

## HANDBOOK AND POLICIES FOR PARENTS & SWIMMERS



### **Welcome to the Nova Artistic Swimming Club!**

This handbook is designed to help parents and their children have a successful year by providing information, guidelines, and club policies.

The items presented in this handbook apply to all levels of swimmers unless otherwise specified. Please note that information in this handbook is subject to change: if there are any discrepancies between Executive motions or coaches' decisions and the policies and procedures defined in the handbook, the most recent Board motion will take precedence.

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

Please refer to the Nova website for further information of interest to parent and swimmer alike. The site is a valuable resource. It includes the year's calendar of practices and competitions; news about upcoming activities and events; photos; a list of the current Executive members and their contact information; links to Alberta Artistic Swimming and Canada Artistic Swimming; and even step-by-step instructions for gelling hair.

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## **1. Nova Artistic Swimming Club**

### **1.1 History**

Nova was formed in 1988 in response to a large gap between what was then “recreational synchronized (artistic) swimming” and “competitive synchronized (artistic) swimming.” There was already a strong competitive club in Edmonton; however, the only recreational opportunities for swimmers were short classes offered infrequently in pools around the city. Coaches were hard to recruit for these recreational programs, as competitive clubs offered more stability, experience, and support at various levels.

### **1.2 Philosophy**

Nova provides swimmers of all abilities the opportunity to “achieve their personal best as individuals, athletes, and team members in a club environment that values respect, dedication, and sportsmanship.”

Nova’s focus is to provide an opportunity for various levels of recreational and competitive swimmers to practise the sport of artistic swimming. Swimmers compete at the provincial level, perform in watershows, learn to co-operate with other swimmers, and develop discipline, confidence, and fitness in a positive, supportive, and fun environment. Nova also prides itself on having creative and well-trained coaching staff that facilitates the learning and development of all swimmers.

Nova believes that the sport of artistic swimming plays a fundamental and integral role in the physical, social, and mental well-being of the individual to the benefit of society. Nova provides opportunities for all involved; promotes fairness and equity in the attainment of the club goals; and abides by the rules of Canada Artistic Swimming. All participants (coaches, athletes, officials, managers, and members) involved in activities under the jurisdiction of Nova have a duty to conduct themselves in a reasonable and acceptable manner, to be respectful of the goals of the club, and to avoid all unsportsmanlike conduct, acts, or practices that are detrimental to the reputation of swimming and Nova.

## **2. The Sport of Artistic Swimming**

### **2.1 What Is Artistic Swimming?**

A hybrid of swimming, gymnastics, and ballet, artistic swimming involves swimmers performing—either as teams, solos or duets—aesthetically pleasing and strenuous movements while keeping afloat in and under water. Aside from exceptional breath control, this demanding sport also requires strength, endurance, flexibility, artistry, and split-second timing. The goal is the illusion of effortless grace.

## 2.2 Figures/Hybrids

Figures, which form the foundation of any routine, are a combination of basic positions joined together by transitional movements. During competition, figures are performed in front of a panel of judges who mark the figure out of ten points based on design, height, and control. Design is based on the accuracy of body positions, and transitions are broken down into three main categories: body position, transitions, and the distinction between position and transition. Control is broken down into uniform motion, stability, clarity, movement, height, extension, and ease of performance.

For 9–10, Novice, 11–12, and Youth (13–15), individual marks for the figures are combined with the scores for the routine to arrive at the overall championship score of the routine. Both individual and team performance are thus recognized in the team's score. Junior swimmers (16–19) do not compete in figures but do technical and/or free routines instead.

## 2.3 Routines

A routine is performed as a team, duet, or solo. For a team, a minimum of four and up to a maximum of 10 swimmers are required. Coaches encourage swimmers to collaborate on the choreography and choice of music for their routine. For a detailed description of the types of routines, see [Canada Artistic Swimming Official Rulebook](#).

## 2.4 Team Selection

The purpose of team selection is to match swimmers of similar technical abilities and sport mentality on the same team. Eight members on a team are considered ideal; however, registration numbers play a large part in determining team size.

Assessment of swimmers according to the team-selection criteria begins at the first scheduled practice. The swimmers will be trained equally for the first two or three weeks; that is, all swimmers will do similar drills and workouts regardless of skill level.

Swimmers are assessed on the following criteria:

- attitude
- attendance
- swimming ability (strength, endurance, power, technique)
- artistic swimming ability (figure positions, transitions, routine skills)
- flexibility

Swimmers will be ranked within each age group at the end of the team selection process. This will be done by the Coaches under the direction of the Head Coach. All circumstances will be considered by the coaches before team decisions are made. These decisions will be made in a Coaches meeting following the assessment period. Teams will be announced after the third or

fourth week of training. Team selection is final and will not be reversed or altered. Any questions regarding the selection process can be directed to the Head Coach.

## 2.5 Extra Routines

An extra routine is a solo or duet event in which a swimmer participates over and above the team's normal training time. These optional routines are offered depending on the availability of coaches and pool time. There is an extra charge for an extra routine; parents must agree to an additional annual fee to cover pool rental, coaching costs, and competition registration. Swimmers will be asked in September whether they would like to participate in an extra routine. In the case of a duet, swimmers will have the opportunity to request a partner or ask for coaches help to find a partner. The option to learn an extra routine is left to the Coach's discretion. Coaches will contact swimmers' parents for permission to participate prior to announcing extra routines.

Training for extra routines will begin in early October. All extra routines will be evaluated by both the Coach and Head Coach in December. If the Coach feels that there is a lack of commitment on the part of the swimmer, or if other problems have arisen, the Coach may decide not to pursue the extra routine.

## 2.6 Required Equipment

What does a swimmer need to artistic swim with Nova?

- Bathing suit for training
- For competitive swimmers aged 9 to 15, a plain black suit and white bathing cap for figures competitions (for routine competitions, see competition guidelines)
- Goggles
- Bathing cap (any material) to keep hair out of your eyes
- Nose clip (also called a nose plug) to keep water out of your nose
- Water bottle
- Flip-flops for deck and change room are highly recommended
- Yoga mat for dryland training on pool deck (optional, recommended)
- Runners for dryland training (competitive only)

Refer to website for a complete listing of mandatory and optional clothing and wardrobe prices. Club wardrobe items are optional for pre-competitive swimmers.

## 2.7 Competitive Structure

Canada Artistic Swimming structures its competitions on an age-based system for artistic swimming in Canada. "Age" means the age of a competitor as of December 31st of the calendar year of the competitive season. Although the practice season straddles two calendar years,

running from September to May, the competitive season runs only in a single calendar year— from January to May.

The age categories are:

- Age Group 9–10
- Age Group 11–12
- Age Group Youth (13–15)
- Age Group Junior (16–19)
- Novice (ages 11–15 in their first year of competitive)

Teams may be composed of up to three consecutive age groups whereby no swimmer may swim up or down more than one age group. The average age of the swimmers on the team, including any alternate, will determine which age group they will compete in. An average age of 0 to .49 will have them swim in that age group and an average age of .5 to .99 will have them swim up an age group, as applicable. Swimmers who swim up or down an age category are still required to compete figures in their own age category (e.g., a 9–10 swimmer who swims on an 11–12 team still performs 9–10 figures at competition).

Swimmers must participate in the Rocky Mountain Qualifier to advance to the Wildrose Classic. Every routine entered in the Rocky Mountain Qualifier will advance to the Wildrose Classic.

### 3. Training

#### 3.1 Land Drill

Land drill is essential in artistic swimming. Land drill includes determining counts, setting patterns, overall routine presentation, and practising movements out of the pool.

**Swimmers are required to land drill independently, outside of normal practice time.** Team land drill is also done during practice at the direction of the coach. (i.e., depending on the time of year, swimmers may do more or less land drill in accordance with macro-cycle requirements). Anyone with an extra routine will be required to land drill for their solo or duet over and above the team's land-drill time. Parents are asked to encourage their swimmer's compliance with these expectations.

#### 3.2 Dry-Land Training

As pool time is always very limited, it is reserved for training that can only be done in the water. Dry-land strength, stretching, and conditioning exercises bring about optimal fitness more efficiently than relying only on training in the water. Dry-land workouts include squats, lunges, push-ups, and many types of body-core exercises to develop a stronger swimmer. Balancing strength-building exercises with stretching builds flexibility and helps prevent injury.

### 3.3 Stretching

Proper stretching prevents injury and increases flexibility. Flexibility is extremely important in many of the intricate positions and movements that artistic swimming demands. Many positions are not possible without good hip, back, and shoulder flexibility. For example, certain sculls require flexibility in the shoulders to be effective, and an extended flat split position will receive much higher scores than one that shows poor flexibility.

Stretching can be done individually and requires as little as 15 minutes per day for maintenance. Stretching for up to 30 minutes per day can bring marked improvement in all areas of flexibility in a short period of time. At the very minimum, swimmers will be expected to participate in stretching at every practice; however, **swimmers are encouraged to stretch as much as possible on their own**. The difference between a swimmer who stretches and one who doesn't is very apparent in the pool. Although proper stretching does not require a solitary, quiet environment, it does demand thoughtful, concentrated effort to prevent injuries.

### 3.4 Swimmer Testing

Much of the conditioning for artistic swimming involves speed-swimming drills, including laps of freestyle, butterfly, backstroke, and breaststroke. These drills are designed not only to increase strength and endurance, but also to increase the speed with which one can move through the water. All swimmers will participate in testing to promote different levels of competitiveness and record improvements over the year. Testing is done periodically from September to May. Testing is adapted for each age group and to the level and ability of individual swimmers on the team. Swimmers will receive a copy of the results in their December and end-of-season progress cards. The following is an example of testing events:

Timed: 200 m freestyle OR 200 m IM, 25 m front flutter, 12.5 m kick-pull-kick (KPK), 12.5 m side eggbeater.

