

**Memo To:** Summer Swim Club President/Contact Persons, Other Club Board Members, Coaches that coached last year and any coaches we are aware of for this upcoming 2011 season.

**From:** Marj Walton, Executive Director

**Date:** April 14, 2011

**Re:** Information for the 2011 Summer Swimming season

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Well, the 2011 Summer Swimming Season is right around the corner, so welcome.

The season will start with the Symposium and Semi annual Meeting to be held in Regina on May 14 and 15. Information on location and hotel info can be found on the meet schedule on the website at: [http://swimsask.ca/summer/summer\\_schedule.htm](http://swimsask.ca/summer/summer_schedule.htm) Agenda for the symposium and the semi annual meeting will be circulated by April 27

The purpose of this document is to provide clubs with a somewhat concise overview of summer swimming and general information. I ask that you please take the time to read this 8 page document as it should help to answer some questions that you may have. All pertinent and detailed information that clubs need to help them with the season, run their club, host a swim meet, and register swimmers and coaches can be found on the Swim Saskatchewan website at: [www.swimsask.ca](http://www.swimsask.ca).

### **1. Swimmer and Club Registration – (See Swim Sask Board of Directors Policies G-8.1, G-11, M-1 and M-2 and Summer Swimming Policy SC-2)**

Swimmer Registration fees for the 2011 season remain the same as last year and are as follows:

Club Fee	\$58.00	(this includes \$33.00 Club Affiliation/Registration Fee & \$25 Provincial Finals Award fee)
Swimmer Fee	\$15.00 per swimmer.	(this includes \$2 for the Summer Club Fund and \$1 for the Sask Games Fund.)

Swimmer registration information will be done electronically again this year, via an excel spreadsheet, which has been sent out by Linda Rempel to the Club Registrar's or Presidents. All instructions on how to complete the registration process was included in the excel file. If you are the person that is responsible for registration and you have not received this registration information and file, then please contact Linda Rempel at: [lindarempel@swimsask.ca](mailto:lindarempel@swimsask.ca)

**Remember that clubs must also have their members sign the *Personal Information Protection & Electronic Documents Act (PIPEDA) Consent Form* (Swim Sask Board of Directors Policy G-11). Clubs are to retain these forms and only send into Swim Sask copies of Consent forms from members that have signed Part B. (This has also previously been emailed out to the clubs)**

Please also remember that neither the club nor the athlete is insured until the registration information and fees have been received in the Swim Saskatchewan Office. Note: A club can submit their club Affiliation/Registration fee now, and then wait to submit the swimmer registration fees later.

**As per Swim Saskatchewan Board of Directors Policy C-2, swimmers can only swim in competitions if the registration fees have been received by Swim Saskatchewan two working days prior to the competition.**

Swim clubs will receive an electronic copy of their registered swimmers complete with registration numbers after Swim Saskatchewan has processed the information. It is important that you proof read this report and help us find any typo's that may have been made.

## **2. Coach Minimum Standard to be allowed to coach – (See Swim Sask Board of Directors Policy M-2)**

As per Swim Sask Board of Directors Policy M-2 all coaches must have a minimum qualification of *'in training'*. In training means that they must be working on getting equivalency for their Red Cross Water Safety Instructor to be certified as a Swimming Teacher, or if they do not have Red Cross WSI then they MUST complete and submit the Swimming 101 pre course workbook prior to starting coaching; and then they must take the Swimming 101 course .

To work on the Swimming 101 pre course workbook go to: <http://www.nccpswimming.org/>

To apply for Swimming Teacher equivalency go to <http://www.nccpswimming.org/> and then click on 'swimming teacher' and then download the adobe pdf document titled: 'Red Cross Water Safety Instructor – NCCP Swimming Teacher Certification'

***Coaches that coached last year and are not considered trained (taken the Swimming 101 Course) cannot coach this year unless they are registered to take the course in Humboldt at the end of May. Coaches cannot continue to coach without being properly trained and education. They are given one year grace to be 'in training'.***

## **3. Coach Registration – (See Swim Sask Board of Directors Policy M-2)**

**NOTE: the coach registration process has changed slightly from last year. Clubs now pay ALL coach fees to Swim Sask. So please read this section thoroughly.**

Like swimmers, and as per Swim Saskatchewan Board of Directors Policy M-2, all coaches must be registered in order to be considered a member and allowed to coach. All coach registration ends on August 31 of each year, which is typically the end of the swimming season. So each year at the start of the swimming season; which is typically the fall, all coaches working with any level of Swim Sask swimmer must be registered. There is one fee to register coaches and that fee is \$65 per coach. This fee includes their Swim Sask/Saskatchewan Swim Coaches Association fee, Swimming Canada fee and the Canadian Swim Coaches and Teachers Association fee.

