



## **HIGH PERFORMANCE SWIMMING POLICIES**

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**Swim Saskatchewan Inc.**

**HIGH PERFORMANCE SWIMMING POLICIES**

**Abbreviations and Definitions**

|                                |   |
|--------------------------------|---|
| <b>Member in Good Standing</b> | any member whose membership in not suspended or revoked or who is not serving a disciplinary penalty by either his/her club or Swim Saskatchewan Inc. |
| <b>CSCTA</b>                   | Canadian Swimming Coaches and Teachers Association  |
| <b>FINA</b>                    | Federation Internationale de Natation – the body which regulates and controls competitions in the four aquatic sports at the world level.             |
| <b>LC</b>                      | Long Course (50 metres)   |
| <b>MSC</b>                     | Masters Swimming Canada   |
| <b>Para Swimming</b>           | Swimmers with a disability classification S1 – S13  |
| <b>SAMS</b>                    | Saskatchewan Association Masters Swimmers   |
| <b>SC</b>                      | Short Course (25 metres)  |
| <b>SNC</b>                     | Swimming/Natation Canada  |
| <b>SO</b>                      | Special Olympic swimmers  |
| <b>SSCA</b>                    | Saskatchewan Swim Coaches Association   |
| <b>SSF</b>                     | Swim Saskatchewan Foundation  |
| <b>SSI</b>                     | Swim Saskatchewan Inc.  |
| <b>SWAD</b>                    | Swimmers with a Disability  |
| <b>UNATT</b>                   | An Unattached swimmer   |
| <b>UNATTACHED</b>              | A swimmer that is not a member of a specific club OR a swimmer who is currently serving the 30 day transition period from one club to another.        |

**Swim Saskatchewan Inc.**

**HIGH PERFORMANCE SWIMMING POLICIES**

|                   |                                      |                       |                       |
|-------------------|--------------------------------------|-----------------------|-----------------------|
| <b>Type:</b>      | Governance                           | <b>Policy Number:</b> | HG-1                  |
| <b>Name:</b>      | Terms of Reference<br>and Membership | <b>Date Approved:</b> | November 2002         |
| <b>Authority:</b> | Swim Saskatchewan Inc.               | <b>Date Revised:</b>  | April 2006, June 2009 |

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**Reference:** SSI Bylaws Article 5; Board Policy G-6 and G-7

*Purpose*

To select and prepare, in cooperation with club coaches, provincial teams and selected provincial athletes for best performances at provincial, national (including Canada Games) and international competitions.

*Accountability*

The High Performance Committee will be accountable to the Board of Director's and the members of Swim Saskatchewan Inc.

*Responsibilities:*

- 1) The design, recommendation, coordination and implementation of the athlete selection criteria, for all competitions including the Canada Games program, in which athletes are representing Saskatchewan.
- 2) The selection of the provincial team coaches upon recommendations received from the Saskatchewan Swim Coaches Association.
- 3) The naming of athletes and staff to the provincial teams.
- 4) The design and allocation of funds to athletes through the Athlete Assistance program.
- 5) Monitoring the athletes, coaches and managers compliance with the Member Code of Conduct.
- 6) Developing and delegating the duties for coaches and managers/chaperones.
- 7) Informing swim clubs of the selection of coaches and athletes to provincial teams.
- 8) The appointment of the High Performance Program Team Manager.

[High Performance Policy HG-1 Page 2]

*Members*

The governance of High Performance Swimming will be vested in the High Performance Committee consisting of the following positions:

- Director, High Performance, Chair with vote
- SSI President (Ex Officio) with vote
- Vice President Administration, with vote
- Team Manager, High Performance Teams, with vote
- Three coaches, High Performance Teams, with vote
- Up to three additional persons appointed by the Director, High Performance, with vote
- SSI Technical Director, with vote
- SSI Executive Director, Recording Secretary without vote