Measured for height based on FINA height scale: Ballet leg position, Fishtail position, Vertical position, Barracuda, Body Boost

Measured for angle of flexibility: Right/middle/left splits, forward fold, bridge.

### 3.5 Nutrition

Nutrition is an important aspect of an artistic swimmer's training. Proper nutrition is important not only while the swimmer is competing, but throughout the entire season, in order to build a strong and healthy body. Here are some ideas to complement the recommendations of *Canada's Food Guide to Healthy Eating*. For more information, refer to the Nova Athlete Handbook.

- Establish a regular schedule for meals and snacks, eating 3 meals and 2–3 snacks per day.



- To meet nutrition needs, including all food groups in the diet is recommended. At each meal, it is recommended to include a grain or starch, fruit and or vegetable, and protein food.
- A carbohydrate-rich diet is optimal for endurance athletes. Carbohydrate-rich foods to include regularly are grains and starches, fruits and vegetables, milk and yogurt.
- Choose a variety of foods from each food group every day, as no single food or food group supplies all the nutrients that athletes need.
- Maintaining good hydration before, during, and after training sessions and practices is recommended. Drinking water throughout the day in addition to milk or milk alternative is recommended.
- Drinking plain water is sufficient for events or training lasting one hour or less. To keep energy levels up and optimize hydration, drinking sports drink in place of water (such as Gatorade or Powerade) can be beneficial during events or training sessions lasting one hour or more.
- Recommended portions and composition of meals before exercise depends on length of time available before training. The closer an athlete gets to training, the less time they will have to digest food. A meal eaten 2–4 hours before exercise can typically be larger and consist of a whole grain or starch, fruit and or vegetable, milk, yogurt or cheese, and a meat or alternative. Meals eaten less than 2 hours before training should be easier to digest and primarily carbohydrate based (grains/starches, milk/yogurt, fruit). Fat, fiber, and protein delays digestion so when eaten too close to a training session, athletes are more likely to experience gastrointestinal discomfort. Athletes are encouraged to experiment with different portion sizes and meal/snack timing before training as tolerance levels are different for all athletes.
- During activities lasting less than 1 hour, inclusion of snacks is not required. For activities lasting 1 hour or more at moderate to high intensity, including carbohydrate rich, easy to digest snacks or a sports drink is recommended (e.g., sports drink, diluted fruit juice, fruit, fruit snacks, and crackers).
- For training sessions lasting more than 1 hour at moderate to high intensity, an after-training meal or snack is recommended within 30–60 minutes. Including a source of carbohydrates, protein, and fluids is recommended.
- Iron deficiency is common among female athletes and can lead to fatigue, low energy, and low appetite. If an athlete has any signs of this, it is recommended to consult with a physician to check for deficiency and treat as needed.
- Female athletes are at greater risk for disordered eating. If any concerns arise with food restriction, weight loss, binge eating, body image and weight, it is recommended to seek the support of a Registered Dietitian, physician, and/or counsellor specializing in this area.

## 4. Swimmer and Parent Obligations

### 4.1 Code of Conduct

To ensure that the club's goals are achieved, the Head Coach (or designate) shall have authority over all swimmers in matters of discipline. All members of the coaching staff will reinforce the code of conduct as directed by the Head Coach and as set out in this document.

#### SWIMMER'S CODE

1. Obey the conduct rules of the facility and obey the lifeguard at all times.
2. Arrive for practices prior to start time in order to fill water bottles and prepare equipment. Be properly dressed for all land training and have required team gear for all pool training sessions.
3. Notify the Coach in advance if you will be delayed or absent for any practices. Report illness or injury as soon as possible.
4. Pay attention to instructions given by coaching staff.
5. Create a supportive atmosphere in both training and competitive settings.
6. Behave in an appropriate manner at all times; older swimmers are expected to be positive role models for the younger swimmers and to set a good example of behaviour.
7. Co-operate with coaching staff, and treat the Coaches, other swimmers, and facility staff in a respectful manner.
8. Refrain from physical contact resulting in abuse (e.g., severe pinching, using objects to inflict pain and injury). Such behaviour will not be tolerated.
9. Respect the property of others.
10. Use appropriate language, and do not display a disrespectful attitude by using profanities or obscene language or gestures to any other club member, competitor, official, or spectator.
11. Respect your body, and refrain from the use of banned substances, alcohol, cannabis, tobacco, e-smoking products, and illegal drugs.
12. When at competitions, abide by the rules of conduct as described in the Nova Competition Handbook.
13. Never accept money or other consideration to interfere with or affect the outcome of a competition.
14. Represent yourself correctly on entry forms, and do not attempt to enter a competition for which you are not eligible, by reason of age or any other reason.
15. Act in a respectful and supportive manner towards teammates, coaches, and all members of the club.
16. Attend practices, competitions, and extra training as stated in the Nova Handbook for Parents and Swimmers.
17. Behave as a goodwill ambassador of Nova whenever participating in competitions or representing Nova.

## PARENT'S/GUARDIAN'S CODE

Parents are important role models and will abide by the following code of conduct. Remember that your child learns more from your actions than your words.

1. I/We will treat parents, swimmers, coaches, officials, and fans with respect at all times.
2. I/We understand that inappropriate conduct such as any written, verbal, or physical behaviour that is deemed to be aggressive, intimidating, or either racially or sexually discriminatory; behaviour that does not respect facility rules and regulations; and any other behaviour that poses a threat to the safety and well-being of others will not be tolerated.
3. I/We will encourage discipline in my swimmer by ensuring punctuality and attendance for all practices and competitions as defined in the Nova Handbook for Parents and Swimmers.
4. If my child must miss a scheduled practice, event during a competition, or required team activity due to illness or injury, I/we will notify the Coach by telephone or e-mail as soon as possible. I/We understand that more than two unexcused absences or three unexcused cases of tardiness for any activity within a one-month period will lead to disciplinary action.
5. I/We will encourage team commitment in my swimmer by scheduling vacations so as not to interfere with regular practices or prior to the competition season. Should my child be absent for an extended period, it will be at the discretion of the Coach and Head Coach whether my child will continue as an active member of the team or swim as an alternate.
6. If I/we have a concern, I/we will talk to the coach at the appropriate time and place, i.e., never immediately before or during a practice or competition. I/We will respect the protocol of communication as outlined in the Nova Handbook for Parents and Swimmers.
7. I/We will refrain from entering the pool deck during practices or competitions unless entrusted with a specific task or role approved by the Head Coach, or in the case of a competition, approved by the Meet Manager or Head Referee.
8. I/We will reinforce the club's drug- and alcohol-free policies with my child. I/We will also refrain from use alcohol and other drugs when acting as a chaperone for out-of-town competitions.
9. I/We will demonstrate good sportsmanship by appreciating efforts made by other swimmers in the club and by swimmers of other clubs.

10. When acting as a chaperone during out-of-town competitions, I/we will abide by the policies as described in the Nova Competition Handbook for Parents and Swimmers.
11. I/We will comply at all times with the Objects, Bylaws of the club, as well as the policies as adopted and amended by Nova Artistic Swimming executive.
12. I/We will behave as a goodwill ambassador of Nova Artistic Swimming whenever participating in club activities including executive meetings, special events, and competitions or when representing Nova Artistic Swimming in the community.
13. I/We understand that a disciplinary process may be initiated by any member of the club (swimmer, parent, or coach) through a formal complaint in writing addressed to the Club Executive and the Head Coach. The formal complaint must be dated, provide the particulars of the incident(s) with the date(s) of the alleged incident, and signed.

The Board will establish a discipline committee that will include the President and three (3) other members of the Executive and the Head Coach. A decision shall be made by majority vote. I/We understand that failing to abide by this code of conduct, I/we will be subject to disciplinary action that could include, but is not limited to the following:

- Removal from the current event including a practice, club activity, or executive meeting.
- The receipt of a written warning of parental suspension.\*
- Issuance of a parental suspension for the entire season.
- No refunds on any payment installments made to the club.
- Termination of membership from the club with no refunds on any payment installments made to Nova Artistic Swimming.

\*Parental Suspension is defined as the act of prohibiting the parent from watching practices, competitions, or club activities in which their child/children are participating for a defined period of time. Parental suspensions will be provided in writing with the terms of the suspension defined.

## 4.2 Attendance

Attendance is extremely important in a team sport like artistic swimming. The swimmer should clearly understand the commitment to their team, coach, and club before the season starts. It is important to note that during the competition season (January to end of May), the highest degree of attendance and focus is necessary.

The progress of the team depends on the regular attendance of every swimmer. Absences affect the entire team. **If a swimmer must miss a scheduled practice, the Coach must be notified by text or e-mail as soon as possible.** This allows maximum preparation time for the

Coach to organize the practice for the least amount of disruption to the other members of the team.

Parents of swimmers with more than two unexcused absences within a one-month period will be contacted, and a parent/coach meeting will be arranged by the Head Coach. The swimmer's commitment and the Coach's expectations of the swimmer will be discussed. If unexcused absences continue, the Coach and Head Coach will re-evaluate the swimmer and decide on a course of action.

### 4.3 Vacations and Extended Absences

Parents are encouraged to schedule vacations at times when swimmers do not have scheduled practices (for example, December and March break). If vacation is to be taken during scheduled practice time, provide written notice to the Coach and Head Coach well beforehand to enable them to plan around a swimmer's absence. **Vacations should not be planned two weeks prior to any competition during the season.** Should the vacation extend for a period longer than two weeks, it is at the discretion of the Coach and Head Coach whether the swimmer will continue as an active member of the team or swim as an alternate.