**Coaches are to be registered prior to them physically being on deck coaching. A coach is only considered registered after ALL of the following:**

1. Swim Sask has been notified with the coaches name and email address and has set up an account on the national registration system for him/her.
2. Swim Sask is in the receipt of the \$65 fee
3. The coach has gone into his/her account and has answered the Criminal Record/screening questions and filled in his/her address etc.

NOTE: The coach is only sent an auto generated email from the national system once all the fees have been paid.

Summer clubs and/or coaches have to contact Linda Rempel at the Swim Sask office ([lindarempel@swimsask.ca](mailto:lindarempel@swimsask.ca)) to have an account set up on the national registration system.

If a coach is not registered with the Swim Sask/SSCA then he/she has no rights or privileges as a coach (i.e. they cannot be on the pool deck in a coaching capacity at a swim meet which means they cannot protest/appeal any disqualification on a swimmer, they cannot talk to an official, they cannot attend coaches meeting, or put in scratches etc.) This applies where whether the coach is volunteering or being paid. If a coach is not registered then Swim Sask could come onto the pool deck at any swim meet and remove a coach that is not on the list of registered coaches.

If a Summer Club coach has been coaching with a Winter Club all this season since September 2010, then he/she should already be registered and do not have to do it again. Please call the office to confirm.

#### **4. Swim Sask Website**

Please go to the Swim Sask website to find most of the information that you need to answer questions etc. The answers to most questions can be found in the Summer Swimming Policies and Technical Package. Remember that these are your policies. Summer swimming has created them and has written the information in them, so you need to get to know them.

I encourage all club coaches, swimmers and parents to frequently visit the site. If there is information that we don't have on the site that you would like to see available, then please send in your suggestions and recommendations. We want member's feedback and input!

The following is an example of some of the things that can be found on the website:

- Meet Schedule
- Meet Packages/Invitations
- Policy Manuals, Technical Packages
- Meet Managers Guide
- Sanction Application
- Meet Supplies Price List etc.
- Officials On-Line Database. This on-line database provides individuals the opportunity to see exactly what officiating clinics they have taken and which positions they are fully certified in. One \* means the person has taken the clinic, Two \*\* means the person is fully certified in that position, meaning they have taken the clinic and have worked the position the necessary times, had their card signed off by the referee and submitted it. If someone notices that there are clinics missing from their records, then please contact the Summer Swimming Master and Senior Officials Representative; Scott Sundquist. Scott's contact information can be found on the website under the heading 'Summer' then 'Executive' or on the Officials Referees page.

Please ensure that the club is familiar with the following Swim Saskatchewan Policies:

Board of Directors Policies – G-11, M-2, M-3, M-4, M-5, M-6, C-1, C-2, and C-4

Summer Swimming Policies – SC-2

Summer Swimming Technical Package and Meet Package/Invitation Template – this is what must be used when developing your swim meet package. Ensure that the meet manager has this.

All policies can be found on the website at: [http://www.swimsask.ca/about\\_policies.htm](http://www.swimsask.ca/about_policies.htm) (heading "About Us", then "Policies")

All Forms and documents relating to swim meets can be found under at: <http://www.swimsask.ca/Management.htm> (heading "Summer" then "Competitions" then "Management".)

## **5. Setting up swimmers in your club's Hytek Team Manager Database**

Once Linda processes the swimmer registrations she will send back to the club registrar the excel spreadsheet with the swimmer's registration number. The swimmer registration number is entered in the ID number field in Hytek Team Manager. The correct spelling of the swimmer's name and his/her date of birth also needs to be entered into your club's Hytek Team Manager Database so that entries can be sent to swim meets. It is very important to ensure that the date of birth is correct in both your Hytek team manager and with what has been submitted to Swim Sask.

Please also remember that when setting up your athletes in Team Manager that you put your club code in the Team 1 Field, and in the Team 2 field you put in either North or South and in Team 3 field you put in the zone/district number that your club is in. If you are not sure of your zone/district then please refer to the summer swimming directory/club info page on the website as we have it listed at the top with the club mailing address etc.

Adding the team 2 and 3 field is important and helps the meet manager for Finals.

**Also remember that swimmers' age is age as of April 30, 2011. So the date of April 30, 2011 needs to be set up in Hytek Team Manager in the "Set up" Tab then "preferences, then "system preferences" then in both the "meet age update" field and in the "System Age update" fields.**

If you need help with Team Manager please do not hesitate to call Marj Walton at Swim Sask 780-9238. The best is to have Team Manager open when you call me so that I can walk you through it.

