



**Dedicated to team development in the youth community through the encouragement of personal excellence and individual achievement in competitive swimming**

**TRURO CENTURIONS SWIM**

# CLUB MEMBER'S GUIDE

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## ***Welcome to the Centurions***

The Truro Centurions Swim Club was formed in 1977 as a competitive swim Club. The Club functions as an all-volunteer non-profit organization. The objective of the Club is to promote all aspects of competitive swimming and to help each member reach their full potential in the sport. We encourage excellence while recognizing that individuals differ in ability and personal goals.

The success of the Centurions depends upon parents playing roles in such activities as fundraising, officiating at meets, and serving on committees. Normally there are more jobs than volunteers. The Club meets at 7:00 PM on the third Monday of every month in room 136 of Forrester Hall, NSCC unless otherwise posted on the Club's bulletin board and web site –[www.trurocenturions.com](http://www.trurocenturions.com) . It is important that parents of all swimmers participate in the monthly meetings to keep abreast of activities and to vote on important Club decisions.

The Club's main sources of revenue are fund raising and registration. There are also a number of fundraising events and activities coordinated by the Fundraising committee. We are looking forward to your joining our Club and to another successful year.

## ***Training groups and age groups***

The Truro Centurions Swim Club is a competitive swim team that strives to create an environment where each member may realize his or her greatest potential in the sport. To achieve this, the swimmer must take certain steps along the path to success. Our group structure is designed to provide these steps. As the swimmer develops both mentally and physically he or she is presented with an ever-increasing series of challenges while moving up through the groups. There are skills and principles to be learned at each new level.

Individuals neither grow nor learn at the same rate; therefore it would not be reasonable to expect swimmers to progress through the groups at the same rate. When decisions on group promotion are made, the coaching staff considers many factors, including ability, attitude, commitment to the sport, and a willingness to commit to additional workload of the higher group. The staff is careful to act in the best interest of the individual. Should you have a question regarding your child's placement, please discuss it with your child's coach or the Head Coach

## ***Future League: Introduction to Competitive Swimming***

This is a competitive program designed for children 7 to 11, with some exceptions. Although there is an endurance component to the program, the primary focus is the introduction and development of efficient stroke technique and other related skills, such as starts, turns, and streamlining. At this level, coaches and parents must remember that the key motivators are friends and fun. Although members of the novice group will not participate in the Age Group competition schedule, they will be encouraged to attend Future League meets.

## ***Regional: Learning to Swim Better***

Our regional group is designed for children 11 to 13 with some exceptions. With an increase in practice time the swimmers' level of fitness will undoubtedly improve. However, the emphasis is still very much on skill development and learning to be an efficient swimmer. Swimmers are encouraged to compete at Age Group Meets. New swimmers 11 and over may swim at Future League meets at the discretion of the coach.

## ***Junior: Learning to Train***

This level is designed for swimmers 13 to 14, with some exceptions. The time commitment is a little higher with daily practices. Although the swimmers' skills continue to be refined, there is an increased role in the area of physical preparation and the introduction of a structured dry land program. Competition becomes more significant at this level, with swim meets throughout the province, and with the top swimmers in the group within the Atlantic region.

### ***Senior: Learning to Race under Pressure***

This level is designed for swimmers 14 and older with some exceptions. Swimmers require a high degree of commitment while following a very active training program, both on land and in the water as they compete in the Atlantic region and beyond. Mental preparation begins to take on a more significant role as swimmers learn to train and compete in pressure situations. Good time management and a healthy lifestyle are critical for success at this level.

### ***Age groups***

For the purpose of competitions all swimmers are divided into the following age groups.

10 and under

11 and 12

13 and 14

15 and over

An age group change occurs on the actual date of the swimmer's 11th, 13th, 15th birthdays. For meets, a swimmer's age is determined on the first day of a meet. For practices, swimmers are generally divided into groups by ability.

## ***Swim Meet Information***

### ***Guidelines and Rules for Parents and Swimmers***

In Nova Scotia our age group swim meets are divided into two general categories. In addition to a schedule of invitational meets throughout the season, each category has at least one championship meet.

### ***Future League***

This category includes all swimmers 10 years of age and under. Award ribbons are received for recording personal best times regardless of overall placing, in addition to first to sixth in a six lane pool and first to eighth in an eight lane pool.

### ***Age Group***

This category includes swimmers 11 years Awards are based on overall placing, first to eighth in an eight-lane pool. The time standards are set annually by Swim Nova Scotia and Swim Canada for Championship meets.

There are also a number of meets the Centurions attend outside our province, including Nationals and for each of these competitions there are qualifying standards occasional swim meets are categorized as Open, which means swimmers compete against each other regardless of their age.

### ***Long and short course***

There are two sets of qualifying times and meets.

Short Course times are recorded for swims in a 25-meter pool such as the Truro Centennial Pool. The majority of Future League meets are held in 25-meter pools in Nova Scotia, New Brunswick and Prince Edward Island.

Long Course times are recorded for swims in a 50 meter pool. Provincial swim meets from September to February are usually Short Course meets and from March to August are Long Course meets.

Long Course qualifying times are usually about 2% slower than Short Course times because there are fewer opportunities to push off the edge of the pool.