### 4.4 Disciplinary Policy

Minor discipline concerns refer to basic behaviour encountered in daily pool use. Disregarding pool rules is an example of a minor infraction; horseplay is another. Major discipline concerns refer to actions that may pose danger to the individual swimmer and/or those around them. Minor infractions that have become an ongoing problem, as well as behaviour that is obstructive to the training program, are also considered major discipline concerns; for example, consistently disregarding a Coach's instructions, being disrespectful towards coaches or bullying teammates, failing to adhere to club expectations regarding competition rules, travel, and/or attendance.

### 4.5 Disciplinary Procedure

Generally, the lowest level of discipline will be applied first in the case of minor infractions and escalated if the behaviours do not change. A higher level may be applied immediately if the infraction is major.

#### Ladder of disciplinary procedure

1. Talk with the swimmer and arrive at an agreement of appropriate behaviour.
2. Give an official reprimand, which the Coach will document and report to the Head Coach as well as communicate with the parents.
3. Give the swimmer a time-out (10 to 15 minutes). Document and inform the Head Coach.
4. Ask the swimmer to leave the pool/bleachers for the remainder of the practice. Parents are responsible for directing the swimmer to wait for pickup if this should be necessary.

5. Suspend the swimmer for a number of practices as determined by the Coach, the Head Coach, and/or a member of the Board of Directors.
6. Indefinitely suspend the swimmer from practice. Parents are required to meet with the Coach, the Head Coach, and/or a member of the Board of Directors to resolve the problem before the swimmer may return to training.
7. If the infraction occurs during an out-of-town competition, the swimmer will be sent home at the expense of the parents.
8. Expel the swimmer from the club.

#### **4.6 Appeal Procedure**

Under no circumstances may a parent address disciplinary concerns with a Coach during scheduled practice times. Parents are required to set up a meeting with the Coach to discuss consequences of the swimmer's actions outside of practice times.

To appeal a disciplinary decision made by the Coach, parents must file an appeal according to the following procedures:

1. Submit a written letter of appeal to the Head Coach and the President.
2. The President will arrange a meeting of the parent(s) with an appeal panel consisting of two members of the Board of Directors, the swimmer's Coach, and the Head Coach.
3. The appeal panel will review the situation and arrive at a conclusion deemed appropriate.

See Policy 12.5 – Discipline and Complaints Policy.

### **5. Nova Coaches**

#### **5.1 Role of the Coach**

The Coach is always willing to answer questions related to your swimmer's training and preparation, or regarding the sport of artistic swimming.

All Nova coaches are trained through the National Coaching Certification Program (N.C.C.P.) and are encouraged to continue to develop new skills and achieve higher levels of certification for the benefit of the swimmers. Within a year of beginning with Nova, they are expected to be trained as Competition Introduction N.C.C.P. Coaches. After achieving "Trained" status, they must be fully certified within two years in accordance with Alberta Artistic Swimming bylaws.

Your swimmer's Coach has a number of responsibilities in overseeing training and preparation, which include the following:

- Physical training and conditioning
- Teaching basic and advanced skills

- Teaching and coaching figures
- Music selection and preparation
- Planning and implementing artistic swimming practices
- Team and extra-routine selection (see section 2)
- Designing choreography and developing routines
- Coaching mental preparation, including stress management for swimmers in competitions
- Giving feedback, encouragement, and support to swimmers
- Revising routines as necessary
- Competition simulation and preparation
- Preparing competition schedules
- Attending all competitions of the club
- Travelling with the team for out-of-town meets
- Sharing accommodation with swimmers when requested
- Preparing practices and finding a substitute coach for any absence
- Setting goals with swimmers
- Sharing nutritional information and advice
- Acting as liaison between judges and swimmers
- Knowing the policy/procedure manual for Coaches
- Reporting hours to the Head Coach and Treasurer each month

## 5.2 Obligations of the Coach

The Coach is expected to

- perform tasks with honesty, integrity, and enthusiasm,
- provide a positive learning environment for all swimmers,
- be committed to continuous professional development and upgrade coaching skills as opportunities arise,
- submit an outline of the yearly training plan to the Head Coach in October each year and discuss any major changes or revisions with the Head Coach,
- attend monthly coaches' meetings,
- abide by terms as defined in their contract,
- respect recreational/competitive differences,
- strive to encourage the best within the capabilities and ambitions of each swimmer, and
- communicate any problems or concerns to the Head Coach.

## 5.3 Role of the Head Coach

The Head Coach position may be shared or held by one individual. The individual(s) fulfilling this role will have substantial experience within the artistic swimming community and preferably within Nova as well. The candidate(s) for this position will be named by the Board of Directors. The Head Coach(es) will

- provide leadership to other coaches through both scheduled and informal on-deck interaction,
- hold monthly coaches' meetings to determine and address coach, individual, and club needs on an ongoing basis during the year,
- consult with and present recommendations to the President (and/or other Board members when appropriate) in hiring new coaches,
- be the second line of contact for swimmer, parents, and coach in cases of unresolved issues (first line of contact will be directly between the swimmer/parent and the team coach),
- determine need for coach and swimmer education and/or training beyond day-to-day on-deck activities, bringing recommendations and estimates of involvement and costs to the Board of Directors for approval prior to implementation,
- attend all competitions and club activities as the main representative for Nova, designating an alternate Head Coach if unable to attend,
- review the team plans of each coach at the start of the season and periodically during the season, to ensure that their goal setting is appropriate to achieve optimum swimmer/team performance,
- assist the club President with facility room bookings for Board and General Parent meetings,
- serve as club contact person throughout the season, including during summer months, to provide information about the club and registration for potential swimmer recruits,
- review monthly coach time sheets for submission to the club Treasurer,
- book pool and land-training space to fit the training schedule,
- evaluate coaches' performance on a schedule determined yearly, and
- attend Nova Parent Meetings and present the Head Coach report.

#### **5.4 Role of the Club Manager**

The Club Manager position will be filled by a hired coach of Nova who is committed to ensuring the ongoing excellence of the Nova programs and is willing to invest the required time above their own coaching duties.

The Club Manager will

- identify the need for club equipment and submit estimates and recommendations to the Board of Directors for approval,
- purchase equipment as approved by the Board of Directors,
- work with the Promotions Coordinator to promote Nova in the community,
- act as AquaGo coordinator and assume a coach mentorship role,
- lead Nova free try-it days,
- connect with new and recreational swimmers and families for recommendations on future programs with Nova, and
- provide land plans for competitive programs.



## **5.5 Role of the Social Media Coordinator**

- ensures weekly media presence of Nova on various social media platforms, posting swimmer-of-the-month updates, special event photos, and other relevant tips and posts,
- comments on relevant stories, follows other clubs and individual artistic swimming professionals and national and international artistic swimming events.

## **6. Roles of Executive Board Members**

### **6.1 President**

- oversees the general operation of the club,
- is the first line of contact for club members and Coaches in matters of club business and governance,
- chairs Board of Director meetings and General Parent meetings,
- finalizes Coach contracts by October 31<sup>st</sup>,
- participates in setting the budget for the season, and
- attends Presidents' meetings, hosted by Alberta Artistic Swimming; if unable to attend, designates an alternate member of the Executive.

### **6.2 Vice-President**

- fulfills the President's duties as necessary,
- assists the President with coach contract preparation and other duties as required,
- prepares and disseminates executive communication, when necessary,
- prepares to assume the President's position the following term, and
- attends the Alberta Artistic Swimming AGM in June as a Nova representative.

### **6.3 Secretary**

- records the minutes of Executive and Parent meetings,
- circulates the minutes within a week of meetings,
- is responsible for correspondence, as required, and
- maintains a hard copy of all club documents.

### **6.4 Treasurer**

- oversees financial matters of the club in line with good practice and in accordance with the club's by-laws and other legal requirements,

- reports to the Board of Directors and club members at regular intervals about the financial health of the organization,
- prepares annual budget in collaboration with the Head Coach and Board,
- collects, deposits, and keeps track of funds received,
- disperses money due for invoices and coaching,
- responsible for club's payroll, including payment to employees, CRA deductions, and completion of annual T4 returns,
- reconciles all bank accounts,
- invests club's surplus funds,
- maintains financial records in Quickbooks to accurately reflect all revenues and expenses,
- oversees the audit of the club's annual financial statements,
- prepares and submits the annual AGLC return.

*Note:* Currently this position is held by a volunteer member of the Board of Directors. In the event that there is no qualified individual to perform this role, a decision may be made by the Board to contract out the duties of the Treasurer. The elected Treasurer would nevertheless retain the responsibility of ensuring that all duties are duly completed. The Treasurer may ask another Board member to assume the role of Assistant Treasurer to monitor incoming fees for wardrobe, travel expenses, registration, etc. Alternatively, a Finance Committee may be struck to perform the duties of the Treasurer.

## 6.5 Directors-at-Large

Four Directors-At-Large will be voted onto the Board each year to head up parent committees. The nature of the parent committees may change from year to year depending on need. Below are examples of typical committees and a description of responsibilities that will ensure smooth operation of major events throughout the season. Committees may be combined as needed.

### Travel Committee

- makes travel, accommodation, and meal arrangements for out-of-town competitions with the help of parent volunteers, and sends out travel communications to inform all parents and
- confirms chaperone assignments with the Volunteer Coordinator

### Special Events Committee

- helps organize the annual Swim-a-Thon, including coordination of volunteers, snacks, and prizes,
- helps with the watershows,
- organizes club socials, potlucks, and/or BBQs,
- organizes gifts for coach appreciation, special commemorative celebrations (club anniversaries, coach farewell, etc.), and

- organizes snacks for annual Meet & Greet night.

### **Fundraising, Promotion, and Grants Committee**

- researches, organizes, facilitates, and tracks fundraising opportunities for the club,
- pursues corporate sponsorship opportunities,
- seeks volunteers for fundraising initiatives undertaken by the club,
- works closely with the Club Manager and the Board to brainstorm, organize, and carry-out club promotion ideas,
- completes all grant and special funding applications,
- researches and applies for available grants each year,
- informs the Board regarding grant opportunities, with a list of deadlines,
- completes required reports after receiving grant money.