## **6. Club Contact Information/Summer Swimming Directory**

The Club Contact information that Swim Saskatchewan has on file for your club will be sent out by Linda Rempel to last year's club President. This will be sent out by the end of next week; April 22. If there is a specific person that you want Linda to send this to, then please contact her in the next few days. Some of you have already provided Linda with updated information for this year, so thank you for that. Once this document is received, please update any changes or errors and return it to Linda as soon as possible so that all current information can be posted on the website and then all clubs can communicate with each other.

Please don't assume that someone's information is the same as last year. Confirm that it is, especially email addresses, as people sometimes change them and/or internet providers.

NOTE: All directory information will be posted/published on the Swim Saskatchewan website at: [http://www.swimsask.ca/summer/Summer\\_Clubs.htm](http://www.swimsask.ca/summer/Summer_Clubs.htm) (heading "Summer" then from the drop down menu click on "Summer Clubs".) Therefore before providing Swim Sask with people's contact information, ensure that they are okay with having their information posted on the web. **Only provide Swim Sask with the information that individuals say is okay to publish/post on the web.**

Once information is posted to the website, please proof and ensure that it is correct.

## **7. Posters**

Swim Sask has a supply of 2 different posters to help you advertise your club in your community.

- 1) An 11 x 17 inch color poster with various pictures of swimmers on it. It is titled "*Competitive Swimming, Swimming to Win; Winning for Life!*" It has with a spots at the bottom to complete with your club name, contact name and phone number
- 2) A big 17 x 22 white poster with the old Swim Sask logo on it that is titled: "Summer Swimming Competitive Swimming Program" and has lots of white space to put what you want on it as well as spots at the bottom to complete your name, phone number etc.

If you would like some copies of one or both of these posters, please contact Linda at 781-9291 or at [lindarempel@swimsask.ca](mailto:lindarempel@swimsask.ca) and she will mail them out to you.

## **8. Swim Meets – Summer Swimming Policies SC-1, SC-3, SC-5 and Summer Swimming Technical Package**

The most current 2011 Meet Schedule is available on the Swim Sask website at: [http://www.swimsask.ca/summer/summer\\_schedule.htm](http://www.swimsask.ca/summer/summer_schedule.htm) (heading “Summer” then from the drop down menu, move the cursor to “Competitions” then click on “Schedule.”)

As soon as Swim Saskatchewan is given the names of the referees that have volunteered or been assigned to work your swim meet, this information will also be added to the meet schedule.

Before sending your meet package for sanctioning, please forward it to the Meet Referee for review. Once he/she has reviewed it and made any necessary changes then it can be forwarded onto the Sanction chair. Once your meet package has been sanctioned, please remember to send a copy of the sanctioned meet package to each of the referee’s that will be working your meet.

If your club is hosting a swim meet, the **Summer Swimming Technical Package and the Meet Package/Invitation Template MUST be followed.** Both of these documents can be found on the website at: <http://www.swimsask.ca/Management.htm> (heading “Officials” then “Meet Hosting”) The Meet Manager should also refer to the Meet Manager’s Guide. This has been revised and updated. It can be found on the website at the same area.

Please remember that Safety Marshals must be on deck during warm-up. A few years ago each club was provided with brightly coloured orange vests that the Safety Marshals should be wearing. All members, including parents, must abide by the Swim Saskatchewan Member Code of Conduct, Board of Directors Policy M-3. Referees will ensure that this Code of Conduct and the SNC Rules CSW 2.1.6.5 and 2.1.6.6 are upheld. Referees do have the jurisdiction and authority to remove someone from the meet.

Please note that the Swim Saskatchewan travel rate is \$0.30 per kilometer. Clubs need to know this information for budgeting purposes for swim meets for the expense claim for your referees.

## **9. Meet Sanctioning Process – Swim Sask Board of Directors Policy C-4**

Meet Sanctioning is done electronically by the Volunteer Sanction Chairperson, Marni Caldwell.

**Before a meet can be sanctioned, the club must download, complete, sign and fax to the Sanction person the “Pool Depth Declaration Form.” This can be found on the website at: <http://www.swimsask.ca/Management.htm> (heading “Officials”, then “Meet Hosting”)**

Before applying for the meet sanction, send your meet information package/invitation to the Meet Referee for his/her review. After they have reviewed it then you can apply for the sanction.