**Swim Saskatchewan Inc.**

**HIGH PERFORMANCE SWIMMING POLICIES**

**Type:** Governance

**Policy Number:** HG-2

**Name:** Election & Duties of  
Director, High Performance

**Date Approved:** November 2002

**Authority:** High Performance Committee

**Date Revised:** September 2003, June 2009

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**Reference:** SSI Bylaws Art. Sect 3; Board Policy G-5.7

The Director, High Performance of SSI will be elected in accordance with the Bylaws of SSI at an Annual General Meeting of SSI. The Director, High Performance will serve a term of two years, and may be re-elected for additional terms without limitation, as specified in Bylaws Article 5, Section 1.4. The qualifications for the Director, High Performance are stipulated in Bylaws Article 5, Sections 1.2 and 2.1.7.

The duties of the Director, High Performance will be:

1. To set the Agenda and chair all meetings of the High Performance Committee.
2. To ensure that the minutes from all High Performance committee meetings are distributed in a timely fashion.
3. Together with the President, to announce the names of swimmers selected to the High Performance Teams of SSI.
4. To ensure the distribution of the *Swimmer, Parent Agreement Form* to athletes and their parents who are named to the High Performance Team or to any other elite provincial team such as the Canada Games Team and to ensure the signed form is received and reviewed.
5. To review the exemption requests from swimmers on the High Performance Teams for required team activities, and to rule on these requests for exemption.
6. To inform the High Performance Committee of any breaches of the Athlete Commitment and to carry out any disciplinary sanctions of athletes that may be required for breaches of the Athlete Commitment.
7. To ensure that all coaches and chaperons of the High Performance Teams are aware of and adhere to the requirements for carrying out their responsibilities to the teams.
8. Together with the Executive Director, to prepare funding and grant applications pertaining to the High Performance program, such as the Canada Games Development Grant.

Policy HG-2 continued....

9. Together with the Vice-President, Administration, to ensure fiscal responsibility for the funds allocated to the High Performance program.
10. To vote, in accordance with the Rules of Order adopted by SSI, at any General, Board or Committee meetings at which the Director, High Performance has been granted voting privileges.
11. To carry out any other duties as will from time to time be required, in order to fulfill the intent of the Bylaws of SNC or SSI, or as may be necessary for the proper governance of the business of SSI.

**Swim Saskatchewan Inc.**

**HIGH PERFORMANCE SWIMMING POLICIES**

**Type:** Governance

**Name:** Duties of High Performance Committee

**Authority:** Director, High Performance

**Policy Number:** HG-3

**Date Approved:** November 2002

**Date Revised:** April 2006, June 2009

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**Reference:** SSI Bylaws Article 5; Board Policy G-7

The Committee will be responsible for governance of the High Performance Program, and the committee members will have the following specific responsibilities each year:

1. The Executive Director will select the athletes to the program, based on the established criteria.
2. The Chair will appoint the Head Coaches and two Assistant Coaches to be named between October 15 and 31 of each year;
3. The Vice-President Administration, in consultation with the Head Coach, the Team Manager and the Chair of the Committee, will ensure resources are budgeted for the High Performance Program, in conjunction with the budgeting process, usually in November and December, prospectively for the next year;
4. The Head Coach, in consultation with the Assistant Coaches, Team Manager and Chair of the Committee, will decide the program and goals for the High Performance Team.

The Committee should meet as a whole at least once annually to discuss broad issues of policy and planning;

**Swim Saskatchewan Inc.**

**HIGH PERFORMANCE SWIMMING POLICIES**

**Type:** Governance

**Name:** Club Involvement

**Authority:** High Performance Committee

**Policy Number:** HG-4

**Date Approved:** November 2002

**Date Revised:**

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**Reference:** SSI Bylaws Article 5; Board Policy M-1

Clubs are encouraged to support and recognize these athletes and coaches in their achievements and pursuit of excellence.

Individual carding funding will not be a factor in club decisions regarding competitions for these athletes.