Our Club approves a list of meets each October. During the year, we may decide to add other meets to the schedule and dates change occasionally. While most of the meets are designated Age Group or Future League, some are Invitational, which means that the host Club establishes qualifying times and any swimmer who meets the requirements can enter.

Swimmers registered as pre-competitive are invited to participate in home meets. The Coach and swimmer decide which events a swimmer enters. An entry fee must be paid for each swimmer for each event. These fees usually range from \$6.00 to \$9.00 per individual event, and \$20.00 for Future League meets. Some Age Group meets also have flat entry fees. Swimmers pay their own entry fees for individual events in advance of the meet. The Club pays for relay fees.

The appropriate Team Manager contacts/emails all parents in advance of an upcoming meet. **No entries are sent unless the parents definitively state that the swimmer will be attending.**

### ***Meet and travel guidelines for swimmers***

All swimmers are expected to conduct themselves in accordance with the rules as set out in the Swimmer Code of Conduct section of this manual.

All swimmers should arrive at the pool and check in with the coach 15 minutes before warm-ups.

Swimmers must remain at the meet until all of their events, including relays, have been swum.

Swimmers are encouraged to stay at the meet until all of their team-mates have finished, regardless of when their own events end.

During deck time, all swimmers are the responsibility of the coach. All swimmers must tell the coach if they are leaving the deck.

Swimmers should bring the following when attending meets:

Swim Suit

Goggles

Water Bottle

Deck Sandals

Warm Deck Clothes

Shampoo/Conditioner

Team Swim Cap

### **Parents Attending Swim Meets**

All parents are welcome to come to meets to watch their children swim. It is encouraging to both the team and the coach to have a good cheering section in the stands.

Unfortunately, few swimming pools were built with much consideration for spectators. You will find that the pools are very warm; the seats are hard, frequently damp and almost always "backless". Wear cool, comfortable, casual clothes and bring something soft to sit on.

At meets, swimmers must report directly to the coach after each swim. Occasionally they forget and

come straight to mom and dad. Please send them along to the coach quickly.

See you at the meets.

## ***Volunteering and Fundraising***

Like most non-profit organizations, the Truro Centurions Swim Club would be unable to function without many hours of volunteer time. The Club elects an Executive each year to direct the activities of the Club. There are still many hours of help needed for fund raising, running meets and committee work. In other words: WE NEED YOUR HELP!

Our sources of revenue include the “Big Swim” swim-a-thon in the autumn season and the “Dip n’ Dive” charity auction in the winter season. Both of these two main fundraisers have a mandatory component for each family. There are also the TCSC Bingo, and other fund raising initiatives selected by the Fundraising committee.

### ***Dip n Dive Auction (Usually held in February)***

- Each family **is required** to sell 5 tickets per swimmer with a maximum of ten tickets for families with more than one swimmer. Tickets are \$5.00
- It is suggested that each family approach a minimum of five individuals or companies for donations for our Auction.
- More information is given out closer to this event

### ***Big Swim (Usually held in November)***

- Each family **is required** to raise \$100.00 for the Club account
- Funds raised in excess of this amount will be split 50/50 between the Club and the member’s account.
- More information is given out closer to this event.

### ***Bingo***

The Club holds a Bingo at DCSC Hall every Thursday evening. Parents are encouraged to help with Bingo operations. Each week, 1 parent is required to work at the Bingo hall from 6-10 PM, in the capacity of Captain. Captains receive a \$25.00 credit for each night worked. If you are interested in working Bingo, please contact the Bingo Chairperson and arrangements will be made to fit you into the Bingo schedule.

## ***Volunteering***

Our Club hosts 1 swim meet each year. Many hours of preparation go into each meet and many volunteers are needed. We hold clinics throughout the year so that parents and senior swimmers can learn to officiate. You will be notified of upcoming sessions. Attend these sessions to learn your responsibilities for our hosted meets.

# **Swim Club Policies (2008)**

## ***Objectives of the Truro Centurions Swim Club***

The Club is here to provide the best possible environment for young people to develop as competitive swimmers and to make sports an important part of their lifestyle. The Club will encourage excellence while recognizing that individual swimmers will differ in ability and personal goals.

The Club will function as a non-profit organization. It will attempt to support all swimmers and coaches at as many high quality competitions as possible and provide them with incentives and motivation to improve and excel.

## ***Meets***

The Club will attempt to provide all swimmers with the opportunity to attend a meet approximately every six weeks.

Each year, the coach, after consultation with the executives, will present a list of meets the club will attend. The executive committee will approve revisions that may be required between monthly meetings of the association. The meet schedule, as much as possible, will provide adequate opportunity for swimmers to develop their potential within the above guidelines, and will be consistent with the financial means of the Club.

It is expected that swimmers will attend meets that the coach wishes them to enter in accordance with the meet information standards. The team manager will notify/email parents of upcoming meets. It is recognized that swimmers and their families on occasion may decide against the swimmer's participating in a specific meet. Such decision must be relayed to the coach and appropriate team manager prior to the entry deadline.

Parents must reply to Team Manager's call within the specified time, as to whether their swimmer will attend. If this notification is not received within the specified time the swimmer will not be entered in the meet.

## ***Financing travel and accommodation***

The Club will try to support all swimmers attending approved national swim meets.