To apply for a meet sanction, download the *Sanction Application – Covering Letter* and the *Sanction Application Form* from the website at the above location. Complete the *Sanction Application Form* and then email it along with the meet information package/invitation to Marni at: [beancounter1@accesscomm.ca](mailto:beancounter1@accesscomm.ca)

Upon approval of the meet package, the sanction number will be given and the updated Sanction Application Form and Meet Package will be emailed back to the meet manager and to Swim Sask office.

The Sanctioned meet package will then be posted to the Swim Sask website at: [http://www.swimsask.ca/summer/summer\\_schedule.htm](http://www.swimsask.ca/summer/summer_schedule.htm) (heading “Summer”, then “Competitions” then “Schedule”.

When setting up the meet in Hytek Meet Manager, please remember that the **proper club codes must be used.** The proper club codes can be found on the club directory information, posted on the website.

**You also need to remember in Hytek Meet Manager that the age for swimmers is as of April 30, 2011.** If you need help with setting up your meet in Hytek Meet Manager, Sanction Chair Marni Caldwell can help you. She knows Hytek very well. You can also contact Marj Walton at the Swim Sask office as I now have Hytek Meet Manager. I don't know as much as Marni, but I am learning, so if I don't know I will find out for you.

Once your club has set up the events in Hytek Meet Manager, please forward the Hytek file to Swim Sask and we will also post this to the website along with the sanctioned meet package. Coaches, swimmers and parents will be able to go to the website and get all of the information.

Clubs are asked to put the Swim Sask and Sask Sport logo's in your meet package and heat sheets etc. These logo's can be downloaded from the website where all the other meet management forms are located.

Clubs hosting a swim meet must pay an assessment fee of \$1.50 per swimmer to Swim Saskatchewan and a \$25 per day fee for the Officials Education Fund. Assessment fees and meet results must be forwarded to Swim Saskatchewan within 14 days after the competition. All of this information is listed on the *Sanction Application – Covering Letter and the Sanction Application Form*. When submitting the meet assessment fees, please remember to also send a copy of the *Sanction Application Form*, with the meet assessment portion completed.

**NOTE: the Miranda Biletski Trust Fund has now been closed, so clubs do not need to be collecting money for this anymore.**

## **10. Swim Meet Supplies Price List**

**The most current version of the rule book is Revisions 6 01/10/2009. If this is not the version that your club has then make sure to destroy your old one and order a new one.** Meet supplies are to be ordered from Linda at: [lindarempel@swimsask.ca](mailto:lindarempel@swimsask.ca) there will also be a supply at the symposium that you can pickup there to save the shipping costs.

The price list for meet supplies (Officials Sign Up Wall Posters, Scratch forms, DQ slips, Relay Team Members, Rule Books) can be found on the website under the heading "Officials", then "Forms"

## **11. Officials to Work at Swim Meets**

To work a position at a swim meet, the person must have taken the necessary clinic. To obtain a list of officials and the clinics they have taken, and/or the positions they are certified in, please contact Linda Rempel [lindarempel@swimsask.ca](mailto:lindarempel@swimsask.ca) or 780-9291

One suggestion to get the necessary number of officials to work the various positions at your swim meet is to take an officials sign up sheet to the swim meets that will be held a week or two before yours. Get parents from other clubs to help. If everyone was to sign up for a half day, then no one person would need to be out in the sun all day long.

## **12. Officials Clinics**

If your club does not have a qualified official that can teach the various clinics, then contact the Summer Official Coordinator, Scott Sundquist or the Referee's that will be working your swim meet. The Referee's may be able to come to city/town the day before your meet and run one or two clinics for you. Please keep in mind that these officials then have to referee the meet the next day, so giving numerous clinics until midnight the night before is not acceptable and will not be done. Contact numbers and emails for all Master and Senior officials can be found on the website on the heading "Officials" then "Membership". If people do not remember what clinics they have taken, remember to tell them to visit the Officials On-Line Database.

### **13. Provincial Records – Policy SC-6**

It is the Meet Manager's responsibility to ensure that all provincial record applications are submitted to the records chairperson; John Jundt **within 7 days of the meet**, except for records from Semi Finals which are to be submitted within 2 days of the meet.

A copy of an application form for Summer Swimming Provincial Records can be obtained from the website at: <http://www.swimsask.ca/management.htm> (Heading "Officials, then "Meet Hosting").

Please refer to Policy # SC-6 in the Summer Swimming Policies document for complete instructions.

The current provincial records are available on the Swim Saskatchewan website at: [http://www.swimsask.ca/summer/summer\\_records.htm](http://www.swimsask.ca/summer/summer_records.htm) (Heading "Summer", "Provincial Records").