## Swim Saskatchewan Inc.

### HIGH PERFORMANCE SWIMMING POLICIES

**Type:** Competition

**Name:** Athlete Selection

**Authority:** High Performance Committee

**Policy Number:** HC-1

**Date Approved:** November 2002

**Date Revised:** April 2006, June 2009

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**Reference:** SSI Bylaws Article 5; Board Policy M-2

A High Performance Program is established for the purpose of developing nationally ranked Saskatchewan swimmers. The Director, High Performance will be responsible for the Program which will be governed by the High Performance Committee.

1. Selection to the Swim Saskatchewan High Performance Program will be based on current qualifying standards as set by the selection criteria.
2. Athletes must be winter competitive swimmers in good standing when selected to the team.
3. Athletes selected may be eligible to participate in Program activities and to receive Athlete Financial Assistance for which they are eligible.
4. Selection may include Para Swimming/SWAD (Swimmers with a Disability) athletes, classifications S1 to S13. A request may be made by the High Performance Committee for a dedicated chaperone to accompany these swimmers at Team activities. The provision of a chaperone will NOT be at the expense of Swim Saskatchewan.
5. Selection of athletes will be made by the Executive Director in accordance with established criteria.
6. Selection will take place in September with the team announced by October 15<sup>th</sup> of each swim season.
7. There will be no additions to the High Performance team through the subsequent swim season. ie: the team selected in September/2009 will remain the same with no additions during the 2009/2010 season.
8. The announcement of swimmers selected to the High Performance Program will be made by the President and the Director, High Performance.

**Swim Saskatchewan Inc.**  
**HIGH PERFORMANCE SWIMMING POLICIES**

**Type:** Competition

**Name:** Selection Criteria

**Authority:** High Performance Committee

**Policy Number:** HC-2

**Date Approved:** November 2002

**Date Revised:** April 2006, June 2009

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**Reference:** SSI Bylaws Article 5; Board Policy M-2

The following Olympic Events will be considered for selection:

50, 100, 200 & 400 Free, 100 & 200 Back, 100 & 200 Breast, 100 & 200 Fly, and  
200 & 400 IM for both men and women.

800 Free for women

1500 Free for men.

**Able Body Selection**

1. To be eligible for selection swimmers must qualify for the Canadian Age Group Championships (see note below) in his/her respective age group in an Olympic event and participate at those championships the summer of the selection year. (i.e.: to be named to the team in September 2009 a swimmer must have attended the summer 2009 Canadian Age Group Championships).
  - o Note: To “qualify” for Age Group Championships includes any pre-qualifying requirements as set forth by SNC.
2. For those not age eligible for Age Group Championships swimmers must have achieved a Senior National Qualifying time in an Olympic event and participated at the Spring or Summer Nationals/Trials of the selection year.  
i.e.: to be named to the team in September/2009 a swimmer must have achieved a Senior National Qualifying time in an Olympic event during the 2008/2009 swim season and participated at one of those competitions.
3. If a swimmer does not compete at Senior Nationals/Trials or Age Group Championships then that swimmer must request an exemption from participating at the meet to remain eligible for selection.
4. Swimmers who age up or meet the selection criteria after Age Group Championships and/or Senior Nationals/Trials during the selection year will still be eligible for selection providing the criteria was met prior to August 31.  
i.e.: a 13 year old swimmer swims at AG Champs in July 2009 and then turns 14 before August 31 2009 and no longer has the required standard as a 14 year old, will still be considered for selection.  
i.e.: a swimmer competes at a competition after Age Group Champs and/or Senior Nationals/Trials and then makes the required standard prior to August 31 will be eligible for selection.
5. There will be no age or number limitations.

Policy HC-2 continued....

**Para Swimming/SWAD Selection**

1. To be eligible for selection swimmers must qualify for the Can-Am Para Swimming Championships in his/her respective classification in a Paralympic event and participate at the spring or summer Can-Am championships during the selection year. (i.e.: to be named to the team in September 2009 a swimmer must have attended one of the 2009 Can-Am Para Swimming Championships).
2. If a swimmer does not compete at the spring or summer Can-Am Para Swimming Championships then that swimmer must request an exemption from participating at the meet to remain eligible for selection.