### **Finance Committee**

- The role of treasurer may be broken down into several positions if a sole parent is not able to take on the full role. Examples of positions to be filled are 1) paying expenses, 2) payroll, 3) income coordinator, 4) Quickbooks, budget, and email.

## **7. Key Volunteer Positions**

In addition to the eight members of the Executive Board, the following key volunteer positions must be filled. A parent who serves on the Board may also fill one of the key volunteer positions.

### **7.1 Registrar**

- is responsible for registering the Club with AAS to be compliant as an affiliate through their chosen electronic database,
- is responsible for overseeing online registration with AAS for all swimmers, Board members, coaches, volunteers, and chaperones all year round, including summer camps. This may involve liaising with AAS to ensure full registration for all membership, checking the database weekly for new registrations, and confirming background checks have been completed as needed, and
- facilitates Nova registration nights for competitive and recreational programs.

### **7.2 Meet Manager**

- works closely with AAS to organize and run competitions hosted or co-hosted by Nova,
- works closely with the Volunteer Coordinator to create a volunteer schedule and recruit to fill shifts,
- organizes meals and snacks for judges and officials,

- works closely with Fundraising committee to organize merchandise sales and to generate ideas for other fundraising opportunities during the meet, and
- works closely with Awards chair to ensure ribbons and medals are distributed at the end of the competition.

### **7.3 Wardrobe Coordinator**

- working closely with the Head Coach and external vendor, chooses and sources mandatory and optional wardrobe items for the season,
- working closely with the Team Coaches, orders competition suits for team routines and extra routines, and
- communicates to parents how to order club wardrobe items for the season, including deadlines for ordering.

### **7.4 Grants Coordinator**

- completes all grant and special funding applications,
- researches and applies for available grants each year,
- informs the Board regarding grant opportunities, with a list of deadlines, and
- completes required reports after receiving grant money.

### **7.5 Volunteer Coordinator**

- recruits club members for out-of-town chaperoning and volunteer duties at club events (such as the annual Swim-a-thon), meets hosted by Nova, or on behalf of other host clubs, if requested,
- develops the volunteer schedule for Nova-hosted meets, ensuring that all required positions are filled and that each Nova family fulfills the required number of shifts/hours,
- provides volunteers with individual schedules and position duties for all roles recruited,
- maintains documentation of participation points for volunteer positions recruited and as reported by other Executive members on behalf of volunteers, and
- reports participation points to the President and Treasurer at the end of the season to determine if volunteer cheque will be cashed.

### **7.6 Webmaster**

- is responsible for maintaining the Nova website and
- works in partnership with the club President, other Board members, the Club Manager, Head Coach to keep the Nova website updated.

### **7.7 Casino Liaison**

- acts as Nova's main point of contact for AGLC for matters concerning the casino and

- recruits parent volunteers to fill casino shifts and ensures that all families fulfill this obligation.

## 7.8 Tech and Equipment Support

- is available to help Club Manager as needed to troubleshoot, repair, and/or replace failing equipment, such as underwater speakers and sound system.

## 7.9 Club Promotion Coordinator

- works closely with the Club Manager and the Board to brainstorm, organize, and carry-out club promotion ideas.

## 8. Registration and Fees

Online registration for the Nova swim season will open in June and registration night will take place in early September.

Registration with Nova requires submission of the following forms and payments. Prior to registration night, swimmers must have completed:

- Nova Artistic Swimming Club online registration
- Alberta Artistic Swimming (AAS) online registration. All athletes are required to pay a registration fee as outlined by Alberta Artistic Swimming and must select the club as part of the process. This registration allows the swimmer to compete in sanctioned meets and recreational events and provides liability insurance for Nova.

At registration night, families must bring:

- Three **undated** deposit cheques for \$500 each. For families with more than one swimmer registered in year-round programming in the club, an additional \$250 per swimmer should be added to the value of each deposit cheque. The cheques are held by Nova to ensure the following commitments are met for the season:
  - o Volunteering
  - o Fundraising
  - o Casino shift(s)
- Proof of payment for September and October fees, plus the administration fee of \$75.
- Completed PAD form for those wishing to pay of the remainder of the annual fee in monthly instalments through direct debit. Otherwise, the remainder of the annual fee can be paid by monthly post-dated cheques or a lump sum.
- Signed copy of page 17 of [CAS's Concussion Management Protocol Guide](#), confirming review of the information related to concussions.

**No swimmer will be allowed in the pool if any of the required forms are not completed, and September and October fees are not paid on or before registration night. No exceptions will be considered.**

### **8.1 Additional Costs**

- Please note that all swimmers registered in the competitive program must agree to purchase the mandatory club attire for the season.
- All swimmers must agree to participate in competitions and pay the associated fees for travel during the season.

### **8.2 Withdrawals and Refunds/Credits**

Members registered in a club program must give 16 days cancellation notice prior to the start of the program to receive a full refund, less a \$25 administrative fee. Annual CAS/AAS registrations fees are non-refundable.

Once programming starts, any withdrawal from the club must be formally submitted in writing to the Board of Directors one month prior to the effective date. A doctor's note will be required in the case of a withdrawal for medical reasons.

If notice of withdrawal is submitted in writing on or before the 10th of the month, the family will be charged the current month's fees. If notice is submitted after the 10th of the month, the family will be charged for the current month's fees plus the next month's fees. If competition suits have been ordered, the family is still responsible for covering the cost for their swimmer's suit.

No refunds will be given for vacation time.

**Fees will not be refunded after January 1st because of the financial commitments made to coaches, cost of pool time, and competition expenses.**

In extenuating circumstances, a subcommittee may be struck to determine the refund or credit schedule if the Board deems a refund or credit is appropriate.

## **9. Club Financing**

The club's two main sources of income are the annual swimmer fees and revenue from the casinos (one approximately every two years). Other forms of fundraising and grant applications are sought on a yearly basis.

## 9.1 Annual fee

Annual fees for competitive and recreational swimmers cover a substantial portion coaches' wages and programming for high-performance training. Pool rental is partially covered by casino revenue. In years of high enrollment, annual swimmer fees will also cover the remaining pool costs not covered by casino funds. In years of low enrolment, fundraising and grants will be essential to cover remaining pool costs. A minimum fundraising amount may be stipulated at the beginning of the season.

New fundraising ideas are always welcome. We encourage parents to become involved and forward ideas to the Board. Please contact the Treasurer with any questions about the annual fee or club financing in general.

## 9.2 Swim-a-thon

The Swim-a-thon takes place in late October or early November of every year and is an important fundraising activity of Nova. Swimmers swim for two hours continuously with short water and snack breaks. They are asked to obtain pledges prior to the event, either as a lump sum or per lap completed in the two-hour time period. The Swim-a-thon is an integral part of the club's training program, and all swimmers are expected to participate. A minimum pledge amount per swimmer may be stipulated.

## 9.3 Casino

Nova participates in a casino every two years. Nova is dependent on this casino financially, and casino revenues help keep the annual club fee accessible to families by covering a large portion of pool rental costs. Each swimmer registered must supply a worker 18 years or older to volunteer at this fundraiser. If a family does not fulfill the mandatory requirement for casino shift(s) and has one or more swimmers enrolled with Nova, the current year's casino cheque will be cashed.

## 10. Volunteer Participation Points

Parents are strongly encouraged to become involved with Nova in as many ways as possible in order to develop a supportive organization for all of the swimmers. Nova is successful thanks to the effort and hours generously committed by many volunteers. There are a variety of jobs that require different levels of commitment, but **everyone is expected to donate time**. Parents can volunteer to serve on, or work with, the Board of Directors, filling such positions as Treasurer, President, or serve as a Coordinator filling such positions as Wardrobe Coordinator or Meet Manager. Opportunities for volunteering also arise at events during the year, from working a casino to counting laps at the Swim-a-thon, working at local meets hosted by Nova, or chaperoning out-of-town meets. A complete list of possible ways you can contribute to your swimmer's experience is shown in the table below. A volunteer deposit cheque ensures equitable participation by all members.

- Each family will be asked to submit a volunteer deposit at the beginning of the season. Families with more than one swimmer in the club will be asked to deposit \$250 more per additional swimmer.
- In order to not have your deposit cheque cashed, families of competitive swimmers are required to obtain eight (8) volunteer points and recreational families five (5) points per season. If you have more than one swimmer, an additional four (4) points per swimmer in competitive programming and 2.5 points per swimmer in year-round recreational programming is required.
- Opportunities to accrue points (in addition to serving on a committee) are available throughout the year and include such tasks as volunteering at the Swim-a-thon, chaperoning at out-of-town meets, and attending parent meetings, etc. Serving on a committee is not required, but the required number of points must still be earned by volunteering for other tasks throughout the year.
- If Nova hosts a meet, every family of competitive swimmers must fill two volunteer shifts or a stipulated number of hours; recreational families must fill one shift or a stipulated number of hours. This is a mandatory requirement, and therefore no points are awarded. One point will be awarded per shift above the mandatory number.
- If Nova runs a casino (usually once every two years), every family must fill volunteer shifts. The number of shifts will be determined based on enrollment numbers and communicated to families at the beginning of the season. This is a mandatory requirement, and therefore no points are awarded.
- Surplus volunteer points cannot be deferred to the following year.
- All families must track their participation points, in order to reconcile with the Volunteer Coordinator's records at the end of each season.
- In the event of a discrepancy between records, which would result in Nova retaining volunteer funds, the Board of Directors will be asked to investigate and find a resolution.

