development, sportsmanship and team spirit.

**Competitive swimmers** train several times a week both in and out of the pool to achieve the

skills necessary for endurance and speed in executing the four racing strokes.

**High quality coaching** is provided in a positive atmosphere promoting learning, fun and fitness.

The **Board of Directors** are parent volunteers who have children swimming in the program, although all community volunteers willing to help are welcome. These volunteers are extremely committed to providing the best possible environment in which both the swimmers and coaches can strive for excellence.

## **8608680. Bluefins Swimming Levels**

### **2. Levels 1-3 (Developmental)**

This is a program for newer swimmers to develop the four main strokes. While no Bluefin is ever forced to compete, the hope is that the Level 1-3 will instill in swimmers a love for the sport along with solid skills. This will allow those who choose to swim competitively the ability to do so when they are ready or to move on to other water sports.

The program moves from Level 1 through Level 3 with advancement based on acquiring certain skills. Swimmers will often be in one level for a full swim year before moving onto the next level.

### **3. Levels 4-6 (Competitive)**

Once the basic skills are acquired in the levels 1-3, swimmers advance to the level 4 where the skills are refined and the swimmer is introduced to speed swimming. The criteria for advancement are as follows:

- L3 to L4 – will follow the skills sheets and looking at a time swim of less than 6:00 for 200 free, 200 kick flutter kick time
- L4 to L5 – will be based on technique, endurance and start and turn proficiency.

Skills learned in level 4 and 5 include advanced starts and turns, the use of the pace clock and swimming of specific “sets” as a training regimen. Mandatory dryland training takes place prior to swimmers entering the pool each class. Swimmers are required to be on deck ready for dryland with swimsuit on under dryland clothing enabling them to enter the pool as soon as it is completed.

The criteria for advancement from Level 5 to Level 6 are as follows:

For swimmers 12 and Under: 3 A times, 2 of which are over 50 M, and 200 flutter kick of less than 5 minutes.

For swimmers 13 and up – 2 A times in any distance and a 200 flutter kick time of less than 5 minutes.

Racing!

## 8608681. Fees and Dues Policy

The first payment for fees will be collected during the registration process on ACTIVE. Alternatively, a member may choose to pay the full amount at this time or make monthly payments. A credit card is required for payment.

Fees will not be pro-rated for absence from workouts for any reason other than medical. In this case a medical certificate must be provided. Medical absences must be more than one month to qualify for fee reduction. Special cases may be referred to the Executive Board for consideration. Please make your submission in writing to the Registrar.

### Multi Swimmer Discount

Families with multiple swimmers will be eligible for a discount on the swim session fees. Discounts will not apply to the annual registration or membership fees. Discounts will be provided to the least cost swimmer. Discounts will be as follows:

- 1<sup>st</sup> Swimmer – Full swim fee
- 2<sup>nd</sup> Swimmer – Full swim fee
- 3<sup>rd</sup> & Subsequent Swimmer(s) – Reduction of 25% of swim fee

### Meets and Meet Fees

Swimmers must be up to date with their club fees in order to participate in meets. The head coach will verify this with the club registrar prior to registering a swimmer in a meet. Once verified the swimmer will automatically be registered by the head coach for all Club sanctioned meets. **If your swimmer CANNOT attend a meet you MUST decline the meet on ACTIVE, when you receive the email of notification of an upcoming meet.**

The swim meet host club charges entry fees for each individual event generally ranging from \$5.00-\$10 per event depending on the level of the meet. Swimmers generally swim 6-9 events per meet depending on their ability, the meet design, and the coach's recommendations.

For most meets, there is a flat Swim Natation Canada fee and/or Swim Officials development fee – these additional fees are generally under \$10/meet. Fees for Relays are paid for by the Club. Also included is a Brandon Bluefins fee that covers additional club costs for the meet.

If a swimmer is registered for a meet, the Bluefins are charged the fees even if a swimmer "scratches" from an event or does not attend the meet.

**Families are financially responsible for any costs that the club may incur on a swimmer's behalf for any meet that the coach did not receive a notice that a swimmer cannot attend (once the club has sent entry fees to the meet's host club, it cannot obtain a refund).**

### Late Fees

Late fees (24% per annum) will be charged to accounts with outstanding balances on the 21<sup>st</sup> of the month. Balances owing will include but are not limited to, any monies owing for session fees, meet fees, fundraising obligations, fundraising or volunteering fees, clothing orders.

### **Suspension Until Fees are Paid**

Any overdue accounts of more than one month will result in suspension of the swimmer from meets and training, unless special arrangements are made with the Club Executive. The Brandon Bluefins Swim Club reserves the right to proceed with legal action if such fees are not received by the end of each session.

