



## **HIGH PERFORMANCE SWIMMING POLICIES**

### **Swim Saskatchewan Performance Development Program**

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## Swim Saskatchewan Inc.

### HIGH PERFORMANCE SWIMMING POLICIES

#### Abbreviations and Definitions

<b>Member in Good Standing</b>	Any member whose membership is 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>ED</b>	Executive Director of Swim Saskatchewan, Inc.
<b>FINA</b>	Federation Internationale de Natation – the body which regulates and controls competitions in the four aquatic sports at the world level.
<b>HPC</b>	High Performance Committee
<b>LC</b>	Long Course (50 meters)
<b>MSC</b>	Masters Swimming Canada
<b>PARA</b>	Swimmers with a disability classification S1 – S14
<b>PC</b>	Provincial Coach
<b>SC</b>	Short Course (25 meters)
<b>SNC</b>	Swimming Canada
<b>SO</b>	Special Olympic swimmers
<b>SSCA</b>	Saskatchewan Swim Coaches Association
<b>SSI</b>	Swim Saskatchewan Inc.

**Swim Saskatchewan Inc.**

**HIGH PERFORMANCE SWIMMING POLICIES**

**Type:** Governance

**Policy Number:** HG-1

**Name:** Terms of Reference  
and Membership

**Date Approved:** November 2002

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

**Authority:** Swim Saskatchewan Inc.

June 2017

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

*Purpose:*

To select and prepare provincial teams and selected provincial athletes for best performances at provincial, national and international competitions.

*Accountability:*

The High-Performance Committee (HPC), through the High-Performance Director, will be accountable to the Board of Directors and the members of Swim Saskatchewan Inc.

*Members:*

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

- Director, High Performance
- SSI Executive Director
- SSI Provincial Coach

## Swim Saskatchewan Inc.

### HIGH PERFORMANCE SWIMMING POLICIES

**Type:** Governance

**Name:** Duties of the Provincial Coach

**Authority:** High Performance Committee

**Policy Number:** HG-2

**Date Approved:** June 3, 2017

**Date Revised:**

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

*Accountability:*

The Provincial Coach reports directly to the SSI Executive Director and is also accountable to the High-Performance Committee.

*Swim Saskatchewan Performance Development Plan:*

The Performance Development Plan is designed by the Provincial coach to elevate the performance of all competitive levels in the province through athlete and coach education and targeted swimming performance initiatives such as provincial camps or competitions.

*Responsibilities:* The following responsibilities will be carried out in consultation with the other members of the HPC:

- 1) To set the long and short-term (e.g. annual) goals, objectives and program activities for the Swim Saskatchewan Performance Development Program.
- 2) To carry out the goals and objectives of the annual plan as determined by the HPC.
- 3) To establish the selection criteria and administer the selection process and naming of provincial team athletes, coaches and managing staff for all competitions including the Canada Games program, in which athletes represent Saskatchewan.
- 4) To develop and delegate the duties of provincial team coaches, managers and chaperones.
- 5) To name athletes, coaches and managing staff to the provincial teams.
- 6) To inform the High-Performance Committee of any breaches of the Athlete Commitment and Code of Conduct.
- 7) To ensure that all coaches and chaperones attending provincial initiatives (camps, tour teams, etc.) are aware of, and adhere to, the requirements for carrying out their responsibilities to the initiatives.

- 8) To provide high performance and educational opportunities to selected Saskatchewan swimmers through provincial team initiatives. Examples of such initiatives include club site visits, provincial team training camps and opportunities to represent Saskatchewan on provincial tour teams.
- 9) To provide educational and leadership opportunities to members of the SSCA through provincial team initiatives, either through coach selection processes or open invitation. This includes opportunities to run and design provincial camps, as well as opportunities to represent Saskatchewan as a Head Coach or Assistant Coach on provincial tour teams.
- 10) To provide information with regards to various Team training camps and competitions prior to the beginning of each season. These initiatives will also be placed in the Swim Saskatchewan Competitions Calendar.
- 11) To organize club visitations with the Head Coach or Club President and to work with the staff and executive board on coach or member education.

**Swim Saskatchewan Inc.**

**HIGH PERFORMANCE SWIMMING POLICIES**

**Type:** Governance

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

**Authority:** Swim Sask Board of Directors

**Policy Number:** HG-3

**Date Approved:** Nov 2002

**Date Revised:** Sept 2003, June 2009  
June 2017

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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.