VOLUNTEER PARTICIPATION POINTS		
Task	Participation Points	Approx. Number of Volunteers Required
Serve on <b>Travel Committee</b> to organize transportation, meals, accommodation for out-of-town meets.	3 points	3
Serve on <b>Fundraising Committee</b> to pursue corporate sponsorships and establish fundraising opportunities for families.	3 points	3
Serve on <b>Special Events Committee</b> to organize the annual swim-a-thon, club socials,	3 points	3



commemorative events, help with watershows, etc.		
<b>Registrar</b>	5 points	1
<b>Wardrobe Coordinator</b>	3 points	1
<b>Webmaster</b>	4 points	1
<b>Volunteer Coordinator</b>	5 points	1
<b>Tech Support</b>	3 points	1
<b>Grants Coordinator</b>	5 points	1
<b>Promotions Coordinator</b>	3 points	1
<b>Meet Manager</b>	5 points	1 or 2
<b>Casino Liaison</b>	5 points in a casino year/ 2 points in a non-casino year	1
Serve a term on <b>Executive Board</b>	8 points	8
<b>Team Chaperone</b> at out-of-town meet	3 points	Varies from year to year
<b>Judge</b> at a competition	3 points	
<b>Assistant Treasurer</b> positions	5 points	As needed
Attend Annual General Meeting and Parent Meetings throughout the year (approx. 4–5 meetings)	0.5 points per meeting/family	Parents are encouraged to attend all meetings
Fill a shift at the swim-a-thon as lap counter, set-up/take down, prize table monitor.	1 point	Number determined by Special Events Committee
Volunteer for another host club at a competition.	1 point	As needed
Fill a casino shift for AAS	2 points	
Help out at Registration Night	1 point	2–3
Help with meal service or grocery shopping at out-of-town meets	1 point	Number determined by Travel Committee
Volunteer to perform financial audit of Nova’s books	2 points	2
Other donations of expertise, services, equipment, prizes, etc. will be considered by Executive and a point value awarded.		

## 11. Communication

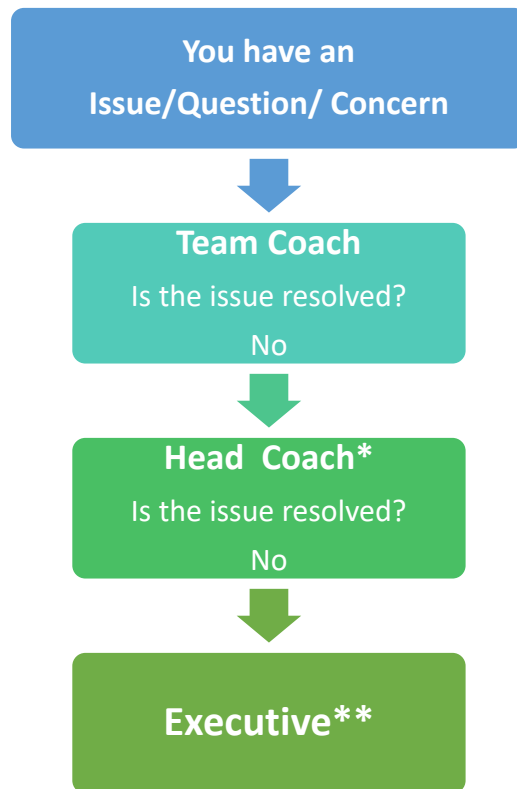
Communication between the club Board of Directors, members, coaches, parents, and swimmers is facilitated through several means. Attending Parent Meetings is the first. Parents of competitive and recreational swimmers are expected to attend the Annual General Meeting held in September of each year. As well, regular Parent Meetings are held throughout the year, where club activities are discussed in detail. Parents are strongly encouraged to attend all of these as well.

Emails are sent out by the Head Coach, individual Coaches, and by the Board with information such as travel plans or schedule changes. Please consult the website for calendar updates, upcoming events, and contact information.

Direct communication between concerned parties is always the best recourse when dealing with a problem. Should the issue remain unresolved, parties then proceed to the next level of authority. For example, a swimmer should first speak with the Coach, and then involve the parent. If still unresolved, the issue should be discussed with the Head Coach. If a situation remains unresolved after speaking with the Team Coach and the Head Coach, parents may raise the issue with the Board of Directors by contacting the President. If the issue involves a swimmer on the same team as the President’s swimmer, the President will appoint another Board member whose swimmer is not on the team to respond to the issue. In all cases of bringing forward concerns, the 24/48 Rule must be adhered to:

- Parents (swimmers) must think about the concern for 24 hours before contacting a member of Nova. This is to ensure an objective approach.
- The Nova member contacted will respond with confirmation of receipt of communication within 24 hours of receiving it. The Nova member will propose a resolution or a plan to find a resolution within 24 hours of sending confirmation of receipt of communication.

If a parent has a concern involving club governance, it should first be addressed with a Board member responsible, then with the President, before taking the issue to a Board of Directors Meeting.



\*The Head Coach will assess the situation and work in consultation with the parent(s) and team coach.

\*\*The Executive will assess the situation and work in consultation with the parent(s), Head Coach and team coach.

The flow chart also works in the opposite direction when the Head Coach or Executive is communicating the resolution and next steps.

## 12. Policies

### 12.1 Conflict of Interest Policy

Cases of real or perceived conflicts of interest will be dealt with following the terms outlined in [Canada Artistic Swimming's Conflict of Interest Policy](#).

### 12.2 Nova's Private Information Policy

Nova's Private Information Policy (below) is a supplement to [Alberta Artistic Swimming's Privacy Policy](#).

#### Definitions

**Act** means the *Personal Information Protection Act*.

**Administration** means the development, operation, evaluation, and enforcement of Nova policies and programs.

**Contact Information** means a swimmer's first and last name, email, phone, parents' first names.

**Collection** means gathering, acquiring, recording, photographing, or obtaining Personal Information from any source and by any means.

**Commercial Activity** means a transaction or act of conduct that has a commercial character to it, such as selling, bartering, or leasing donor, membership, or other fundraising lists.

**Contractor** means an individual contracted by the non-profit organization and includes an individual who performs a service for or in relation to or in connection with the non-profit organization as an apprentice, volunteer, participant, or under a contract or an agency relationship with the non-profit organization.

**Disclosure** means showing, telling, sending, or giving Personal Information to some other individual or organization or the public, but does not include use of the information within the non-profit organization.

**Member** means a member (swimmer and guardian) of Nova Artistic Swimming Club.

**Nova** means Nova Artistic Swimming Club

**Personal Contractor Information** means, with respect to an individual who is a contractor or a potential contractor, Personal Information reasonably required by the non-profit organization that is collected, used, or disclosed solely for the purposes of

establishing, managing, or terminating a contractor relationship or a volunteer work relationship between that individual and the non-profit organization, but does not include Personal Information about the individual that is unrelated to that relationship.

**Personal Information** is defined as age, date of birth, medical information/conditions/medications, any identifying number assigned to the individual (e.g., Alberta Health Care Number), address, phone number, email address, name of the individual, names of parents or guardians, names of any trustees or other legal representatives.

**Policy** means a personal information policy governing the Collection, Use, and Disclosure of Personal Information by the non-profit organization in a manner that is consistent with the purposes and intent of Section 56 of PIPA.

**PIPA** means the *Personal Information Protection Act*.

**Use** means employing Personal Information to carry out purposes identified by the non-profit organization or other purposes permitted by the Policy.

## Scope and Application

- This Policy applies to all Personal Information of Members, Volunteers, and Contractors of Nova.
- This Policy reflects Section 56 of the *Personal Information Protection Act (PIPA)* and address Sections 1-35 of the Act to a reasonable standard as they apply to privacy protection for the Personal Information of the individuals involved with Nova.

## Privacy Principles

### 1. Accountability

- Nova is responsible for all Personal Information that is in its offices, file cabinets, computers, drives, etc. and that is in the custody of its Contractors, volunteers, and executive committee members.
- The Nova President and Head Coach will be responsible for ensuring that Nova complies with this Policy. Other individuals may be delegated to act on behalf of the designated person(s).
- Nova will develop and follow policies and practices that are reasonable for it to meet its obligations under Section 56 of PIPA and make information about these policies and practices available electronically in the Parent Handbook and on Nova's website.
- In carrying out its responsibilities under this Policy, Nova will do what a reasonable person would think was appropriate in the circumstances.

## **2. Consenting to the Collection, Use and Disclosure of Personal Information**

- Alberta Artistic Swimming, and therefore Nova, requires swimmers to have a signed Participation Agreement, PIPA, and Swimmer’s Code of Conduct on file.
- Nova will not require an individual to consent to the collection, use or disclosure of Personal Information as a condition of providing a service to the individual unless the Collection, use, or disclosure is required to carry out a purpose identified in Collecting Personal Information.
- When an individual applies for registration with Nova, this constitutes implied consent for Nova to collect, use and disclose the individual’s Personal Information for purposes related to the registration of the individual as a Member of Nova, Alberta Artistic Swimming, and Canada Artistic Swimming.
- Nova will use consent clauses that are easy to find, clearly worded, and as specific as possible regarding the purposes of collection, use, or disclosure.
- Nova will obtain express consent wherever possible. In determining what form of consent to use, Nova will take into account the sensitivity of the Personal Information and the reasonable expectations of its Members and its Contractors.

## **3. Collecting Personal Information**

- Nova will only collect Personal Information for purposes that are reasonable, and Nova will only collect the information that is reasonable for carrying out those purposes.
- Nova will collect Personal Information only for the following purposes (referred to in this Policy as “identified purposes”):
  - creating and maintaining records about applications for and obtaining registration as a Member for Nova and Alberta Artistic Swimming,
  - creating emergency contact lists with contact and health information for the Head Coach for practices and competitions and for the Head Chaperone for out-of-town competitions,
  - creating the club roster with Contact Information for communication purposes,
  - use photographs or audiovisual material for the purposes of promoting the club,
  - tax receipts, if applicable.
- Nova will notify its Members or a prospective Member about the identified purposes before or at the time the Personal Information is collected and Nova will do this orally, electronically, or in writing. Nova will also let them know who they can contact if they have questions about the collection of their Personal Information.