### **Insufficient Funds (NSF) Club Service Charge**

Anytime a cheque is returned to the swim club due to not sufficient funds (NSF) we are charged by our financial institution. Because of this there will be a \$15.00 service charge on all NSF cheques.

### **Pool Closures**

Should the swimming pool be closed due to unforeseen circumstances beyond the swim club's control (i.e. pool fouling, inclement weather, the City of Brandon closure), the Brandon Bluefins Swim Club will make every effort to inform the membership in a timely manner.

The Club will not be held responsible for any missed classes or reimbursement of fees due to circumstances beyond the Club's control.

### **Registration / Withdrawals**

If a swimmer intends to withdraw from the club, please note the following:

1. There is a ONE MONTH withdrawal notice. Club fees will be charged to the end of the following month in which the office receives notice. Swimmers leaving mid-month will be charged next month's fees. There are no refunds for withdrawals after May 31.
2. Written notice must be given to the coach; with a copy to the registrar (email is the best method). This is to be signed and dated by the parent.
3. Financial obligations must be met, and transfer papers signed, before the swimmer begins with another club.

### **Refunds**

If a refund is requested due to medical reasons, a medical certificate must be provided. Medical absences must be more than 4 consecutive swimming weeks to qualify for fee reduction. Special cases may be referred to the Executive Board for consideration. Submissions should be made in writing and will be reviewed by a case by case basis. A \$20 administration fee will be deducted from all refunds.

In the case of withdrawals, there will be no refunds issued after May 31.

### **Inactive Swimmers**

Inactive swimmers are individuals who have applied and been accepted as Club members but due to medical or personal reasons, are not currently swimming with the Club and have been assigned this designation by the Board of Directors.

Inactive swimmers shall be entitled to attend Members Meetings but shall not be entitled to vote unless the swimmer is over the age of eighteen (18) and is acting as an inactive member.

### **Fundraising Policy**

Fundraising is an important part of keeping this club going. As such it is mandatory for all families to participate; therefore all swim families must pay an annual fundraising commitment at registration. Families with multiple swimmers will follow the highest level groups' requirements. The mandatory fundraisers will be listed on the yearly registration on ACTIVE and also on the Bluefins website. If a swimmer family sells more than the mandatory amount, a credit may be applied to the family's volunteer points. For further information on the fundraising for the Bluefins please go the following link

### **Volunteering Policy**

As part of registration, once per year all Bluefins families are required to pay a volunteer commitment. For more specific information on the volunteering policy please go to the following link on our website. Volunteer policy

## **4. Bluefins Programs (Level 1-6) Fees**

Costs for all levels are due at registration either paid in full or a monthly payment on ACTIVE  
Included in registration is:

- Mandatory annual Swim Canada Fee
- Registration Fee – based on the number of swims per week
- Mandatory Fundraising Commitment
- Mandatory Volunteer Commitment
- Dryland ( Level 4-6 only)

## **8608682. Sponsorship Opportunities**

The Brandon Bluefins Swim Club has a detailed and comprehensive sponsorship package available to businesses. Swimmers who obtain a sponsor for the Club will receive a credit to their Volunteer commitment of 10% of the total amount sponsored. For information on sponsorship please go to the following link

## **8608683. Calendar**

A month by month calendar for the year is posted on the website and also on the bulletin board at the Sportsplex. The calendar is updated regularly; please refer to it for any questions regarding dates and time of swim meets or other special events. For the calendar please go to the following link

## **8608684. Bluefins Spirit!**

### **5. Club Awards**

The Bluefins offers club awards for the most improved swimmer, and hardest working swimmer, among other awards which are presented by the Coaching staff at our year-end gathering.

### **6. Team Parties**

The club has seasonal parties for all team members and their families. Watch our bulletin boards or the website for more information. All members and their families are welcome to attend.

### **7. Team Clothing**

Go Bluefins! In order to show your pride of being part of the Brandon Bluefins Swim Club, the swimmers are encouraged to wear our team clothing. When swimmers are at the pool, at school, or participating in swim meets, showing pride in our team is encouraged. Order forms and price lists are kept on the website, and following registration watch for dates when size samples will be at the pool for swimmers to place their orders.

Clothing orders can be purchased directly through Source for Sports. If you are interested in more information or in purchasing swimwear or swim gear or find out about any discounts please go to the following link.