**Swim Saskatchewan Inc.**

**HIGH PERFORMANCE SWIMMING POLICIES**

**Type:** Competition

**Policy Number:** HC-3

**Name:** Athlete Commitment

**Date Approved:** November 2002

**Authority:** High Performance Committee

**Date Revised:** Sept 2003, June 2009

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**Reference:** *Non-Profit Corporations Act* Div. IX, Sect. 109; SSI Bylaws Art.5;  
Board Policy M-3

Athletes selected to any High Performance Team are required:

1. To submit the completed *Swimmer, Parent Agreement Form* including an acknowledgement of the Member Code of Conduct as required by Swim Saskatchewan.
2. To train at the highest applicable level in their home club. Regular attendance is mandatory.
3. To attend and participate in the following:
  - a. Members are required to attend both SC and LC Man/Sask Championships.
  - b. All High Performance Team activities, testing programs, and training camps during the swimming year.
4. To submit reports as may be required by SSI.

The High Performance Committee will determine an athlete's entitlement to program benefits including athlete financial assistance.

Athletes are expected to attend the required meets as indicated above, but may be excused from attending them, if a request for exemption is sent to the Director, High Performance at least 14 days prior to the competition.

Athletes are also expected to attend specific team designated activities, but may be excused from attending a team activity, if a request for exemption has been sent in writing to the Swim Saskatchewan office within 14 days after notification of the schedule of planned team events.

In the case of illness or injury (supported by a medical certificate), a sudden family emergency or financial problem, or any other uncontrollable circumstances, after the deadline, the SSI office must be notified immediately by telephone with written confirmation delivered to the SSI office or sent by fax or e-mail.

If an athlete does not comply with the High Performance Code of Conduct (Policy HC-4) and is sent home from an event, the athlete or parent will be responsible for the costs.

**Swim Saskatchewan Inc.**

**HIGH PERFORMANCE SWIMMING POLICIES**

**Type:** Competition  
**Name:** High Performance Athlete –  
Code of Conduct  
**Authority:** High Performance Committee

**Policy Number:** HC-4  
**Date Approved:** November 2002  
**Date Revised:** February 2006

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**Reference:** *Non-Profit Corporations Act* Div. IX, Sect. 109; SSI Bylaws Art.5;  
Board Policy M-3 and M-5

In addition to the Swim Saskatchewan Member Code of Conduct, (Board Policy M-3) the High Performance Athlete Code of Conduct is established to promote good sportsmanship, leadership and self-discipline by members of the High Performance Teams. Adherence to the High Performance Code of Conduct may require curtailment of personal privileges and liberties ordinarily enjoyed by athletes in their home environments. Swim Saskatchewan expects all athletes to accept restrictions to their personal privileges and liberties under the authority of team coaches, managers, or chaperones while participating in High Performance Team activities. All swimmers selected to provincial High Performance Teams will comply with the following Code of Conduct during all team activities, including training, travel and competition.

1. Swimmers will conduct themselves in a manner which reflects positively on themselves, their club, the team and the province.
2. Swimmers will treat other swimmers, coaches and officials with respect and courtesy at all times.
3. During a trip, swimmers will not leave the hotel, residence or pool without the permission of the coach, chaperone or team manager. When billeted, swimmers will not leave the billet's home without permission of the billet.
4. During a trip, swimmers will obey curfews as designated by the coach, chaperone or team manager.
5. Swimmers may not leave the delegation prior to completion of a trip, unless a request has been submitted to the team manager in writing and approved before departure for the event.
6. Swimmers will adhere to the dress code established for the team.
7. The use of tobacco, alcohol and/or any substance prohibited by law under federal drug legislation is not allowed.
8. Swimmers will not engage in vandalism of any kind.

Policy HC-4 continued....