1. The Club will pay up to a maximum of \$400.00 per swimmer per swim season for approved national swim meets through the Bruce McDonald Memorial Fund, as long as funds exist. Any travel support received from Swim Nova Scotia may be subtracted from the total travel

cost as well as travel support from Swim Natation Canada. The executives will deal with any exceptions to any of these policies and families will be notified.

The Club will support coaches to all swim meets according to the following guidelines:

1. The number of coaches attending meets will be decided in consultation with the Head coach and the Club President.
2. Coaches accompanying swimmers to out-of-town meets will have their travel and accommodation paid and will be given a per diem for expenses. Travel includes the coach's own vehicle, rental vehicle, bus or air. The mileage paid to coaches for travel will be determined annually by the executive.
3. Assistant coaches will be paid deck time as determined by the Club from time to time.
4. The head coach will submit a financial account and receipts for the coaching staff for expenses and deck time following each meet.

### ***Entry fees***

Swimmers are responsible for payment of individual meet fees for all meets, but The Club will pay for relay entry fees.

### ***Policy review***

Club policies will be reviewed at least annually and presented to a general meeting of the association.

### ***Non-Club Swimmers***

1. Swimmers from another Club practicing or traveling with the Club will be expected to do so only after a letter of request is received from the swimmer's Club. A reply will be sent from our Club regarding cost and payment. The cost will be a minimum of \$25.00 per month or a fee set by the executive annually for practice and coaching.
2. Swimmers from another Club traveling with the team shall pay \$20.00 per day towards the coaches' expenses.
3. Truro Centurions Swim Club swimmers returning from university and wishing to swim for the Club will be encouraged to do so by reinstating their Club membership which has not lapsed over a two year period. Those swimmers will be responsible for 100% of applicable Club entry fees, travel and accommodation, and any Swim Nova Scotia fees.

### ***Club Swimmers***

Truro Centurions traveling with another Swim Club will pay a minimum of \$20.00 per day towards

coach's expenses.

## ***Registration***

Fees will be set annually according to the level of the swimmer with consideration towards annual pool costs. For families with more than one swimmer, 100% of registration is paid for the highest level (most expensive) swimmer and any reductions in fees apply to siblings.

The Swim Season is divided into two terms, the first half being September 15<sup>th</sup> to January 31<sup>st</sup> and the second half February 1<sup>st</sup> to June 30<sup>th</sup>

Registration is paid through a series of 4 cheques, September 15<sup>th</sup>, December 1<sup>st</sup>, February 1<sup>st</sup>, and April 1<sup>st</sup>.

Minimum registration is two months. Club registrations for families who register late or leave early in the swim year are determined as follows:

- If swimmer swims over 50% of a term, full registration is due for the term.
- If swimmer swims less than 50% of a term, half registration is due for the term.

The Swim Nova Scotia fee, which must be paid in full upon registration, is not refundable.

The Club executives will deal with exceptional circumstances on an individual basis.

## ***Accounts receivable***

Members' bills are due within thirty (30) days of receipt to maintain current status. The following rules apply:

1. At the end of the fiscal year (August 31), all accounts must be paid before a swimmer registers for the following year. There are no exceptions.
2. During the swim year, accounts of over 60 days must be paid before a swimmer can attend further meets. (See exception, rule 4)
3. During the swim year, accounts of over 90 days must be paid before a swimmer can attend further practice sessions. (See exception, rule 4)
4. Accounts might not always be current for members who pay by a series of post-dated cheques. Rules 2 & 3 can be waived if, in the opinion of the Treasurer, the Club will receive full payment within a reasonable length of time.
6. The Treasurer will provide a listing of current accounts receivable to the Registrar prior to registration.

## ***Consequences for unacceptable behaviour at meets***

Depending on the severity of the incident, the Club executive will review the incident with the coach, swimmers and families involved.

The following consequences may be imposed with reference to the TCSC Swimmer Code of Conduct

- Swimmers may be sent home at the family's expense.
- Interim disciplinary action may be imposed, after consultation with the president, coach and families involved.
- The swimmer may not be allowed to attend meets for the next eight weeks, and may attend swim meets only under parental supervision.
- The length of the meet suspension may be increased.
- The swimmer may be suspended from the Club for up to eight weeks.
- The swimmer may be suspended from the Club for life.

Subject to review by the executive, damages to accommodations will be the responsibility of the person or persons involved. In the event that responsibility cannot be determined, any costs to repair damages will be the responsibility of the assigned occupant or occupants of the accommodations.

## ***Exceptions***

The Club executive will deal with exceptional circumstances on an individual basis.

## ***Job Descriptions***

### ***Registrar***

- Organize and advertise for registration for all levels of swimming.
- Registration must be completed by September 30th. SNS requires cheque for team by September 30th and for individual swimmers by October 15th.
- Get list of credits from the Treasurer to help facilitate registration.
- Notify Treasurer regarding number of swimmers and amounts to be sent to SNS.
- Facilitate online registration Swim Canada

### ***Team Manager***

- Call/email parents of eligible swimmers to determine who will be attending the upcoming meet.
- Prepare itemized list of swimmers who will be attending meet and meet costs for the treasurer.
- Ensure the team bag is well stocked with caps and team travel necessities.