*Responsibilities:*

1. To Chair the meetings of the HPC and actively participate as a member.
2. To assist the ED, in consultation with the PC, to prepare funding and grant applications pertaining to the Performance Development program, such as the High-Performance Coaching Capacity Grant.
3. Together with the ED and Vice-President, Administration, to ensure fiscal responsibility for the funds allocated to the Performance Development program.
4. 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.
5. To assist the ED with the review of the performance, duties and responsibilities of the Provincial Coach.
6. 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

**Policy Number:** HG-4

**Name:** Duties of High Performance Committee

**Date Approved:** November 2002

**Authority:** Director, High Performance

**Date Revised:** April 2006, June 2009,  
June 2017

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

The HPC will be responsible for the governance of the Performance Development Program. Specifically, the committee will have the following duties:

- 1) To set the long and short-term (e.g. annual) goals, objectives and program activities for the Performance Development Program.
- 2) To determine the process of administering the allocation of funds to athletes and clubs through the Athlete Assistance program.
- 3) To monitor and respond in regard to athletes, coaches and managers' compliance with the Member Code of Conduct.
- 4) To develop and delegate the duties for coaches, managers, and chaperones for Swim Saskatchewan Performance Development activities.
- 5) To review any exemption requests from swimmers on the Performance Development Teams for required team activities, and to rule on these requests for exemption.
- 6) To carry out any disciplinary sanctions of athletes that may be required for breaches of the Athlete Commitment.
- 7) To prepare funding and grant applications pertaining to Performance Development teams and activities.
- 8) To ensure resources are budgeted for the Performance Development Program, in conjunction with the budgeting process, usually in November and December, prospectively for the next year.

## Swim Saskatchewan Inc.

### HIGH PERFORMANCE SWIMMING POLICIES

**Type:** Competition

**Name:** Athlete Assistance

**Authority:** High Performance Committee

**Policy Number:** HC-1

**Date Approved:** November 2002

**Date Revised:** April 2006, June 2009,  
June 2017, Oct 2018

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**Reference:** Sask Sport Policies; SSI Bylaws Art. 5; High Performance Policy HG-4

High Performance financial athlete assistance, or carding, will be awarded in a manner that is consistent with the stated purpose of the Performance Development Program. Disbursement of monies will be structured to achieve the following objectives:

1. Provide financial assistance for an improved athlete performance to help alleviate some of the increased expense associated with high performance competitions and camps.
2. Provide an incentive for individual swimmers to succeed in multiple events at all levels of performance.
3. Provide an incentive to attain continuous improvement in long course swimming from peak competition to peak competition, and season to season.

To be eligible to receive Athlete Assistance, a swimmer must:

1. Be a registered swimmer with a Saskatchewan Age Group Winter Club, and
2. Must do the vast majority of their training in Saskatchewan with their Saskatchewan club.
3. Will only be eligible for Athlete Assistance after competing for the Saskatchewan Club at competitions during the two Peak Performance windows (March & April, July & August).

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

1. Must be attending a post-secondary educational institution on a full-time or part-time basis.
2. Must return to a 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 U SPORTS Varsity team and with a Saskatchewan club must represent a Saskatchewan club at SNC designated meets.



Athletes that make the decision to leave the province of Saskatchewan to pursue their training or post-secondary education will not be eligible to receive athlete assistance for the time they are away (September 1 to April 30). However, upon the athletes return to their Winter Club, athletes may request one third of their allocated athlete assistance for the months of May to August. As well, long course performances done while out of the province may be included for the determination of future athlete assistance. If the athlete does not register and return to full-time training with a Saskatchewan club by May 15<sup>th</sup>, no athlete assistance funding will be provided for that athlete for that season.

Athlete financial assistance will be budgeted from monies provided by Sask Sport for that purpose. The program will be administered using criteria outlined in HC-3. Athlete assistance monies will be awarded only for performances that meet the stated criteria.

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

As directed by Sask Sport, funding cannot be used for off-continent travel, camps, competitions, or activities.

## Swim Saskatchewan Inc.

### HIGH PERFORMANCE SWIMMING POLICIES

**Type:** Competition

**Name:** Coach-Club Assistance

**Authority:** High Performance Committee

**Policy Number:** HC-2

**Date Approved:** June 3, 2017

**Date Revised:**

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**Reference:** Sask Sport Policies; SSI Bylaws Art. 5; High Performance Policy HG-4

The HPC recognizes the additional financial expense incurred by clubs supporting nationally and internationally competitive athletes and their coaches. Coach-Club assistance funding therefore, will be provided to clubs based on their highest athlete performance to help alleviate some of the financial expense incurred in supporting the coach-athlete tandem traveling to high performance training camps and competitions. The amount of coach-club assistance will be determined by the club's top performing athlete.