## **8608685. Dryland Program**

What most parents have a strong belief in is that more water training the better, but we need to have a balanced approach between water training and dry land training that works within our current pool space. The competitive group training program is posted on the website. When we are doing dry land we need to ensure that our swimmers are wearing appropriate clothing & footwear.

The Brandon Bluefins Swim Club will be continuing its association with Outperforme Athletics. They will be providing professional dryland training sessions for our Competitive groups.

For further information please go to the following link

## 8. 7.Nutrition and Hydration

**Proper Nutrition Equals Top Performance!** Nutrition is a vital component to successful swimming, and it's essential in providing energy to perform at one's peak ability. Many parents ask what their children should be eating when they are participating in a swim program. It is important not only to eat healthy during swim meets, but it is also helpful to maintain a healthy diet on a daily basis. This is necessary to enable individuals to train hard without tiring as quickly. For further information please go to the following link:

## 9. 8.Code of Conduct & Discipline Policy

## 10. Code of Conduct

The Board of Directors and Coaches of the Brandon Bluefins Swim Club work hard to develop our swimmers to their best ability and a strong, positive, and supportive team environment in which all swimmers can achieve their best.

Bad Behaviour impacts our whole Club. In addition to creating safety issues for our swimmers, bad behaviour also impacts the morale and performance of swimmers and impedes our Coaches' ability to help all swimmers achieve their best.

The Brandon Bluefins Swim Club maintains high behaviour standards, which are to be followed at all times including during practices, swim meets, fundraisers, special events, and travel. These standards apply both in and out of the pool, and apply to all Swimmers, Coaches, and Parents – each of whom is an ambassador for our Club and the sport of swimming.

### **Code of Conduct:**

The following general principles apply to all Swimmers, Coaches and Parents. At all times Swimmers, Coaches, and Parents shall:

1. Conduct him/herself in a respectful, courteous, and professional manner;
2. Refrain from using profanity or bullying conduct;
3. Attend at practices, meets, fundraising events, and meetings as required;
4. Fulfill obligations, including for volunteering, fundraising, and payment of all fees in a timely way;
5. Review and respond to all communications issued by or for the Brandon Bluefins Swim Club in a timely way;
6. Adhere to Club Policies and Procedures as set out in the Brandon Bluefins Swim Club Policies and Group Handbook;

7. Respect and uphold all facility and Brandon Bluefins Swim Club Rules including but not limited to: on the pool deck, in the locker room, inside the swimming pool, and in the observation areas;

#### **Additional Rules for Swimmers:**

In addition to the above, to ensure the safety, success and peak performance of each Brandon Bluefins Swim Club swimmer, each Swimmer shall:

1. Read and sign the Brandon Bluefins Swim Club's Code of Conduct;
2. Conduct his/herself in a safe and appropriate manner, both in and outside of the pool and in keeping with the Brandon Bluefins Swim Club's Code of Conduct;
3. Ensuring that when they enter the pool, the area is clear of other swimmers and it is safe to do so;
4. Swim in an orderly direction;
5. Use best efforts to arrive at practice on time and if late, to be as least disruptive as possible to others;
6. Listen and immediately follow the instruction of his/her coach;
7. Communicate any concerns to his/her coach in and timely way; and
8. Ensure that at all meets they wear appropriate clothing identifying him/herself as part of the Brandon Bluefins Swim Club

## **11. Discipline Policy**

The Brandon Bluefins Swim Club Board of Directors and Coaches reserve the right to take disciplinary actions and impose sanctions against Swimmer or Parent for conduct that is not in keeping with Brandon Bluefins Swim Club's Code of Conduct or Policies. Such disciplinary actions may include immediate removal of a swimmer from the pool environment, suspension form a specified period of time, imposition of a financial penalty (for late payment of fees), removal of swimmer from a meet roster, and even removal from the club.

While disciplinary action will be taken on a case by case basis, the following policies are strictly enforced by the Brandon Bluefins Swim Club:

1. When fees are outstanding, swimmers will not be allowed into the pool until the swimmers account is brought into good standing and all outstanding payments and penalties are paid;
2. Swimmers who conduct themselves in an unsafe manner and contrary to either the Brandon Bluefins Swim Club Code of Conduct or the Brandon Bluefins Swim Club Policies can be denied access to the pool or participation to any swim meet or event;
3. Coaches have the right and responsibility to enforce all of Brandon Bluefins Swim Club's Policies, and shall at all times have the final say when disciplining a swimmer who is under his/her immediate control;
4. Swimmers who fail to listen or adhere to directions of the Coach can be immediately disciplined, and at the Coacher discretion may be removed from the pool environment;
5. Swimmers who are, or are believed to be under the influence of non-prescription drugs or alcohol, shall be immediately and automatically suspended, and prohibited from

entering the pool including during practice or meets, and shall remain so until otherwise advised by the Head Coach or Executive of the Brandon Bluefins Swim Club. For greater clarity, the Brandon Bluefins Swim Club has a zero tolerance policy for bullying and the use of non-prescription drugs or alcohol while representing the Club at practices, meets, or during travel.