## ***Officials***

- Arrange clinics for various official positions.
- Source qualified officials to run clinics.
- Ensure referee signs form when participant completes time requirements.
- Send forms to SNS and distribute badges.
- Arrange officials for meets.
- Ensure adequate equipment for meets: watches, pencils, pens, clipboards etc...
- Keep up-to-date rulebook.
- Ensure people are trained on the Hi-Tech program.
- Pay officials as required for clinics and meets (usually cover travel costs )
- Encourage membership to attend officials training clinics

## ***Equipment Manager***

- Stock a supply of swim suits, caps and bags.
- Order equipment on an "as required" basis.

## ***SNS Fundy Region Regional Rep***

- Attend all Swim Nova Scotia meetings and report to TCSC. Fundy region includes Truro and Amherst clubs.

## ***Meet Manager***

- Books pool time with pool administration for swim meets
- Develops meet package
- Oversees rental of equipment for meets, watches, starter system, sound system
- Arranges for help for set up and clean up for meets

## ***Canteen***

- Provide canteen support for hosted meets.
- Arrange and solicit food and drinks from local merchants and parents.
- Set up canteen in the Hepburn Lounge to sell to parents and swimmers.
- Arrange for at least two people on the canteen at all times.
- Ensure there are nutritious snacks for the swimmers as well as items for parents and guests.

- Provide lunch for coaches and officials.

### ***Executives***

- Handle SNS Harassment policy guidelines.
- Follow terms of coaching contract and evaluation.
- Chair hiring committee.
- Renegotiate coach's contract as necessary.
- Complete evaluations for Head Coach and oversee Assistant Coaches' evaluations with Head Coach. Swimmers and parents may be asked to fill out a questionnaire to assist in evaluating coaches. Each coach's contract is the basis for his or her evaluation. Head Coach to prepare evaluation sheet for Assistant Coaches. Similar form to be used for Head Coach. (To be completed by mid November.)

### ***Statistics***

- Must learn Hy-Tek software program.
- Assist in entering team data and printing best time records for team. (NOTE: Officials trained on Hy-tek Tech program will assist by entering data during their training time.)

### ***Fundraising Chair***

- Organize fundraisers as approved by the Club with a goal, as set in the budget, for the year with aid of the fundraising committee.
- Try to conduct at least one fundraiser per month for families to fundraise for credits towards registration costs

### ***Publicity***

- Coordinate team publicity through newspapers, radio, newsletters and websites. Coaches should write meet reports and forward to publicity manager for publication.
- Prior to selected meets have a team picture and a write-up in the Daily News.
- Send official meet results to the paper.

### ***Social Chair***

- Organize social events and outings for the swimmers periodically throughout the swim year with aid of the social committee.
- Contact general membership to pass on information as directed by the Club's President or Vice-President.
- Not responsible for Meet or General Meeting notices.

## **Bylaws of the Truro Centurions Swim Club**

1. In these by-laws unless there is something in the subject or context inconsistent therewith:
  1. "Society" means a society is incorporated under the Societies of Nova Scotia.
  2. "Provincial Registrar" means the Registrar of Joint Stock Companies appointed under the Nova Scotia Companies Act.

### ***Membership***

2. The subscribers to the Memorandum of Association and such other persons as shall be admitted to membership in accordance with these by-laws shall be members of the Society, and their names shall be entered in the Register of Members accordingly.
3. For the purposes of registration the number of members of the Society is unlimited.
4. Every voting member of the Society shall be entitled to attend any Annual or General Meeting of the Society and to vote at any such meeting of the Society and to hold any office, but there shall be no proxy voting.
5. Membership in the Society shall not be transferable.
6. Membership shall be in the following categories:
  - A. Voting members:
    1. Both persons who are parents or guardians of children who have been accepted as competitive swimmers.
    2. Persons 19 years of age and over who have ongoing interest in the Society and who have been accepted by the Board of Directors.
  - B. Non-voting members:

Persons who have been accepted by the Board of Directors as supporters of the Society.

7. Entry of the name and address of each member by the Secretary in the Register of Members shall constitute an admission to the membership in the Society, provided that the Board of Directors has approved membership as required under Section 6 A (1) and 6 B.

8. Membership in the Society shall cease

1. Upon the death of a member
2. If by notice in writing to the Society, he resigns his membership.
3. If he ceases to qualify for membership in accordance with these by-laws.
4. For any other reason for which two-thirds of the Board of Directors deem sufficient to withdraw membership.

### ***Fiscal Year***

9. The fiscal year of the Society shall be the period from September 1st to August 31st.

### ***Meetings***

10.

1. The ordinary or Annual Meeting of the Society shall be held during the month of September.
2. There shall be no fewer than seven General Meetings in addition to the Annual Meeting.
3. An extraordinary General Meeting of the Society may be called by the President or by the Directors at any time, and shall be called by the President if requisitioned in writing by at least eight voting members of the Society.

11. 1. Reasonable notice of a meeting, specifying the place, day and hour of the meeting, the agenda, and in case of special business, the nature of such business, shall be given to the members.

2. In order for the Society to spend \$2,000.00 or more for a previously unapproved expenditure, there must be a Notice of Motion given to the next general meeting, but not less than thirty days.

12.