This funding will be provided to the club during the same window of time as athlete assistance is provided, as indicated in the coach's yearly training and competition plan.

If there is residual Sask Sport funding left in the Performance Development budget after allocation of all club assistance funding required, the HPC has the authority to allocate remaining funds to the Performance Development program as it sees fit.

As directed by Sask Sport, funding cannot be used for any off-continent events (travel, camps, competitions, activities, etc.).

## Swim Saskatchewan Inc.

### HIGH PERFORMANCE SWIMMING POLICIES

**Type:** Competition

**Name:** Carding Formula

**Authority:** High Performance Committee

**Policy Number:** HC-3

**Date Approved:** November 2002

**Date Revised:** June 2009, June 2017  
Oct 2018

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**Reference:** SSI Bylaws Art. 5; High Performance Policy HG-4

Swim Saskatchewan will attempt to fund all identified athletes, *top down*, starting with those athletes ranked in the highest tier. Changes to funding provided through Sask Sport or through the Sports Medicine and Science Council of Saskatchewan, for athlete assistance and enhanced services respectively, may alter the fund amounts available at the various tiers both positively and negatively.

Tiers have been designated by Canadian Sport Centre Saskatchewan as well as Swim Saskatchewan for Olympic and Paralympic eligible athletes based on their long course performances.

For Olympic eligible athletes, these tiers are defined as:

“Canadian Podium” (≥ 950 points), “Canadian Elite” (900-949 points), “Canadian Development” (850-899 points), and “Saskatchewan Development” (800-849 points).

Similarly, for Paralympic eligible athletes, these tiers are defined as:

“Canadian Podium” (≥ 950 points), “Canadian Elite” (850-949 points), “Canadian Development” (750-849 points), and “Saskatchewan Development” (650-749 points).

The process of athlete identification and selection into each tier using “On Track Points” or “Paralympic Points” is as follows and the points calculators can be found at: <http://www.swimsask.ca/winter/high-performance.html>

#### **Process of Selection for Olympic Eligible Athlete Assistance**

1. Must have been registered and training with a Saskatchewan Age Group club and competed as a Saskatchewan swimmer during the two Peak Performance Windows (March & April, July & August) of the immediately preceding swimming season. Only performances completed during the peak performance windows may stand for athlete identification. Special consideration will be given to those athletes competing for Canada at an international competition if these performances are faster than their peak performance window results.
2. Only the fastest result in an event will be used for identification.
3. An athlete’s age will be considered as of August 31<sup>st</sup> of the current competition year.
4. Using both the athlete’s age and event results, points will be generated using Swimming Canada’s “On Track Points Calculator”. These points will then be ranked and tallied for the purpose of athlete selection.

**Process of Selection for Olympic Eligible Athlete Assistance Continued:**

Depending on the age of the athlete as of August 31<sup>st</sup> of the given year, a different number of events will be utilized to generate an average On Track Points score. Younger athletes will be required to focus on a broad spectrum of events and will be assessed on 3 events. As athletes move into their middle to late teenage years, stroke specialties may become more apparent, and these athletes will be assessed on 2 events. And lastly, as athletes move into their late teenage years, they will be assessed on their single best event. Specifically;

- 14 & under girls / 15 & under boys: Assessed on 3 events
- 15 to 16 girls / 16 to 18 boys: Assessed on 2 events
- 17 & over girls / 19 & over boys: Assessed on 1 event

**Process of Selection for Paralympic Eligible Athlete Assistance:**

1. Must have been registered and training with a Saskatchewan Age Group club and competed as a Saskatchewan swimmer during the two Peak Performance Windows (March & April, July & August) of the immediately preceding swimming season. Only performances completed during the peak performance windows may stand for athlete identification. Special consideration will be given to those athletes competing for Canada at an international competition if these performances are faster than their peak performance window results.
2. Only the fastest result in an event will be used for identification.
3. Using the athlete's sport class and event results, points will be generated using Swim Saskatchewan's "Paralympic Points Calculator" and athletes ranked for the purpose of athlete selection.

Athlete assistance funding is meant to be utilized by Swim Sask athletes to offset the expense associated with club/provincial/national team camps, national or continental performance competitions, or to assist with educational, rehabilitation, or training expenses above and beyond the club's typical training environment. This support funding is not meant to be used to pay for the swimmer's registration fees or typical Swim Saskatchewan/ManSask competitions.