During team events and travel, responsibility for the safety and wellbeing of the athletes is assumed by the agents of SSI (the team coach (es), manager(s) or chaperone(s).) Athletes and parents will accept the authority of the agents of SSI to apply the High Performance Athlete Code of Conduct and to make such rules as are necessary for the orderly conduct and general wellbeing of the team. The authority of the designated agents of SSI shall supercede parental authority for the duration of all team events.

A swimmer who is insolent, who disregards instructions from the coach, team manager, or chaperone, or who does not adhere to the foregoing rules of conduct may be summarily disciplined, by the coach, team manager or chaperone or other representative of SSI. Summary actions may include dismissal from the event.

A swimmer so disciplined must be told the nature of the infraction and must have an opportunity to provide information concerning the incident. In such situations, sanctions will be for the duration of the event only. Further sanctions may be applied. Dismissal from a team event shall not, in and of itself, constitute the complete discipline of an athlete for a serious breach of the HP Athlete Code of Conduct.

In the event that an athlete is dismissed from an event, such dismissal shall be at the cost of the athlete or the parents of the athlete, who shall be responsible for the safety and wellbeing of the athlete from the time the decision to dismiss the athlete has been communicated to the athlete and parents.

The team coach (es), manager(s) or chaperone(s) shall report any significant breaches of the Athlete Code of Conduct to the Director, High Performance in writing. Any incident that involves risk to the safety or security of any person, or loss or damage of property, must be reported. The Director, High Performance will ensure that such incidents are discussed by the High Performance Committee, which shall determine any consequences to be imposed upon the athlete(s) involved. Athletes will have the right of representation before the HP Committee prior to any decision to impose disciplinary consequences. Such consequences could include curtailment of participation in further team events or removal from the team.

If an athlete is aggrieved of a decision of the High Performance Committee in respect of discipline for breaches of the Athlete Code of Conduct, the matter shall be investigated according to the SSI Discipline Policy (M-5). Subject to the right of appeal, all parties shall be governed by the decision of the Discipline Committee.

A coach, team manager, chaperone or other representative of SSI can take immediate, informal corrective action for behaviors that constitute a minor infraction of the Code of Conduct. Minor matters do not necessarily need to be reported to the Director, High Performance, however repetitive incidents should be documented and reported.

**Swim Saskatchewan Inc.**

**HIGH PERFORMANCE SWIMMING POLICIES**

**Type:** Competition

**Name:** Coaches

**Authority:** High Performance Committee

**Policy Number:** HC-5

**Date Approved:** November 2002

**Date Revised:** June 2009

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**Reference:** SSI Bylaws Art. 5

The Saskatchewan Swim Coaches Association (SSCA) will annually recommend from the registered members of the SSCA who will be coaching during that swim year, one member to be the Head Coach of the High Performance Team and two Assistant Coaches. The chair of the High Performance Committee in consultation with other members of the High Performance Committee will appoint the Head Coach not later than October 30<sup>th</sup> of each year.

The Head Coach of the High Performance Program will have direct responsibility for all supervisory aspects of the program. The Head Coach will be responsible to SSI, through the Director, High Performance.

The Chair of the High Performance Committee, in consultation with the Head Coach and the recommendations from the SSCA, will appoint two Assistant Coaches to the program. Each of the Assistant Coach will be responsible to the Head Coach and will assist the Head Coach in any manner requested by the Head Coach or directed by SSI.

1. The Head Coach should have a minimum qualification of NCCP Level 3, and will usually be a Head Coach of one of the Winter Clubs. The two Assistant Coaches should each have a minimum qualification of NCCP Level 2.
2. The Head Coach and the two Assistant Coaches may be selected from three different Winter Clubs. When possible at least one of the three coaches may be female.
3. When required, the Head Coach can request the appointment of not more than two additional coaches, to assist in training or competitive activities of the High Performance Program. Usually, but not necessarily, coaches so appointed should have at least one swimmer in the program for which his/her assistance has been requested.