1. At each Annual Meeting of the Society, the following items of business shall be dealt with and shall be deemed to be ordinary business:

- Minutes of preceding general meeting.
- Consideration of the annual report of the Directors.
- Consideration of the financial statements, including balance sheet and operating statement.
- Election of directors for the ensuing year.
- Appointment of auditors.

2. At each October meeting of the Society, the following items of business shall be deemed ordinary business:

- Budget for the current year.
- Schedule of swim meets to be attended.
- Fund raising activities for the current year.

- Review Club Policies.
- Report of the Auditors on last year's financial statements.

3. At each Annual or other General Meeting of the Society, any matter of policy or procedure raised by any voting member shall be acted upon and a decision shall be taken if required. Changes in the By-Laws shall be subject to procedure as prescribed in Section 38.

4. All other business transacted at an ordinary general or Annual Meeting shall be deemed to be special business and all business shall be deemed special that is transacted at an extraordinary general meeting of the Society.

13. No business shall be transacted at any meeting of the Society unless a quorum of members is present at the commencement of such business and such quorum shall consist of eight members.

14. If within one half hour from the time appointed for the meeting, a quorum of members is not present, the meeting, if convened upon the requisition of the members, shall be dissolved. In any other case, it shall stand adjourned to such time and place as a majority of the members then present shall direct and if at such adjourned meeting a quorum of members is not present, it shall be adjourned indefinitely.

15.

- The President of the Society shall preside as Chairperson at every general meeting of the Society;
- If there is no President or if at any meeting he/she is not present at the time of holding the same, the Vice-President shall preside as Chairperson;
- If there is no President or Vice-President or if at any meeting neither the President nor the Vice-President is present at the holding of the same, the members shall choose someone of their number to be Chairperson.

16. The Chairperson shall vote only in case of an equality of votes, and shall cast a vote to cause a majority.

17. The Chairperson may, with the consent of the meeting, adjourn any meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting, other than the business left unfinished at the meeting from which the adjournment took place, unless notice of such new business is given to the members.

18. At any general meeting, unless a poll is demanded by at least three members, a declaration by the Chairperson that resolution has been carried and an entry to that effect in the book of the proceedings of the Society shall be sufficient evidence of the fact, without proof of the number or proportion of the members recorded in favor of or against such resolution.

19. If a poll is demanded in manner aforesaid, the name shall be taken in such manner as the Chairperson may prescribe and the result of such poll shall be deemed to be the resolution of the Society in general meeting.

## ***Votes of Members***

20. Every voting member shall have one vote and no more.

## ***Directors***

21. The Board of Directors of the Society shall function as the decision making body between general meetings of the Society.

22. Unless otherwise determined by general meeting, the number of directors shall be not less than eight or more than twenty. The subscribers to the Memorandum of Association of the Society shall be the first directory of the Society.

23. Any voting member of the Society shall be eligible to be elected a director of the Society.

24. Directors shall be elected by the voting members at each Annual meeting of the Society.

25. At the first Annual Meeting of the Society and at every succeeding Annual Meeting, all the directors shall retire from office but shall hold office until the dissolution of the meeting at which their successors are elected and retiring directors shall be eligible for re-election.

26. In the event that a director resigns his/her office or ceases to be a member of the Society, whereupon his/her office as director shall ipso facto be vacated, the vacancy thereby created shall be filled for the unexpired portion of the term by majority vote of the members of the Society.

27. Meetings of the Board of Directors shall be held regularly as often as the business of the Society may require and shall be called by the Secretary. A meeting of directors may be held at the close of every Annual Meeting of the Society without notice. Notice of all other meetings, specifying the time and place thereof, shall be given either orally or in writing to each director within a reasonable time before the meeting is to take place, but non-receipt of such notice by any director shall not invalidate the proceedings at any meeting of the Board of Directors.

28. No business shall be transacted at any meeting of the Board of Directors, unless at least fifty percent in number of the directors are present at commencement of such business.

29. The President or, in his/her absence, the Vice-President or, in the absence of both of them, any director appointed from among those present shall preside as Chairperson at meetings of the Board.

## ***Powers of Directors***

30. The management of activities of the Society shall be vested in the Board of Directors between Annual and other general meetings of the Society. The Board of Directors shall exercise such powers as conferred upon it by the By-Laws and at Annual and General meetings. In particular, the Board of Directors shall engage such staff members as Annual and General meetings direct.

## ***Officers and Directors***

31. The officers of the Society shall be a President, a Vice-President, a Treasurer, a Secretary, and immediate Past President, who shall be elected as part of the Board of Directors at the Annual meeting. The officers will have the authority to spend up to \$1,000.00 over and above operating expenses.

32. The President shall have general supervision of the activities of the Society and shall perform such duties as may be assigned to him by the Board of Directors from time to time.

33. The Vice-President shall, at the request of the Board and subject to its directions, perform the duties of the Chairperson during the absence, illness or incapacity of the President, or during such period as the Chairperson may request him/her to do so.

34. There shall be a Secretary of the Society who shall record the minutes of meetings of members and directors, shall have custody of minutes and other records and books, and shall perform such other duties as may be assigned to him/her by the Board.

35. The Treasurer shall have charge of the funds of the Society and shall perform such other duties as may be assigned to him/her by the Board.