### **Injury or Illness and Athlete Assistance**

Swim Saskatchewan will consider nominating athletes for athlete assistance if they are found to be ill or injured during either of the peak performance windows in a given season. In order to be considered for an illness or injury nomination, an athlete must meet all of the following requirements:

1. The athlete must have received athlete assistance during the competitive season that they acquired the injury or illness.
2. The athlete and coach have reported the injury or illness in writing to the Provincial Coach within 30 days of the date of diagnosis or of the date when the athlete had to interrupt their training. A licensed sport medicine or medical practitioner must make any such signed diagnosis.

If Swim Saskatchewan nominates an athlete for athlete assistance while the athlete is injured, they will receive the same level of assistance they received the previous season at the time of the injury.

Any athlete receiving athlete assistance while injured or ill must report by the end of each month in writing to the HPC on their rehabilitation activity and progression. This must continue until such time as they are deemed fit and returned to full training. Failure to report on a monthly basis shall result in an athlete to return their athlete assistance in full to Swim Saskatchewan, and the loss of consideration for future season's assistance.

Swimmers may not be nominated for athlete assistance while injured or ill in successive athlete assistance cycles, meaning athletes may not receive assistance two seasons in a row while requesting consideration for injury or illness in successive seasons.

### **Withdrawal from competitive swimming within Swim Saskatchewan**

An athlete that withdraws from competitive swimming prior to their final competition as outlined by their coach of record at the start of a given season, or wishes to transfer to another club outside of Saskatchewan during a competitive season prior to their final competition as outlined by their coach of record at the start of a given season, may be required to return to Swim Saskatchewan a portion or all of the athlete assistance received during the season which the withdrawal or transfer takes place. The HPC has full discretion to decide what financial portion to require from the athlete and may request additional information from the athlete's home program. Athletes required to return assistance will not be granted a transfer, and will not be eligible to compete within Saskatchewan, until the funding has been returned.

The Sports Medicine & Science Council of Saskatchewan (SMSCS) also provides Swim Saskatchewan with financial support dedicated to Enhanced Services to assist with athlete, coach, and club education in the following areas: Mental skills training, nutrition, biomechanics, exercise physiology and strength & conditioning. Athletes in a high enough tier may qualify for personalized education sessions, organized by the club's Head Coach and included in plans approved by the Provincial Coach.

**Prioritizing of Athlete Assistance Nominations:**

The budgeted funds in any given year will be allocated from the **top down** until the budgeted amount is reached to the last fully funded athlete. The priority for nominating swimmers who have met the assistance criteria is listed below in priority order regardless of whether Olympic or Paralympic.

**Prioritization of Athlete Assistance**

<b>Priority</b>	<b>Performance Tier</b>	<b>Olympic: On Track Points</b>	<b>Paralympic: Para Points</b>	<b>Athlete Assistance</b>
Priority 1	Canadian Podium	950+ points	950+ points	\$5,000.00
Priority 2	Canadian Elite	900-949 points	850-949 points	\$3,000.00
Priority 3	Canadian Development	850-899 points	750-849 points	\$2,000.00
Priority 4	Saskatchewan Devel.	800-849 points	N/A	Provincial ID Team recognition
Priority 4	Saskatchewan Devel	N/A	650-749 points	\$ 1,000

Saskatchewan athletes that are selected by Swimming Canada to receive AAP carding will receive 50% of the eligible Provincial carding listed in chart above. Coaches may seek clarification from the Provincial Coach or Executive Director.

**Coach-Club Assistance**

Coach-club assistance will also be allocated to help offset the expense of supporting club staff to create and attend high performance initiatives within their club. Clubs will receive the highest assistance possible based on the highest level of performance of a single athlete within their club. Coach-club assistance is not dependent on the number of athletes at a given level, it is a single allocation of support funding.