## **4. Using Personal Information**

- Nova will only use Personal Information for purposes identified above, and Nova will only use Personal Information that is reasonable to carry out those purposes.
- Nova will only use Personal Information without the individual’s consent for the following additional purpose:

- a reasonable person would consider that the use of the Personal Information is clearly in the interests of the individual and consent of the individual cannot be obtained in a timely way or the individual would not reasonably be expected to withhold consent;
- if the Personal Information is necessary to respond to an emergency that threatens the life, health, or security of an individual or the public; or
- the use of the Personal Information is necessary to determine the individual's suitability to receive an honour, award or similar benefit, including an honorary degree, scholarship, or bursary;
- the Personal Information is publicly available.

## **5. Disclosing Personal Information**

- Nova will only disclose Personal Information for purposes that are reasonable for the purposes identified above and will only disclose Personal Information that is reasonable to carry out those purposes.
- Nova will only disclose Personal Information without the individual's consent for the purposes in Article 4 above and for the following additional purposes:
  - a reasonable person would consider that the disclosure of the Personal Information is clearly in the interests of the individual and consent of the individual cannot be obtained in a timely way or the individual would not reasonably be expected to withhold consent;
  - the disclosure of the Personal Information is necessary to respond to an emergency that threatens the life, health, or security of an individual or the public;
  - to contact next of kin or a friend of an injured, ill, or deceased individual;
  - the disclosure of the Personal Information is necessary to determine the individual's suitability to receive an honour, award or similar benefit, including an honorary degree, scholarship, or bursary;
  - the Personal Information is publicly available.

## **6. Giving Access to and Correcting Personal Information**

- Requests for information regarding swimmers must be made in writing by submitting an original signed and dated letter.
- Nova will respond to an applicant openly, accurately, and completely, and within 45 calendar days from receiving the request.
- Nova may refuse access to all or part of an applicant's Personal Information in the following situations:
  - the information is protected by any legal privilege (for example, custody);
  - the information was collected for an investigation or legal proceeding.
- Nova will refuse access to all or part of an applicant's Personal Information in the following situations:
  - the disclosure of the information could reasonably be expected to threaten the life or security of another individual;

- the information would reveal Personal Information about another individual.
- If an individual believes that their Personal Information in Nova's custody or under its control has a mistake in it or is missing some information, they may make a written request that Nova correct the information.
- If Nova decides that the information should be corrected, Nova will do so as soon as reasonably possible. If it is reasonable to do so, Nova will send the corrected information to Alberta Artistic Swimming.

### **Accuracy**

- Nova will ensure that Personal Information used or disclosed by Nova will be sufficiently accurate, complete, and up-to-date to minimize the possibility that inappropriate information may be used to make a decision about an individual.
- Nova will update Personal Information about Members and Contractors as and when necessary to fulfill the identified purposes or upon notification by the individual.

### **Protection**

- Nova will use reasonable security safeguards to protect Personal Information against such risks as loss or theft, unauthorized access, disclosure, copying, use, modification, or destruction. Nova will protect Personal Information regardless of the format in which it is kept and used.
- Nova will protect Personal Information using physical, administrative, and technical safeguards that are appropriate to the sensitivity of the information.

### **Retention**

- Nova will keep Personal Information only as long as it remains necessary or relevant for the identified purposes or as required by law.
  - registers of Members are kept for 3 years;
  - information about contractors is kept for 5 years.

### **Procedure for Handling Complaints**

- An individual who believes that Nova has not complied with this Policy has the right to make a written complaint about the matter to its Board of Directors. The Board will review the complaint and determine if any action or amendment to this Policy should be made. The Board's decision will be communicated in writing to the individual filing the complaint.

### **Monitoring/Reviewing the Operation of the Policy**

- Its Governing Council, the Board of Directors of Nova will appoint a person to review this Policy at regular intervals or at least every 3 years to ensure that the Policy is still

serving its stated purposes; that it is being complied with; that the internal complaint-handling procedure is still effective; and to determine if there are any amendments that should be made to improve the operation of the Policy.

### **Establishing the Policy**

- This Policy is approved by Nova Members as club Policy in accordance with the Club Bylaws.

### **Publication of the Policy**

- Nova will publish this Policy in the Parent Handbook (electronic and printable version) on its website.

## **12.3 Confidentiality Policy**

### **Purpose**

The purpose of this policy is to ensure the protection of Confidential Information that is proprietary to Nova Artistic Swimming by making all Nova Artistic Swimming members aware that there is an expectation to act at all times appropriately and consistently with this policy.

### **Application of this Policy**

This policy applies to all categories of membership within Nova Artistic Swimming, as well as all individuals employed and contracted or engaged in activities with Nova Artistic Swimming, including but not limited to, directors, committee members, swimmers, coaches, judges, officials, referees, volunteers, officers, managers and administrators (hereinafter “Nova Artistic Swimming Representatives”).

### **Responsibilities**

- Nova Artistic Swimming Representatives will not, either during the period of their involvement/employment or any time thereafter, disclose to any person or organization any Confidential Information acquired during their period of involvement/employment, unless expressly authorized to do so.
- Nova Artistic Swimming Representatives will not publish, communicate, divulge or disclose to any unauthorized person, firm, corporation, third party or parties any Confidential Information, without the express written consent of Nova Artistic Swimming.
- Nova Artistic Swimming Representatives will not use, reproduce, or distribute such Confidential Information or any part thereof, without the express written consent of Nova Artistic Swimming.



- All files and written materials relating to Confidential Information of Nova Artistic Swimming will remain the property of Nova Artistic Swimming and upon termination of involvement/employment with Nova Artistic Swimming or upon request of Nova Artistic Swimming, the Nova Artistic Swimming Representative will return all Confidential Information received in written or tangible form, including copies, or reproductions or other media containing such Confidential Information, immediately upon such request.
- The term “Confidential Information” includes, but it not limited to the following:
  - a) Personal Information of Nova Artistic Swimming members and Representatives, including but not limited to, name, address, e-mail, telephone number, cell phone number, date of birth and financial information;
  - b) Nova Artistic Swimming intellectual property and proprietary information related to the programs, fundraisers, business or affairs of Nova Artistic Swimming and any of its divisions, including, but not limited to, procedures, business methods, forms, policies, business, marketing and development plans, advertising programs, creative materials, trade secrets, knowledge, techniques, data, products, technology, computer programs, manuals, software, financial information and information that is not generally or publicly known and distributed.

### **Intellectual Property**

Copyright and any other intellectual property rights in all written material (including material in electronic format) and other works produced in connection with employment or involvement with Nova Artistic Swimming will be owned solely by Nova Artistic Swimming, who will have the right to use, reproduce, or distribute such material and works, or any part thereof, for any purpose it wishes. Nova Artistic Swimming may grant permission for others to use such written material or other works, subject to such terms and conditions as Nova Artistic Swimming may prescribe.

### **Enforcement**

A breach of any provision in this policy may give rise to discipline in accordance with Nova Artistic Swimming’s Discipline and Complaints policy or legal recourse.

### **12.4 Screening Policy**

Screening of personnel and volunteers is an important part of providing a safe environment among sport organizations, which provide programs and services to youth and people with disabilities. Nova is responsible, at law, to do everything reasonable to provide a safe and secure environment for participants in its programs, activities and events. Nova takes very seriously, and is committed to, fulfilling the duty of care it owes to its members.

Nova is bound by [Canada Artistic Swimming’s Screening Policy](#) and well as [Alberta Artistic Swimming’s Supplement](#).

## 12.5 Discipline and Complaints Policy

### Definitions

The following terms have these meanings in this Policy:

**Days**—Days irrespective of weekend and holidays.

**Nova Artistic Swimming Member**—All categories of membership within Nova Artistic Swimming, as well as all individuals employed by or engaged in activities with Nova, including, but not limited to, athletes, coaches, judges, officials, volunteers, directors, officers, managers, administrators, spectators, and parents of Nova artistic swimmers.

### Purpose

Nova Artistic Swimming is committed to providing an environment in which all Nova Artistic Swimming Members are treated with respect and characterized by the value of fairness, integrity, and open communication. Membership in Nova Artistic Swimming, as well as participation in its activities, brings with it many benefits and privileges. At the same time, members and participants are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with the policies, bylaws, rules and regulations, and the Code of Conduct and Ethics of Nova Artistic Swimming. Irresponsible behaviour by Nova Artistic Swimming Members can result in severe damage to the integrity of Nova Artistic Swimming. Conduct that violates these values may be subject to sanctions pursuant to this policy. Since sanctions may be applied, it is only fair to provide Nova Artistic Swimming Members a mechanism whereby complaints and discipline can be dealt with fairly, expeditiously, and affordably.

### Application of this Policy

- This Policy applies to all Nova Artistic Swimming Members as defined in the Definitions.
- This Policy only applies to discipline matters that may arise during the course of Nova Artistic Swimming business, activities, and events, including, but not limited to, competitions, practices, training camps, travel associated with Nova Artistic Swimming activities, and any meetings.
- Discipline matters and complaints arising within the business, activities, or events organized by entities other than the Nova Artistic Swimming, including its member clubs, will be dealt with pursuant to the policies of these other entities unless requested and accepted by Nova Artistic Swimming at its sole discretion.

### Reporting a Complaint

- Any Nova Artistic Swimming Member may report to Nova Executive any complaint. Such complaint must be signed and in writing, and it must be filed within fourteen (14) days of the alleged incident. Anonymous complaints may be accepted upon the sole discretion of Nova Artistic Swimming.