Except in the case of a major incident or violation of the Code of Conduct or Brandon Bluefins Swim Club Policies, Swimmers who do not follow club policies will be dealt with as follows:

1. A Coach will provide a verbal warning to the Swimmer of unbecoming or inappropriate behavior with a view to stopping or eliminating bad behaviour;
2. If after receiving a verbal warning, the Swimmer's bad behavior continues, the Swimmer can be, at the Coach's sole discretion, removed from the pool environment, or may be issued a written warning regarding said conduct;
3. Where a Coach addresses a Swimmer for unbecoming or inappropriate behaviour during a meet, practice, or travel, the Swimmer shall immediately comply with the Coach's direction, and shall not engage in a verbal dialogue with the Coach. The Coach's say is final, and sanctions may include removal of the Swimmer from practice, meet, or pool area.
4. A Swimmer will only be provided with two (2) verbal warnings of conduct that is inappropriate or unbecoming. Thereafter, a written warning will be issued to the Swimmer or the Swimmer's parent/guardian outlining the conduct at issue and expectations toward eliminating same. Where a written warning is provided, a parent/guardian may set up a meeting with the Coach and Executive to discuss same.
5. Where a Swimmer's bad behaviour has resulted in the Swimmer's removal from a practice, meet, or pool area, the Coach shall, that same day, provide written notice to the Swimmer or the Swimmer's parent/guardian and the Brandon Bluefins Swim Club Executive. Unless otherwise confirmed in writing by the Coach or Executive, the Swimmer shall be and remain suspended from the team and not permitted to return until a meeting with the Swimmer and/or parent/guardian, Coach and Executive has been convened. The duration of any such suspension shall be determined by the Coach and the Executive and same confirmed in writing to the Swimmer and/or the Swimmer's parent/guardian.
6. Where a swimmer has been removed or suspended for inappropriate behaviour or unbecoming behaviour and the Swimmer and/or the Swimmer's parent/guardian does not agree with the same, a written appeal may be made to the Executive. Any such appeal will be considered by the Brandon Bluefins Swim Club Executive and any decision of the Executive will be final and binding.
7. Where a Swimmer has been removed and/or suspended for inappropriate behaviour or unbecoming behaviour, unless otherwise approved by the Executive, any fees paid by or on behalf of the said Swimmer are deemed to be forfeit and no refund will be issued, and the Club reserves the right to pursue the Swimmer and/or the Swimmer's parent/guardian for any monies, penalties, or fees that may still be owed by or in connection with the swimmer.

*Note: It is the policy of the Brandon Bluefins Swim Club that the Swimmer and/or the Swimmer's parent/guardian registering a swimmer with the club, is financially responsible for any*

*damages or losses resulting from the conduct of the Swimmer, and that the Swimmer and/or the Swimmer's parent/guardian agrees to fully indemnify and save harmless the Brandon Bluefins Swim Club, Coaches, and Executive in relation to the same.*

## **12. 9. Final Message for Parents**

We look forward to welcoming you and your swimmer(s) to the Brandon Bluefins Swim Club!

Please, don't be shy if you have a question – our Board of Directors are listed (with pictures) on our website, free to approach them, or any other parent who seems to know the ropes! Please volunteer when you receive email notifications - the overall success of the club and meets depends on the support and assistance of our families.

If you have questions about coaching, please feel free to contact your swimmers coach or instructor directly. Any questions around fees should be raised with the Registrar, not the coach.

Competitive swimming programs provide many benefits to young athletes including allowing swimmer's to experience success as well as times learning to handle defeat, all the while becoming healthy and physically fit. As a swim parent, strive to be supportive; a positive environment will help reduce the natural fear of failure and encourage your child to continue.

On deck, the coach's word is absolute. Coaches make all the decisions regarding placement of swimmers. You are encouraged to discuss progress, goals and performance of your child with the coach, but please do not raise those issues while the coach is on deck. We encourage parents to stay and observe our practices from the observation area. We encourage parents to see their children in action and to give them some appreciation for the difficulty of the practices and training.

Again, welcome to the Bluefins, and we truly appreciate the opportunity of being part of your child's lifelong love of swimming!