<b>Priority</b>	<b>Performance Tier</b>	<b>Coach-Club Assistance</b>
Priority 1	Canadian Podium	\$ 3,000
Priority 2	Canadian Elite	\$ 2,000
Priority 3	Canadian Development	\$ 1,000

**Swim Saskatchewan Inc.**

**HIGH PERFORMANCE SWIMMING POLICIES**

**Type:** Competition

**Name:** Athlete Selection

**Authority:** High Performance Committee

**Policy Number:** HC-4

**Date Approved:** November 2002

**Date Revised:** April 2006, June 2009,  
June 2017

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

The Performance Development Program is established for the purpose of developing Saskatchewan swimmers to their highest possible level. The Provincial Coach will be responsible for the Program which will be governed by the HPC. The requirements and criteria for the program are as follows:

1. Selection to Swim Sask Performance Development Program initiatives will be based on selection criteria distributed to the SSCA and published through the SSI website.
2. Athletes must be winter competitive swimmers in good standing when selected to a team or camp.
3. Athletes selected may be eligible to participate in program activities, and may receive Athlete Financial Assistance for which they are eligible.
4. Selection of athletes will be made by the Provincial Coach and may be reviewed by the High-Performance Committee.
5. The announcement of swimmers selected to the Performance Development Program will be made public through the SSCA, the SSI website and social media.

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

**Type:** Competition

**Name:** Selection Criteria

**Authority:** High Performance Committee

**Policy Number:** HC-5

**Date Approved:** November 2002

**Date Revised:** April 2006, June 2009,  
June 2017, Sept 2017

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

**Swim Sask Performance Development Team (Olympic Swimmer Eligible Selection)**

Olympic events will be defined as the following for team selection:

50, 100, 200, 400, 800 & 1500 Free, 100 & 200 Back, 100 & 200 Breast,  
100 & 200 Fly, and 200 & 400 IM for both men and women.

1. To be eligible for selection, swimmers must have a minimum of 775 Points as calculated from Swim Saskatchewan's "On Track Points Calculator" from Canadian long course performances completed during the months of March to April, and/or July to August, as well as results from competitions in which athletes are representing Canada outside of these periods.
2. A swimmer's points ranking from the previous season will determine their level of athlete assistance and any additional sport science services provided through SSI (example: 2016-17 results will be used to determine the 2017-18 funding tier).
3. To remain eligible for selection, a swimmer's coach must submit a training and competition season plan to the Provincial Coach by September 30<sup>th</sup> at the start of each new competitive year outlining training and competition phases, training camps, and peak performance competitions. This plan will be used by the HPC as a timeline for delivering Athlete Assistance and organization of additional sport science support.
4. The training and competition season plan submitted to the Provincial Coach will clearly indicate the individual programming necessary to improve the athlete's performance. The HPC may withhold all athlete and coach support funding if a suitable plan is not received. If the plan is determined to be inadequate, the coach will work with the Provincial Coach to improve the plan to an adequate state. A coach's plan will not determine the amount of funding, funding is only determined by athlete performance.
5. To remain eligible, a swimmer's coach must confirm that the swimmer is in a full-time and competitive training program as defined by the swimmer's coach and approved by the Provincial Coach. This full-time training and competitive status must be maintained throughout the duration of the regular swim season.
6. To remain eligible, a swimmer must compete in Provincial and/or National long course championship competitions during the peak competition months of March/April, and July/August.

Policy HC-5 continued....



### **Swim Sask Performance Development Team (Paralympic Swimmer Eligible Selection)**

Events will be defined as the those specified for the Paralympic Games for each Paralympic category.

1. To be eligible for selection, swimmers must have a minimum of 700 Points as calculated from Swim Saskatchewan's "Paralympic Points Calculator" from Canadian long course performances completed during the months of March to April, and/or July to August, as well as results from competitions in which athletes are representing Canada outside of these periods.
1. A swimmer's points ranking from the previous season will determine their level of athlete assistance and any additional sport science services provided through SSI (example: 2016-17 results will be used to determine the 2017-18 funding tier).
2. To remain eligible for selection, a swimmer's coach must submit a training and competition season plan to the Provincial Coach by September 30<sup>th</sup> at the start of each new competitive year outlining training and competition phases, training camps, and peak performance competitions. This plan will be used by the HPC as a timeline for delivering Athlete Assistance and organization of additional sport science support.
3. The training and competition season plan submitted to the Provincial coach will clearly indicate the individual programming necessary to improve the athlete's performance. The HPC may withhold all athlete and coach support funding if a suitable plan is not received. A coach's plan will not determine the amount of funding, funding is only determined by athlete performance.
4. To remain eligible, a swimmer's coach must confirm that the swimmer is in a full time and competitive training program as defined by the swimmer's coach and approved by the Provincial Coach. This full-time training and competitive status must be maintained throughout the duration of the regular swim season. A swimmer must also compete in Provincial and/or National long course championship competitions during the peak competition months of March/April, and July/August, unless Paralympic long course championship competitions fall outside of this competition window, in which case those results will also be included.
5. The Provincial Coach and the Paralympic Athlete's coach will determine together which Swim Sask ID team initiatives are appropriate for the Paralympic athlete's involvement, and any modifications to the training camp or competition planning.