Download the provincial records in both the hard copy adobe pdf file, and the Hytek Records file. Please import the Hytek records file into the Hytek Meet Manager database that has been set up to run your meet. If you are running your meet with the same age groups that the provincial records are in, then you will be able to print the provincial records into the meet program/heat sheets for each event and age group. Hytek Meet Manager can then also flag for you any records, so that you can ensure to get the provincial record forms completed and sent to John.

### **14. Membership Assistance Program (MAP) Grant**

Upon Swim Saskatchewan receiving the club affiliation fee, the Map Grant information and Spending Plan Application forms will be sent out. As per Swim Saskatchewan Board of Directors Policy M-1, to register as a club, there must be a minimum of 5 swimmers as members of the club. Only clubs with a minimum of 5 registered swimmers will be eligible for the Map Grant.

The sooner the club affiliation fee is paid, the sooner the club will receive the Map Grant Spending Plan. A club can submit their club Affiliation/Registration fee now, and then wait to submit the swimmer registration fees later.

Please remember that there are deadline dates that must be adhered to and that deadline dates will be strictly enforced. If a club does not get the Spending Plan and Follow-Up reports submitted by the deadline dates, then that club's funds will be dispersed to the clubs that did submit on time.

### **15. Insurance**

Information on the insurance policy that Swim Saskatchewan purchases can now be found online at: <http://extranet.aon.ca/sasksport/en/index.aspx>

Please note that the Insurance Company must receive notice any accident within 30 days. If someone in your club does have a swimming related accident, please contact the Swim Sask office immediately and an accident claim form will be sent to you. I would also like to bring to your attention that if either parent has group insurance/medical and dental coverage as employee benefits, then any out of pocket expenses must be submitted to those insurance companies first, and then any amount not covered can be submitted through this plan.

### **16. 2011 Summer Swimming Provincial Finals and Summer Swimming Annual Meeting**

The season always concludes with the Summer Swimming Provincial Finals and the annual meeting. This year, Finals will be hosted in Humboldt as a 2 day competition, on Saturday July 30 and Sunday July 31/2011. The Summer Swimming Annual meeting is also held in conjunction with the finals. More information on the annual meeting will be sent out during the season.

### **17. Swimming Rules updates and interpretations:**

Any interpretations regarding swimming rules can be found on the Swimming Canada website at:  
<https://www.swimming.ca/Ruleinterpretation>

All coaches and all officials are encouraged to frequent the site regularly to keep up on these.

### **18. Staff Roles and Responsibilities and Contacting Staff**

Swim Saskatchewan Office hours are:

Monday to Friday - 8:30 a.m. to 5:00 p.m. and is closed for an hour during lunch. The actual time we go for lunch varies as we go whenever we can, so can be closed anywhere between 12:00 and 2:00 p.m.

Executive Director Marj Walton works 5 days per week and Administrative Assistant, Linda Rempel works 3 days per week on Wednesday's, Thursday's and Friday's.

For any of the following please contact Linda:

- Swimmer registration fees and updated lists,
- To order any meet supplies (DQ slips, officials wall charts relay cards etc.),
- To obtain a list of officials for your club,
- To request officials clinics

Linda's direct telephone line is: 780-9291 and direct email is: [lindarempel@swimsask.ca](mailto:lindarempel@swimsask.ca)

For any of the following please contact Marj:

- Policy interpretations or policy related questions,
- Financial questions other than swimmer and coach registration fees
- Help with Hitek Team Manager and Meet Manager
- Everything else

Marj's direct telephone line is: 780-9238 and direct email is: [marjwalton@swimsask.ca](mailto:marjwalton@swimsask.ca)

If you need help with developing your meet package please download the Meet Package/Invitation Template from the website at: <http://www.swimsask.ca/management.htm>

Gord Shields is the Swim Saskatchewan Technical Director. He is on contract so does not work in the office, but works from his home in Liberty Saskatchewan. If any club would like Gord to come out to their club to provide some coaching assistance or give a clinic to their swimmers, then please contact him directly. Clubs will be responsible to pay Gord's expenses (i.e. travel, meals and any accommodations) at the Swim Sask Expense rates. (See Board of Directors Policy A-2)

Gord can be reached via email at: [gshields@sasktel.net](mailto:gshields@sasktel.net) or via telephone in Liberty at: (306) 847-4242

If there is any thing that we can do to help you, please do not hesitate to contact either Linda or Marj. Or you may also contact the Director of Summer Swimming, Paula Sundquist or your Swimming Program Committee Zone Representative (contact information can be found on the website.)

Have a great 2011 season. I look forward to seeing some of you at the upcoming symposium or perhaps on the pool deck.