36. Each Director shall perform such duties as may be assigned by the President or Board of Directors.

## ***Committees***

37. Personnel Committee:

- The Chairperson of the Personnel Committee shall be elected at the Annual Meeting as a Director of the Society.
- The function of the Personnel Committee shall include recommending to the Society a candidate for the position of Head Coach, evaluation and supervision of staff and updating of the Head Coach Position Description. In addition the Personnel Committee will administer the Harassment and Gender Equity policies of the Club.

38. Nominating Committee

- The Nominating Committee shall be appointed in April each year and shall be chaired by the Immediate Past President unless he/she is no longer active in the Society. The Nominating Committee shall present the names of candidates for each of the elected offices at the Annual Meeting.

39. Other Committees

- The President, with the approval of the Executive, may appoint such Committees as shall be deemed necessary for the successful operation of the Society. Each committee shall be responsible to the Board of Directors.

## ***Audit of Accounts***

40. The auditor of the Society shall be appointed annually by the members of the Society at the Annual Meeting.

41. The Treasurer shall make a written report to the members as to the financial position of the Society and the report shall contain a balance sheet and an operating statement. The auditors shall make a written report to the voting members upon the balance sheet and the operating statement and he/she shall state whether, in his/her opinion, the books have been maintained in good order and the financial statements present a fair and reasonable representation of the Society's affairs. A copy of these financial statements shall be filed with the Provincial Registrar as prescribed by law.

## ***Repeal and Amendment of By-Laws***

42. These by-laws may be amended by a three-quarters vote of the members at any general or Annual meeting of the Society, provided notice as required under Section 11 in these by-laws has been given for discussion at the preceding general or Annual Meeting of the Society.

## ***Miscellaneous***

43. The Society shall file with the Provincial Registrar, with its Annual Statement, a list of its directors and addresses, occupations and dates of appointment or election and notify the Provincial Registrar of the change.

44. The Society shall file with the Provincial Registrar a copy in duplicate of the Society's by-laws and any subsequent amendments.

45. The seal of the Society shall be in the custody of the Secretary and may be affixed to any document upon resolution of the Board of Directors.

46. The books and records of the Society may be inspected by any member at any reasonable time within the two days prior to the Annual Meeting at the registered office of the Society.

47. Contracts, deeds, bills of exchange and other instruments and documents may be executed on behalf of the Society by the President and the Secretary, or otherwise as prescribed by resolution of the Board of Directors.

48. The borrowing powers of the Society may be exercised by special resolution of the members.

## **GLOSSARY**

**Age group:** A competitive swimming event classification for the following age brackets: 10 and under; 11 - 12; 13 - 14; and 15 and over.

**Alternate:** The highest ranking non-qualifier for finals - designated to swim in a place of a scratched finalist.

**Announcer:** The official who makes announcements, requests for starts, and comments about the events and participants of a meet to spectators.

**Backstroke:** Competitive stroke performed while the swimmer is on his back. Also known simply as "back".

**Backstroke flags (pennants):** Ropes with attached pennants or flags strung across the pool 5 meters or yards from each end for the purpose of cueing the backstroke swimmer approaching the end wall.

**Backstroke handgrips:** Handholds at the starting end of each lane provided for backstroke starts.

**Breaststroke:** Competitive stroke performed while the swimmer is breast down in the water. Movement of arms must be simultaneous and in the same horizontal plane. Movement of legs must be simultaneous and in the same horizontal plane. Also known simply as "breast".

**Broken swim (set):** A training swim where the swimmer swims a small number of faster than place repeat swims using a short rest interval.

**Bucket turn:** Backstroke turn where the swimmer keeps his head out of the water at all times.

**Butterfly:** Competitive stroke performed while the swimmer is breast down in the water. Arms are moved simultaneously over the water. Legs kick simultaneously up and down. Also known simply as "fly".

**Chief Judge Electronic:** Official who oversees operation of automatic timing and judging equipment.

**Chief Place Judge:** Official who oversees all other place judges.

**Chief Timer:** Official who supervises all other timers and takes the time of the winner of each heat or final.

**Clerk of Course:** Official responsible for checking competitors "in" to the marshalling area prior to each event. He informs competitors of their heat and lane assignments (hands each competitor his time card). The Clerk of the Course is assisted by Marshals.

Closed events: Competitive swimming events into which entry is restricted on the basis of regional or league affiliation.

Coach: individual who plans, supervises, and encourages swimmers' training and competition.

Consolation Finals (consols): A race held for the second level of qualifiers when preliminary heats have been required.

Deck entry: An entry by a swimmer into an event after the meet has already begun or is about to begin.

Dequalifying time: A time faster than the entry time set for a meet. Dequalifying times are used to tailor events for specific grade levels of events.

Descending set: A training routine where a specific distance is swum repetitively, and each consecutive swim is slightly faster than that just previously done.

Disqualify (DQ): To designate a swimmer ineligible to compete or to record a time for a heat or final. Swimmers are disqualified for infraction of a rule or rules before or during an event.

Dolphin kick: The kick used in butterfly. Legs move up and down simultaneously, kicking from the hip.

Double breathing: Breathing every four strokes in freestyle or two in butterfly.