- A complainant wishing to file a complaint beyond the fourteen (14) days must provide a written statement giving reasons for an exemption to this limitation. The decision to accept, or not accept, the notice of complaint outside the fourteen (14) day period will be at the sole discretion of Nova Artistic Swimming. This decision may not be appealed.
- The Nova Executive will determine whether the complaint is frivolous or vexatious. If the Executive determines the complaint is frivolous or vexatious, the complaint will be dismissed immediately.
- If a complaint is determined by the Nova Executive to be legitimate, the complaint will be designated as a minor infraction or a major infraction and dealt with according to the appropriate sections of this Policy. It will be at the sole discretion of the Nova Executive to determine whether a complaint is to be dealt with as a major or minor infraction. This decision is not appealable.
- If the incident is to be dealt with as a minor infraction, the Nova Executive, will inform the parties, and the matter will be dealt with according to the section relating to minor infractions.
- If the incident is to be dealt with as a major infraction, the Nova Executive will inform the parties, and the matter will be dealt with according to the section relating to major infractions.
- This Policy does not prevent an appropriate person having authority from taking immediate, informal, or corrective action in response to behaviour that constitutes either a minor or major infraction provided that the individual being disciplined is told the nature of the infraction and has an opportunity to provide information concerning the incident. Further sanctions may be applied in accordance with the procedures set out in this Policy.

### **Minor Infractions**

- Examples of minor infractions include, but are not limited to, a single incident of:
  - a) Disrespectful, offensive, abusive, racist, or sexist comments or behaviour directed towards others;
  - b) Conduct contrary to the ideals of respect such as angry outbursts or argument;
  - c) Being late for or absent from Nova events and activities at which attendance is expected or required; and
  - d) Non-compliance with the policies, procedures, rules and regulations under which Nova is governed.
- All disciplinary situations involving minor infractions occurring within the jurisdiction of Nova Artistic Swimming will be dealt with by the appropriate person having authority over the situation and the individual involved (the person in authority may include, but is not restricted to, coach, manager, official, judge, or Nova staff).
- Procedures for dealing with minor infractions will be informal as compared to those for major infractions and will be determined at the discretion of the person responsible for discipline of such infractions. This is provided that the individual being disciplined is told the nature of the infraction and has an opportunity to provide information concerning the incident.

- Sanctions for minor infractions, which may be applied singly or in combination, include the following:
  - a) Verbal or written reprimand which may be placed in the individual's file;
  - b) Verbal or written apology;
  - c) Service or other voluntary contribution to Nova Artistic Swimming;
  - d) Suspension from the current competition, activity, or event; or
  - e) Any other sanction considered appropriate for the offense.
- Minor infractions that result in discipline will be recorded and maintained by Nova Artistic Swimming. Repeat minor infractions may result such incidents being considered a major infraction.

### Major Infractions

- Major infractions are instances of misconduct that result, or have the potential to result, in harm to other persons or to Nova Artistic Swimming.
- Examples of major infractions include, but are not limited to:
  - a) Repeated incidents of disrespectful, offensive, abusive, racist, or sexist comments or behaviour directed towards others;
  - b) Repeated conduct contrary to the ideals of respect such as angry outbursts or argument;
  - c) Repeated incidents of being late for or absent from Nova events and activities at which attendance is expected or required;
  - d) Activities or behaviour that interfere with a competition or with any athlete's preparation for competition;
  - e) Incidents of physical abuse;
  - f) Pranks, jokes, or other activities that endanger the safety of others;
  - g) Disregard for the policies, procedures, rules and regulations under which Nova Artistic Swimming is governed;
  - h) Conduct which results in harm to the image, credibility, or reputation of Nova Artistic Swimming and/or its' sponsors;
  - i) Abusive use of alcohol or cannabis where abuse means a level of consumption that impairs the individual's ability to speak, walk, or drive; causes the individual to behave in a disruptive manner; or interferes with the individual's ability to perform effectively and safely;
  - j) Any possession or use of alcohol or cannabis by minors;
  - k) Any possession or use of illicit drugs and narcotics; or
  - l) Any possession or use of banned performance enhancing drugs or methods.  
Note: The definition of "repeated" will depend on the severity of the infraction and frequency of offences within a given time to be determined by Nova Artistic Swimming at its sole discretion.
- Major infractions occurring within competition may be dealt with immediately, if necessary, by an appropriate person having authority, provided the individual being disciplined is told the nature of the infraction and has an opportunity to provide information concerning the incident. In such situations, disciplinary sanctions will be for

the duration of the competition, training, activity, or event only. Further sanctions may be applied but only after review of the matter in accordance with the procedures set out in this Policy. This review does not replace the appeal provisions of this Policy.

### **Discipline Panel and Hearing**

- Upon notifying the respondent of a complaint of a major infraction, the Nova Executive, at their sole discretion, will appoint a Discipline Panel (“Panel”) of 1–3 individuals to hear the complaint. The members of the Panel will select from themselves a Chairperson.
- Members of the Panel will have had no involvement with the alleged infraction and will be free from any other bias or conflict of interest.
- The Panel will hold the hearing as soon as possible.
- Having regard to the nature of the discipline matter and the potential consequences of any resulting sanctions, the Panel will decide to conduct the hearing by way of review of documentary evidence, in-person or via teleconference.

### **Preliminary Meeting**

- The Panel may determine that the circumstances of the complaint warrant a preliminary meeting. The Panel may delegate to one of its members the authority to deal with preliminary matters, which may include but are not limited to:
  - a) Format (hearing by documentary evidence, oral hearing, in-person, or a combination);
  - b) Date and location of the hearing, if necessary;
  - c) Timelines for the exchange of documents;
  - d) Clarification of issues in dispute;
  - e) Any procedural matters including order and procedure of the hearing;
  - f) Remedies sought;
  - g) Evidence to be brought before the hearing;
  - h) Identification of any witnesses; or
  - i) Any other procedural matter that may assist in expediting the hearing.

### **Documentary Review**

- Where the Panel has determined that the hearing will be held by way of documentary submissions, the Panel will govern the hearing fairly and as it sees fit, provided that:
  - a) All parties are given a reasonable opportunity to provide written submissions to the Panel, to review written submissions of the other parties, and to provide written rebuttal and argument; and
  - b) The applicable principles and timelines set out by the Panel are respected.

## Oral Hearing

- Where the Panel has determined that the appeal will be held by way of oral hearing, the Panel will govern the hearing fairly and as it sees fit, provided that:
  - a) The affected parties will be given three (3) days written notice of the day, time, and place of the hearing;
  - b) The affected parties will be provided copies of all evidence to be relied upon;
  - c) Decisions will be by majority vote where the Chairperson carries a vote;
  - d) Panel members will refrain from communicating with the parties except in the presence of, or copy to, the other parties;
  - e) The parties may be accompanied by a representative;
  - f) The parties will have the right to present evidence and argument;
  - g) Any party potentially affected by the matter may be made party to the hearing by the Panel;
  - h) The Panel may request that any witness be present at the hearing or submit written evidence in advance of the hearing;
  - i) The hearing will be held in private;
  - j) Each party will bear their own costs;
  - k) Once appointed, the Panel will have the authority to abridge or extend timelines associated with any aspect of the hearing.
- After hearing the matter, the Panel will determine whether or not the individual will be sanctioned, and if so, will determine the appropriate penalty to be imposed and any measures to mitigate the harm suffered by others as a result. The Panel's written decision, with reasons, will be distributed to all parties and the Nova Executive within fourteen (14) days of the conclusion of the hearing.
- Where the individual acknowledges the facts of the incident, he or she may waive the hearing, in which case the Panel will determine the appropriate disciplinary sanction. The Panel may hold a hearing for the purpose of determining an appropriate sanction.
- If the individual being disciplined chooses not to participate in the hearing, the hearing may proceed in any event.

## Sanctions

- The Panel may apply the following disciplinary sanctions singly or in combination, for major infractions:
  - a) Written reprimand to be placed in the individual's file;
  - b) Written apology;
  - c) Removal of certain privileges of membership;
  - d) Suspension from certain Nova teams, events, and/or activities;
  - e) Suspension from all Nova Artistic Swimming activities for a designated period of time;
  - f) Suspension of Nova Artistic Swimming funding;
  - g) Expulsion from membership;
  - h) Other sanctions as may be considered appropriate for the offense.

- Unless the Panel decides otherwise, any disciplinary sanctions will commence immediately. Failure to comply with a sanction as determined by the Panel will result in automatic suspension of membership in Nova Artistic Swimming until such time as compliance occurs.
- In applying sanctions, the Panel may have regard to the following aggravating or mitigating circumstances:
  - a) The nature and severity of the incident;
  - b) Whether the incident is a first offense or has occurred repeatedly;
  - c) The individual's acknowledgment of responsibility,
  - d) The individual's remorse and post-infraction conduct;
  - e) The age, maturity, or experience of the individual;
  - f) Whether the individual retaliated; and
  - g) The individual's prospects for rehabilitation.
- A written record will be maintained by the Nova Executive for major infractions that result in a sanction.

### **Serious Infractions**

- Nova Artistic Swimming may determine that an alleged incident is of such seriousness as to warrant suspension of the individual pending a hearing and a decision of the Panel.
- Where it is brought to the attention of Nova Artistic Swimming that a Nova Artistic Swimming Member has been charged with an offence under the Criminal Code or has previously been convicted of a criminal offence, Nova Artistic Swimming may suspend the Nova Artistic Swimming Member pending further investigation, a hearing, or a decision of the Panel.
- Notwithstanding the procedures set out in this Policy, any Nova Artistic Swimming Member who is convicted of a criminal offense involving sexual exploitation, invitation to sexual touching, sexual interference, sexual assault, or aggravated assault will face automatic suspension from participating in any activities of Nova Artistic Swimming for a period of time corresponding to the length of the criminal sentence imposed by the court, and may face further disciplinary action by Nova Artistic Swimming in accordance with this Policy and the Canada Artistic Swimming Screening Policy.