Clubs will facilitate the participation of their coaches in High Performance Team activities. Coaches will provide clubs with adequate notice of their appointment to the High Performance Program coaching staff and of their intention to participate in ~~specific~~ High Performance Team activities.

Policy HC-5 continued....

Coaches who have been appointed in accordance with the foregoing will be compensated for their services by SSI. Monies will be drawn from the Sask First Budget, as presented and approved annually within the SSI budget. Coaches will receive an honorarium for each day of coaching activity (training or competition) as well as payment of legitimate expenses in accordance with SSI policies on the reimbursement or payment of expenses. The amount of the honoraria will be determined from time to time by the High Performance Committee.

Any coaches, who are registered members of the SSCA in either winter or summer clubs, may attend High Performance Program training activities, at their own or their clubs expense. This is to facilitate learning by all coaches. The Head Coach and Assistant ~~Head~~ Coaches should make efforts to include coaches in a manner suitable to the level of expertise of the coaches, without compromising the training of the athletes.

All coaches who are selected and participate in High Performance Team activities will be required to submit written reports about the activities to the Executive Director, for review by the High Performance Committee. The completion of these reports is a condition of payment for the coaches' honoraria.

**Swim Saskatchewan Inc.**

**HIGH PERFORMANCE SWIMMING POLICIES**

**Type:** Competition

**Name:** High Performance Coach Duties

**Authority:** High Performance Committee

**Policy Number:** HC-6

**Date Approved:** November 2002

**Date Revised:**

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**Reference:** SSI Bylaws Art. 5; High Performance Policy HG-2 and HG-3

Coaches who have been appointed to the High Performance Program will be expected to set an example of coaching standards for their peers in the SSCTA. Coaches will be expected to attend all training and competitive activities of the Team for that year, unless excused by the Head Coach or by SSI. Specifically, coaches will be expected to:

1. Demonstrate the highest possible standards of personal and professional conduct;
2. Adhere to and uphold amongst the swimmers the Code of Conduct;
3. Adhere to and uphold amongst the swimmers the Harassment Policy of SSI;
4. Assist the Team Manager as necessary for the orderly management of the team, including conducting spot checks of athletes' rooms to ensure compliance with the Code of Conduct;
5. Carry out the directions of the Head Coach or the Assistant Head Coaches;
6. Remain with the swimmers until all swimmers have embarked on the final leg of their homeward journey. (This may mean that a coach will be sent with a portion of the team to a destination other than his/her final destination. In such a situation, the coaches additional travel expenses will be met by SSI.)

Coaches who have chosen to attend High Performance Program activities in accordance with the applicable Winter Swimming Policies will comply with all requirements, except that there is no compulsion to attend all activities for the full year.

Coaches who intend to attend an activity should indicate to the Head Coach or the responsible Assistant Head Coach their desire to attend, and should remain with the Team for the duration of the activity unless otherwise specifically arranged. (A coach who attends an activity may be requested to accompany athletes to their embarkation point for the final leg of their homeward journey, in which case SSI will pay the coach's travel expenses for that portion of his/her journey.)

**Swim Saskatchewan Inc.**

**HIGH PERFORMANCE SWIMMING POLICIES**

**Type:** Competition

**Name:** Team Activities

**Authority:** High Performance Committee

**Policy Number:** HC-7

**Date Approved:** November 2002

**Date Revised:** June 2009

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**Reference:** SSI Bylaws Art. 5; High Performance Policy HG-2

At least one activity annually will be provided for the High Performance Program. These activities can be held separately or can be combined, at the discretion of the Head Coach and the Assistant Coaches, in discussion with the High Performance Committee. The Committee and the Coaches will consider budgetary constraints, as well as the needs of the athletes and the nature of the proposed activities in determining their structure. The allocation of funds will be determined by the Committee.

As directed by Sask Sport, Sask First Funding cannot be used for off-continent camps.