Dual-ended meet: Two 25-metre competitions held simultaneously at each end of a 50-metre pool.

Eight hundred: An 800-meter event. 16 x 50m or 32 x 25m lengths of the pool.

Electronic timing and judging: Timing and judging that makes use of electronic equipment that determines the time and/or place of contestants. The equipment includes touch pads at the end of each lane, a starting device, a control panel, and (usually) a display board.

Entry sheets: Time sheets for preliminary heats used to enter a competitor for a heat semi-final, consolation final or final events.

Entry time: A time submitted by a competitor entering an event. It represents his best time of the season for that event. Entry times are used in seeding events.

False start: Any action or lack of action on the part of one or more of the contestants while under the command of the starter which delays or spoils a legal start of the event.

False start recall rope: A rope lowered in the event of a false start for the purpose of recalling the swimmers for a restart of the event. (Often, the backstroke flags are used.)

Fifteen hundred: A 1500-meter event (usually freestyle). 30 x 50m or 60 x 25m lengths of the pool.

Fifty: A 50-meter event. 1 x 50m or 2 x 25m lengths of the pool.

Final: A race in which the first placings up to the number of lanes in the pool are determined.

Flip turn: A front crawl turn in which the swimmer does a somersault in the water.

Flutter board: See kick board.

Flutter kick: The kick used in front crawl. The legs kick alternately, from the hip.

Four hundred: A 400-meter event. 8 x 50m or 16 x 25m lengths of the pool.

Freestyle: One of four designated competitive stroke categories. Any stroke or combination of strokes can be swum in a freestyle event, except in medley relays. (In such a case, freestyle means any stroke besides back, breast, or fly.) The front crawl technique is usually used to swim freestyle events. Also known simply as "free".

Goggles: Transparent eye protectors used by swimmers.

Grab start: A start where the swimmer grabs the leading edge of the starting block with his hands to aid the start.

Grid sheet: List of swimmers, events, and entry times completed by the Team Manager.

Gun: The device used to signal the start of the race.

Hand paddles: Training devices affixed to swimmers' hands. Used to increase the resistance of water to the arm pull for the purpose of developing arm strength.

Heat sheet: (Psych Sheet) a list of seeded swimmers for each day's events in a meet. The heat sheets list names and entry times for each heat.

Heats: See preliminary heats.

High elbow: Pull in which the elbow is bent and held higher than the hand throughout the part of the underwater arm movement.

Individual medley (IM): A competitive event where the swimmer swims the first 1/4 using fly, the next 1/4 using back, the next 1/4 breast, and the rest free.

Interval training: Repetition training involving large amounts of high quality or relatively fast

swimming. This is the basis of all training. Controlled rest periods allow partial recovery allowing swimmers to swim at a pace more closely approximating that of his race.

**Kick:** The part of a swimming stroke performed with the legs.

**Kick board:** A flotation device used in training to support the upper body in a swimming position while kick drills are being performed.

**Lane:** The marked area of water, no less than six feet wide and running the length of the pool, where a swimmer competes.

**Lane markers:** Ropes strung with floats, used to separate the swimming lanes.

**Lane time card:** A card on which the lane timers record the time of the competitor. It carries on it the name, age, Club affiliation, and entry time of a swimmer, as well as the event, heat and lane in which the swimmer is entered.

**Length:** The length of the pool. Short course pools are 25 yards or meters long; long course pools are 50 meters long.

**Locomotor:** A training routine where fast swimming is alternated with easy swimming over a set distance.

**Log book:** A notebook in which a swimmer records a record of his progress, details of workouts, results of events, comments about swims, and goals, as well as ways to achieve them.

**Marshal:** Official who is the deputy of the Clerk of the Course.

**Master Official:** A term designating the highest qualification for a Canadian Official. A Master Official is qualified to officiate in any capacity in any meet including national and international events.

**Medley relay:** A competitive event where four swimmers from a team each swim one part of a four part race in the following order: back, breast, fly, free (alphabetical order).

**Meet Manager:** The official responsible for the organizing and mechanical running of a meet and for having the necessary equipment and personnel available during the meet.

**Novice:** A swimming classification. Events may be age group or senior, but are restricted to weaker or less experienced swimmers.

**Official:** One of the people responsible for organizing, running, and policing events.

**One hundred:** One hundred yards or meters. 4 lengths of a short course or 2 lengths of a long course pool.

**Open events:** Competitive swimming events open to all swimmers registered as amateurs with a FINA affiliated country. Swimmers are subject to entry restrictions such as qualifying times, age requirements, and maximum entries permitted.

**Open turn:** Also known as a grab turn. A slow turn where the swimmer grabs the wall and flips himself around. Generally not used in competition.

**Pace:** Economical distribution of effort over distance in an effort to achieve the best performance.

**Pace clock:** A timing device with a sweep second hand used by swimmers to maintain a pace during practice.

**Place Judge:** The official who decides the order of finish of competitors in an event.

**Preliminary heats:** Timed events where contestants in an event compete for places in the next round of the event (semi-finals, consolation finals or finals) where there are more entrants than lanes in the pool.

**Pull:** The part of a swimming stroke performed by the arms.

**Pull-buoy:** A flotation device used in training to support the lower body in swimming position while arm drills are performed.