## Swim Saskatchewan Inc.

### HIGH PERFORMANCE SWIMMING POLICIES

**Type:** Competition

**Name:** Athlete Commitment

**Authority:** High Performance Committee

**Policy Number:** HC-6

**Date Approved:** November 2002

**Date Revised:** Sept 2003, June 2009,  
June 2017

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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 Performance Development Team are required:

1. To submit the completed *Swim Saskatchewan Seasonal Athlete 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 Provincial and/or National LC Championships during the peak competition months of March/April and July/August
  - b. All Performance Development Team activities, testing programs, and training camps during the swimming year.
4. To submit reports as may be required by SSI.

Athletes are expected to attend the required meets or team designated activities as indicated above.

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 with cause 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-7) and is sent home from an event, the athlete or parent will be responsible for the costs and may face further disciplinary action or removal from Swim Sask Performance Development team assistance and services.

## Swim Saskatchewan Inc.

### HIGH PERFORMANCE SWIMMING POLICIES

**Type:** Competition

**Policy Number:** HC-7

**Name:** High Performance Athlete –  
Code of Conduct

**Date Approved:** November 2002

**Date Revised:** Feb. 2006, June 2017

**Authority:** High Performance Committee

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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 Performance Development 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 Performance Development Team activities. All swimmers selected to provincial Performance Development 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, marijuana 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-7 continued....

During team events and travel, responsibility for the safety and well-being 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 well-being of the team. The authority of the designated agents of SSI shall supersede 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 well-being 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 Provincial Coach 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 Provincial Coach will ensure that such incidents are discussed by the HPC, who shall determine any consequences to be imposed upon the athlete(s) involved. Athletes will have the right of representation before the HPC 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 HPC 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 Provincial Coach, however repetitive incidents should be documented and reported.

**Swim Saskatchewan Inc.**

**HIGH PERFORMANCE SWIMMING POLICIES**

**Type:** Competition

**Name:** Team Activity Selected Coach

**Authority:** High Performance Committee

**Policy Number:** HC-8

**Date Approved:** November 2002

**Date Revised:** June 2009, June 2017

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**Reference:** SSI Bylaws Art. 5

Coaches will be selected to Performance Development Team activities as defined by the activity coach and staff selection criteria (HG-2).

Coaches will provide clubs with adequate notice of their selection to the coaching staff of the Performance Development Team activity and of their intention to participate.

Coaches involved in provincial initiatives will receive reimbursement for legitimate expenses in accordance with SSI policies. Coaches may receive a per diem in the event that coaches are not expected to eat with the team or attend a team function with athletes/staff.

Subject to the approval of the Provincial Coach, any coach, who may not have been selected to a team activity and is a registered member of the SSCA in either a winter or summer club, must contact the Provincial Coach of their desire to attend a Performance Development Team activity, and if approved, may do so at their own or their clubs expense. This is to facilitate learning by all coaches.

All coaches who are selected and participate in Performance Development Team activities may be required to submit written reports about the activities to the Executive Director, for review by the HPC.

Coaches may be eligible for Coaches Association of Canada professional development points through provincial team activities, and are encouraged to follow up with the SSI Executive Director to ensure activities are reported accurately.

## Swim Saskatchewan Inc.

### HIGH PERFORMANCE SWIMMING POLICIES

**Type:** Competition

**Name:** Team Activity Selected Coach Duties

**Authority:** High Performance Committee

**Policy Number:** HC-9

**Date Approved:** November 2002

**Date Revised:** June 2017

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**Reference:** SSI Bylaws Art. 5; High Performance Policy HG-2, HG-3 and HG-4

Coaches who have been selected to Performance Development Team activities will be expected to set an example of coaching standards for their peers in the SSCA. Coaches will be expected to attend all training and competitive activities associated with that event, unless excused by the Provincial 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 Provincial Coach or Activity Head Coach.
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 covered by SSI).

**Swim Saskatchewan Inc.**

**HIGH PERFORMANCE SWIMMING POLICIES**

**Type:** Administration

**Name:** Relationship to Swim Sask

**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 Performance Development Teams and athletes. The HPC is accountable to the Board of Directors of Swim Saskatchewan Inc. through the Director, High Performance.

**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

Reimbursement for HPC 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 HPC 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.