**Swim Saskatchewan Inc.**

**HIGH PERFORMANCE SWIMMING POLICIES**

**Type:** Competition

**Name:** Athlete Assistance

**Authority:** High Performance Committee

**Policy Number:** HC-8

**Date Approved:** November 2002

**Date Revised:** April 2006, June 2009

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**Reference:** Sask Sport Policies; SSI Bylaws Art. 5; High Performance Policy HG-2

High Performance athlete financial assistance (“carding”) will be awarded in a manner that is consistent with the stated Purpose of the High Performance Program. Disbursement of monies will be structured to achieve the following objectives:

1. Provide monetary incentive/reward for top-level performances that are needed to achieve the goal of international swimming for Saskatchewan athletes.
2. Create the desire for individual swimmers to succeed at multiple events through a reward-based system. The goal is to increase the number of scoring swims at Nationals for Saskatchewan athletes.
3. Create the desire for more individual swimmers to achieve senior National scoring standards (top 16 and above)

Swimmers training out of province must meet **ALL** of the following requirements to be eligible for Athlete Assistance:

1. Must be attending university or post secondary educational institution on a full time or part time basis.
2. Must return to their Saskatchewan home club or another Saskatchewan Winter Swim Club and continue their regular training within 30 days upon completion of their schooling that year.
3. In order to be eligible for Athlete Assistance, swimmers that are registered with both a CIS Varsity team and with a Saskatchewan club must represent a Saskatchewan club at SNC designated meets.

Any athlete financial assistance due to a swimmer from team trips or meets that the High Performance Committee has determined as carding meets **that occur during the university school year** (September 1 to April 30), will be paid to the swimmer upon his/her return to their Saskatchewan Winter Club **and** upon verification of attendance (i.e. transcripts) at university or post secondary institution. If the swimmer does not return to a Saskatchewan Winter Club within 30 days after the completion of the school year, or does not provide verification of attendance, then no monies will be paid to him/her.

Policy HC-8 continued....

[High Performance Policy HC-8 Page 2]

Athlete financial assistance will be budgeted from monies provided by Sask Sport for the purpose. The program will be administered using clear criteria. Athlete assistance monies will be awarded only for performances that meet the stated criteria. To continue to receive funding, athletes must maintain a standard of improvement as set forth by the High Performance Coaching Staff and the High Performance Committee. Monies will not be paid for being named to a team, or for performances that are “personal best” without meeting other stated criteria. At the beginning of each swim year, the High Performance Committee will designate the meets for that swim year that will score for financial assistance.

In each fiscal year, Swim Saskatchewan Incorporated must disburse monies received from Sask Sport for the support of the High Performance Program. As part of its annual Budget process, SSI will designate the amount (not less than the required amount) that is to be allocated to Athlete Financial Assistance. The remainder will be allocated to the programs of the High Performance Teams, in such proportions as will be determined by the High Performance Committee.

Distribution of the monies available for athlete financial assistance will be guided by the following formula:

1. Up to 30% will be allocated to Spring Nationals/Trials in each year. (Note that in years where monies have been carried forward from the LC season, as required by HC-9 Point 6, there may be additional monies available.)
2. Up to 30% will be allocated to Summer Nationals/Trials in each year.
3. Up to 10% will be allocated to Age Group Championships in each year.
4. The percentages stated above can be varied in any swim year at the discretion of the High Performance Committee.
5. Up to 10% will be paid to first-time Senior National qualifiers, in an equal percentage. This would be a one-time payment with a maximum cap of \$250.00 per new National qualifier.
6. Up to 20% will be allocated to be paid as a Performance Bonus to swimmers named to a National Team/Squad.

If there is residual Sask Sport funding left in the High Performance budget after allocation of all athlete carding required, the HP committee has the authority to allocate remaining funds to the HP program as it sees fit.