### **Timelines**

If the circumstances of the complaint are such that this policy will not allow a timely conclusion, or if the circumstances of the complaint are such the complaint cannot be concluded within the timelines dictated in this policy, the Panel may direct that these timelines be revised.

## Confidentiality

- The discipline and complaints process is confidential involving only the parties, the Nova Executive, and the Panel. Once initiated and until a decision is released, none of the parties will disclose confidential information relating to the discipline or complaint to any person not involved in the proceedings.

## Appeals Procedure

The decision of the Panel may be appealed in accordance with [Alberta Artistic Swimming's Appeals Policy](#).

## 12.6 Code of Conduct and Ethics

Nova's Code of Conduct and Ethics (below) is a supplement to [Canada Artistic Swimming's Conduct Policy](#).

### Definitions

The following term has this meaning in this Policy:

**Individuals**—All categories of membership within Nova Artistic Swimming Club, as well as all individuals engaged in activities with Nova Artistic Swimming, including, but not limited to, swimmers, coaches, judges, officials, volunteers, directors, officers, managers, administrators, spectators, and parents in the Nova Artistic Swimming Club.

### Purpose

- The purpose of this Code of Conduct and Ethics is to ensure a safe and positive environment within Nova Artistic Swimming Club's programs, activities, and events by making all individuals aware that there is an expectation of appropriate behaviour, consistent with the values of Nova Artistic Swimming at all times.
- Nova Artistic Swimming is committed to providing an environment in which all individuals are treated with respect. Further, Nova Artistic Swimming supports equal opportunity and prohibits discriminatory practices. Members of the Nova Artistic Swimming Club are expected to conduct themselves at all times in a manner consistent with the values of Nova Artistic Swimming that include fairness, integrity, open communication, and mutual respect.
- Conduct that violates this Code of Conduct and Ethics may be subject to sanctions pursuant to Nova Artistic Swimming Club's policies related to discipline and complaints.



## Application of this Policy

- This policy applies to Individuals' conduct that may arise during the course of Nova Artistic Swimming Club's and its member clubs' business, activities, and events, including, but not limited to, office environment, competitions, practices, tournaments, training camps, travel, and any meetings.
- This policy applies to conduct that may occur outside of Nova Artistic Swimming Club's and its member clubs' business and events when such conduct adversely affects relationships within Nova Artistic Swimming Club's and its member clubs' work and sport environment and is detrimental to the image and reputation of the Nova Artistic Swimming Club.

## Responsibilities

All Individuals have a responsibility to:

- Maintain and enhance the dignity and self-esteem of Nova Artistic Swimming members and other Individuals by:
  - a) Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, gender, ancestry, colour, ethnic or racial origin, nationality, national origin, sexual orientation, age, marital status, religion, religious belief, political belief, disability, or economic status,
  - b) Focusing comments or criticism appropriately and avoiding public criticism of swimmers, coaches, officials, organizers, volunteers, employees, and members,
  - c) Consistently demonstrating the spirit of sportsmanship, sports leadership, and ethical conduct,
  - d) Acting, when appropriate, to prevent or correct practices that are unjustly discriminatory,
  - e) Consistently treating individuals fairly and reasonably,
  - f) Ensuring that the rules of artistic swimming, and the spirit of such rules, are adhered to.
- Refrain from any behaviour that constitutes harassment, where harassment is defined as comment or conduct directed towards an individual or group, which is offensive, abusive, racist, sexist, degrading or malicious. Types of behaviour that constitute harassment include, but are not limited to:
  - a) Written or verbal abuse, threats, or outbursts,
  - b) The display of visual material that is offensive or that one ought to know is offensive,
  - c) Unwelcome remarks, jokes, comments, innuendos, or taunts,
  - d) Leering or other suggestive or obscene gestures,
  - e) Condescending or patronizing behaviour that is intended to undermine self-esteem, diminish performance or adversely affect working conditions,
  - f) Practical jokes that cause awkwardness or embarrassment, endanger a person's safety or negatively affect performance,
  - g) Any form of hazing,

- h) Unwanted physical contact including touching, petting, pinching, or kissing,
- i) Unwelcome sexual flirtations, advances, requests, or invitations,
- j) Physical or sexual assault,
- k) Behaviours such as those described above that are not directed towards individuals or groups but have the same effect of creating a negative or hostile environment, or
- l) Retaliation or threats of retaliation against an individual who reports harassment.
- Refrain from any behaviour that constitutes sexual harassment, where sexual harassment is defined as unwelcome sexual comments and sexual advances, requests for sexual favours, or conduct of a sexual nature. Types of behaviour that constitute sexual harassment include, but are not limited to:
  - a) Sexist jokes,
  - b) Display of sexually offensive material,
  - c) Sexually degrading words used to describe a person,
  - d) Inquiries or comments about a person's sex life,
  - e) Unwelcome sexual flirtations, advances, or propositions,
  - f) Persistent unwanted contact,
  - g) Sexual assault.
- Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities.
- In the case of adults, avoid using alcohol, cannabis, tobacco, or e-smoking products in situations where minors are present and take reasonable steps to manage the responsible consumption of alcoholic beverages in adult-oriented social situations associated with Nova Artistic Swimming events.
- Respect the property of others and not willfully cause damage.
- Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods.
- Comply at all times with the Constitution, Bylaws, policies, rules and regulations of Nova Artistic Swimming, as adopted and amended from time to time.
- Adhere to all Federal, Provincial, Municipal, or host country laws.

## Coaches

In addition to the responsibilities for all individuals outlined above, Coaches have additional responsibilities. The athlete-coach relationship is a privileged one and plays a critical role in the personal as well as athletic development of their swimmers. Coaches must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it. Coaches will at all times:

- Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability, and fitness level of swimmers, including educating swimmers as to their responsibilities in contributing to a safe environment,
- Prepare swimmers systematically and progressively, using appropriate time frames and monitoring physical and psychological adjustments while refraining from using training methods or techniques that may harm swimmers,

- Avoid compromising the present and future health of swimmers by communicating and cooperating with sport medicine professionals in the diagnosis, treatment, and management of swimmers' medical and psychological problems,
- Under no circumstances provide, promote, or condone the use of drugs or performance-enhancing substances,
- Accept and promote swimmers' personal goals and refer swimmers to other coaches and sports specialists as appropriate and as opportunities arise,
- At no time engage in an intimate or sexual relationship with an athlete under the age of 18 years and at no time engage in an intimate or sexual relation with an athlete over the age of 18 if the coach is in a position of power, trust, or authority over the athlete,
- Where an athlete has qualified for a training camp, provincial team, national team, etc., the Coach will support the program, applicable coaching staff, and Nova Artistic Swimming.
- Give swimmers the opportunity to discuss and contribute to proposed training and performance standards as appropriate. Provide swimmers and the parents/guardians of swimmers who are minors with the information necessary to be involved in the decisions that affect the athlete as appropriate,
- Refrain from intervening inappropriately in personal affairs that are outside the generally accepted jurisdiction of a coach,
- Act in the best interest of the athlete's development as a whole person,
- Recognize the power inherent in the position of coach and respect and promote the rights of all participants in sport. This is accomplished by establishing and following procedures for confidentiality (right to privacy); informed participation and fair and reasonable treatment. Coaches have a special responsibility to respect and promote the rights of participants who are in a vulnerable or dependent position and less able to protect their own rights.

## Swimmers

In addition to the responsibilities for all individuals outlined above, swimmers have additional responsibilities to:

- Report any medical problems in a timely fashion, where such problems may limit the athlete's ability to travel, train, or compete,
- Participate and appear on time in all competitions, practices, training sessions, events, activities, or projects,
- Properly represent themselves and not attempt to enter a competition for which they are not eligible, by reason of age, classification, or other reasons,
- Adhere to Nova Artistic Swimming's rules and requirements regarding clothing and equipment.

## Officials

In addition to the responsibilities for all individuals outlined above, Officials will have additional responsibilities to:

- Adhere to the rules of Canada Artistic Swimming,
- Be fair and objective,
- Avoid situations in which a conflict of interest may arise,
- Make independent judgments.

### **Parents/Guardians and Spectators**

In addition to the responsibilities for all individuals outlined above, Parents/Guardians of Nova Artistic Swimming and Spectators at events will:

- Encourage swimmers to play by the rules and to resolve conflicts without resorting to hostility or violence,
- Never ridicule a participant for making a mistake during a performance or practice,
- Provide positive comments that motivate and encourage participants' continued effort,
- Respect the decisions and judgments of officials, and encourage swimmers to do the same,
- Never question an official's or Nova Artistic Swimming staff's judgment or honesty,
- Respect and show appreciation to all competitors and to the coaches, officials, and other volunteers who give their time to the sport,
- Be mindful of coaches' responsibilities and focus on all members of the team during competitions, and refrain from unduly monopolizing coaches' time,
- Keep off the pool deck and not interfere with performances or coaching.

### **12.7 Alberta Artistic Swimming and Canada Artistic Swimming Policies**

For more information on other policies governing Nova Artistic Swimming, refer to the following:

[Coach Registration and Certification Policy](#)

[Competition Sanctioning Policy](#)

[Concussion Policy \(CAS\) + Supplement](#)

[Concussion Protocols](#)

[Discipline and Complaint Policy and Procedure](#)

[Discrimination, Harassment and Maltreatment Policy](#)

[Privacy Policy](#)

[Safe & Welcoming Policy Suite Overview](#)

[Sanctioning Policy](#)