**Qualifying time:** Designated slowest entry time allowed; used to tailor events for specific grade levels of competition.

**Recorder:** The official who records timer's and judge's reports and compiles lists of performances.

**Referee:** The meet official with authority over all other officials during a meet. The referee calls all other officials to attention prior to a start.

**Relay:** An event swum continuously by a team generally comprised of four swimmers.

**Relay Take-Off Judge:** The official who observes and judges legality of touch-out and take-off relay teams.

**Repeat:** One of a series of swimming, kicking, or pulling efforts done during a workout.

**Scorer:** The official who keeps an accounting of team and trophy scores.

**Scratch:** Withdraw competitor from an event prior to that event.

**Scratch Meeting:** Meeting of coaches and designated officials prior to the first session of the day to check accuracy of entries and to receive known scratches and post entries.

**Semi-final:** An intermediary round between the preliminary heats and the final of an event. Usually seen only at the Olympic Games.

**Senior:** A competitive swimming event classification. Senior events are open to swimmers of any age.

**Senior Official:** An official qualified to the level of a referee. A Senior Official is one level below that of a Master Official.

**Senior record:** Records for senior events. Senior records in any sanctioned CASA meet or time trial or international event.

**Senior swimmer:** A swimmer of any age who meets qualifying times for senior events.

**Set:** A set of repeat swims, a series of swimming, kicking or pulling efforts done during a workout.

**Short course:** Any race course (distance for each length) of 25 meters or 25 yards.

**Split time(s):** Time for part of the total distance of the race; e.g. Times for 50m, 100m, and 150m of a 200m race.

**Start:** Beginning of the race under the direction of the Starter. **Starter:** The official who directs swimmers at the beginning of the race of signals the start.

**Starting blocks:** Risers placed at one end of a pool from which contestants dive at the beginning of races (except for backstroke starts, which are done from in the water).

**Stop watch:** A hand held device used to time a swimmer's performance.

**Stroke Judge:** The official who inspects the techniques of the swimmers, notes infringements of the rules, and DQ's offenders.

**Swim fins:** Swimming devices attached to the feet. Used in training sessions to increase the resistance of the water during kicking drills.

**Tapering:** The phase of a training program one to two weeks prior to an important meet, where the swimmer swims less, rest more, and prepare themselves psychologically for the meet.

**Technical Coordinator:** In Nova Scotia, the person employed by the Nova Scotia Section, CASA and housed with Sport Nova Scotia. His duties include co-ordination of competitive swimming activities within the province.

**Time card:** See lane time card.

**Time Finals:** Events with more than one heat in which contestants swims only once for their time, and in which the final placing of all 37 contestants is determined on the basis of these times.

**Timer:** Also known as Lane Timer. The official who manually measures the time (with a stopwatch) of a competitor and records it on the time card for that swimmer.

**Touch:** The competitors finish of a race.

**Touch pad:** A pad positioned at the finish end wall of a lane. Used in electronic timing.

**Tumble turn:** See flip turn.

**Turn:** A maneuver in which the swimmer changes directions within his lane at the wall.

**Two beat kick:** The kick used in front crawl. Alternate leg kicks as the swimmer's hand enters the water.

**Two hundred:** A 200-meter event. 4 x 50m or 8 x 25m lengths.

**Unattached:** Designation of a person ineligible to represent a Club in a competition.

**Warm ups:** A preliminary swim prior to each session of a meet.

## **Truro Centurions Swim Club Swimmer Code of Conduct**

## Philosophy

The purpose of this conduct policy is to insure that every swimmer is provided an environment that allows them the opportunity to reach their individual goals.

- A swimmer's conduct at practices and swim meets should support every other swimmer's ability to learn and the coach's ability to coach other swimmers.
- Each swimmer should be committed to striving for his or her goals and for the good of the team.

## Conduct Expected of All Swimmers

- TCSC swimmers are expected to remember that at practice, during swim meets and in public they are representing TCSC. They should represent TCSC with excellence, team spirit, good sportsmanship, and politeness.
- TCSC swimmers are expected at all times to follow the directions of any member of the coaching staff and any person who is a designated chaperone. Disrespect or failure to obey instructions will not be tolerated from any athlete.
- TCSC swimmers are expected to use appropriate language. Use of profane or abusive language or obscene gestures will not be tolerated.
- TCSC swimmers are expected to respect each other. Fighting, intentional touching or striking another athlete will subject the swimmer to the most severe discipline.
- TCSC swimmers are expected to respect and care for the property of others. Vandalism, intentional damage to property or theft of property will not be tolerated.
- Disruption of practice by an athlete will be grounds for removal.

## Basic Responsibilities

- Swimmers should be punctual for all practices and meets. Pool time is very valuable.
- Focus on every drill and every set. Be committed to putting forth your best effort everyday.
- The coach is there to help you. You are expected to pay attention and follow all of the coach's instructions completely and exactly. If any clarification is needed, inquire politely.

Swimmers are asked to respect the coach's directions and give their full cooperation. Cooperation with teammates and staff will produce a productive practice environment and competitive environment for all.

TCSC Swimmer \_\_\_\_\_ Date \_\_\_\_\_

Coach \_\_\_\_\_

**TCSC CLUB DIRECTORY 2008**

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