**Swim Saskatchewan Inc.**

**HIGH PERFORMANCE SWIMMING POLICIES**

**Type:** Competition

**Policy Number:** HC-9

**Name:** Carding Formula

**Date Approved:** November 2002

**Authority:** High Performance Committee

**Date Revised:** June 2009

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**Reference:** SSI Bylaws Art. 5; High Performance Policy HG-2

1. Points will be assigned to **each scoring swim** at Spring or Summer Senior National Championships as follows:

Gold = 15 pts

Silver = 12 pts

Bronze = 10 pts

4<sup>th</sup> - 8<sup>th</sup> = 5 pts

9<sup>th</sup> - 16<sup>th</sup> = 2.5pts

2. At Age Group Championships, points will be assigned to **each scoring swim** as follows:

Gold = 15 pts

Silver = 12 pts

Bronze = 10 pts

4<sup>th</sup> - 8<sup>th</sup> = 5 pts

3. **To score points, all swims must equal or better the respective Competition Event qualifying standards.** Points will not be awarded for results that do not meet the entry standard for the event.
4. Divide the total points scored of all swims into the total dollar figure for monies available to calculate dollar point average. (For example, assume a total of \$7,000 available for athlete assistance for a designated championship, and assume that swimmers, using the formula in 1 above scored 79 points. In this example, \$7000 divided by 79 equals a point average of \$88.61.)
5. Multiply this average by each swimmer's individual point score to calculate the swimmer's award. (For example, following the calculation of the dollar point average above, a swimmer could score in swims as follows: 1 gold, 1 silver, 2 other top 8 swims, and one top 16 swim. The swimmer would score 39.5 points and be eligible to receive 39.5 X \$88.61= \$3500. A swimmer winning just one gold would receive \$1329.15 (\$88.61 x 15pts.).

6. Funds will be disbursed to the number of swimmers meeting the above criteria in the following manner:

| # of swimmers meeting the criteria numbered 1-5 above | % of available funds allocated for disbursement |
|---|---|
| 1   | 60%   |
| 2   | 80%   |
| 3 or more   | 100%  |

In the case where less than 100% of available funds are not disbursed, the remaining funds will be added to the monies available for the next designated meet.

**Swim Saskatchewan Inc.**

**HIGH PERFORMANCE SWIMMING POLICIES**

**Type:** Administration

**Name:** Relationship to Swim Saskatchewan Inc.

**Authority:** Swim Saskatchewan Inc.

**Policy Number:** HA-1

**Date Approved:** June 2002

**Date Revised:**

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**Reference:** SSI Bylaws Art. 5; Board Policy A-1 and A-3

All High Performance policies will be subject to Swim Saskatchewan Incorporated Bylaws and policies.

The High Performance Committee is established by Swim Saskatchewan to carry out the routine business and exercise the authority of Swim Saskatchewan as it pertains to High Performance Teams and athletes. The High Performance Committee is accountable to the Board of Directors of Swim Saskatchewan Inc. through the Director, High Performance Swimming.

**Swim Saskatchewan Inc.**

**HIGH PERFORMANCE SWIMMING POLICIES**

**Type:** Administration

**Name:** Reimbursement of Expenses

**Authority:** Swim Saskatchewan Inc.

**Policy Number:** HA-2

**Date Approved:** September 2003

**Date Revised:**

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**Reference:** SSI Bylaws Art. 5; Board Policy A-2

Remuneration for High Performance Committee meetings will include: travel at the Swim Saskatchewan mileage rate, basic rate of host hotel and reasonable meal expenses.

Costs such as long distance telephone calls, postage, and so on that are incurred by High Performance Committee members will be reimbursed on the basis of an itemized statement submitted to the Executive Director of Swim Saskatchewan Inc.

All expense claims must be submitted within 30 days of incurring the costs.

**Swim Saskatchewan Inc.**

**HIGH PERFORMANCE SWIMMING POLICIES**

**Type:** Administration

**Name:** Policy Review Schedule

**Authority:** High Performance Committee

**Policy Number:** HA-3

**Date Approved:** September 2003

**Date Revised:**

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**Reference:** SSI Bylaws Art. 5, Sect. 3, Par. 3.2

High Performance policies will be reviewed annually by the High Performance Committee. Any recommended changes will be presented to the Board of Directors of Swim Saskatchewan for ratification.